

Setting up Groups to manage extensions, flagging and multiple markers using CSV files

This is a guide on how to set up VLE Groups in order to manage extensions, flagging and multiple markers using the VLE's CSV import options. This guide can also be used for general guidance on how to create and populate VLE Groups using spreadsheets.

Note that Groups can alternatively be created and populated using just the VLE's interface and that maintenance of the Groups, once created, is achieved using the VLE's interface. [Creating Groups using the VLE's interface is covered in a separate guide.](#)

The creation of CSV files exported from the Assessment Tracker for import via the method described in this guide is covered in separate guidance.

IMPORTANT NOTE: Once a GroupSet's Groups have had members allocated you CANNOT update the membership using a CSV file, doing so corrupts the Group memberships. You can only perform the initial Group allocation by CSV, changes thereafter must be made using the VLE's Groups interface.

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Section 1 - Why do we need to set up Groups, Group naming and why you might want to use CSV

Why do we need to use Groups?

There are numerous reasons, including that TurnItIn Assignments don't know whether a student has an extension or whether a student shouldn't be penalised for spelling and grammar infractions. For TurnItIn, we thus need:

- A means to prevent a marker from marking a piece of work that might be superseded
- A means for a marker to know when not to penalise a submission for spelling and grammar

The TurnItIn **Assignment Inbox** can be filtered by VLE **Group** membership. This means we can assign students into **Groups** and have a marker then filter their **Assignment Inbox** to show only those students assigned into a **Group**.

Group naming

Groups created for marking need clear names. To identify submissions that should not be penalised for spelling and grammar, and to manage extensions, you will need to create a minimum of two groups within the Group Set, for an assessment that has only one first marker.

It is recommended that the group names for marking be:

- To Mark (and)
- To Mark – Flagged

If there is more than one first marker, then you will need to create a minimum of two groups per marker. It is recommended that the group names should be as already described but prefixed by each marker's name. For example:

- Jane Smith - To Mark (and)
- Jane Smith - To Mark – Flagged

IMPORTANT NOTE: [DET Marker guidance](#) uses the above naming convention. If you choose to use different names then be sure to let your marking staff know this.

In both a single or multiple first marker scenario you may want to optionally create an **Extensions** group and an **Extensions – Flagged** group.

As students can remain unassigned to a **Group** within a **Group Set** you won't, of necessity, need to create an **Extensions** Group or Groups. You may however want to maintain **Extension** and **Extension - Flagged** Groups just for the sake of ongoing administrative clarity and efficiency when shifting students between groups.

Where there are multiple first markers you may want to maintain a **To Mark, To Mark - Flagged, Extensions** and **Extensions - Flagged** Group per marker; especially where marker allocation is not random.

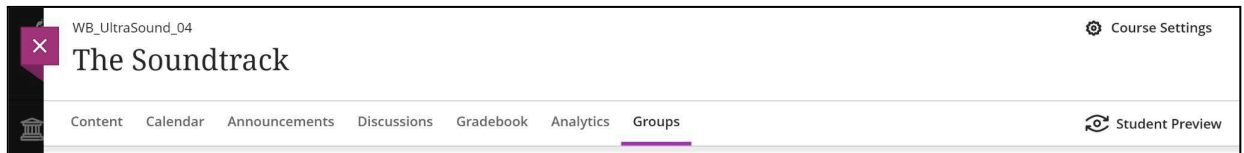
Why create Groups using a CSV file?

- While [creating Groups using the VLE's interface](#) is relatively straightforward it can become onerous once a module's student count is high enough, especially where assessments are first marked by more than one marker.
- If you have 150 students marked by 5 markers and you have four Groups per marker (as suggested above) then you will need to create and initially populate 20 Groups.
- If the allocation of students to markers is not random then allocation will, of course, also need to be precise. For example, students might be marked by their seminar group leader.
- You will likely be able to pull a spreadsheet from another University system that includes some of the information you need such as student usernames and which tutor is responsible for them. Using such data can shortcut the creation of Groups when doing it via a spreadsheet saved as a CSV file.

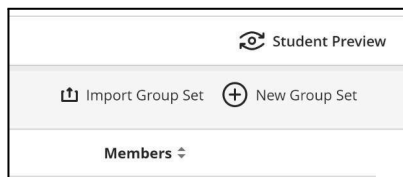
Section 2 - Preparing the Group Set group creation CSV file and importing it

Download the Group Set template CSV file and then edit it

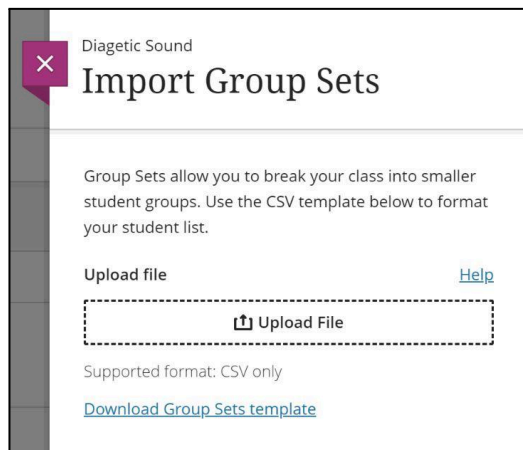
1. Download the Group Set template CSV file from the VLE. To do this:
 - a. Click on **Groups** from the upper row of tabs.



- b. Click on the **Import Group Set** button, its icon is a tray with an upward pointing arrow.



- c. When the **Import Group Sets** panel appears, click on the **Download Group Sets template** link. This will initiate download of a CSV template file. Save this to a drive available to your device.



2. Open the template CSV, using Microsoft Excel, and edit the spreadsheet to reflect your Group requirements. *The screenshot below shows the template as provided by the VLE.*

	A	B	C	D	E	F	G
1	Group Code*	Title*	Description	Group Set*	Self Enroll*		
2	New_gc_Group_gc_1	random group 1	content describing group1	first_gc_ultra_gc_group_gc_set	Y		
3	New_gc_Group_gc_2	random group 2	content describing group2	first_gc_ultra_gc_group_gc_set	Y		
4	New_gc_Group_gc_3	random group 3	content describing group3	first_gc_ultra_gc_group_gc_set	Y		
5							

- Once you've completed the spreadsheet save the file in the **CSV** format (NOT in .XLSX or .XLS). *The screenshot below shows the template set-up in preparation for 4 markers*

Group Code*	Title*	Description	Group Set*	Self Enroll*
DissMark_01	Jane Jones - To Mark		Dissertation Marking	N
DissMark_02	Jane Jones - To Mark - Flagged		Dissertation Marking	N
DissMark_03	Jane Jones - Extensions		Dissertation Marking	N
DissMark_04	Jane Jones - Extensions - Flagged		Dissertation Marking	N
DissMark_05	Joe Bloggs - To Mark		Dissertation Marking	N
DissMark_06	Joe Bloggs - To Mark - Flagged		Dissertation Marking	N
DissMark_07	Joe Bloggs - Extensions		Dissertation Marking	N
DissMark_08	Joe Bloggs - Extensions - Flagged		Dissertation Marking	N
DissMark_09	Bilbo Baggins - To Mark		Dissertation Marking	N
DissMark_10	Bilbo Baggins - To Mark - Flagged		Dissertation Marking	N
DissMark_11	Bilbo Baggins - Extensions		Dissertation Marking	N
DissMark_12	Bilbo Baggins - Extensions - Flagged		Dissertation Marking	N
DissMark_13	Arwen Evenstar - To Mark		Dissertation Marking	N
DissMark_14	Arwen Evenstar - To Mark - Flagged		Dissertation Marking	N
DissMark_15	Arwen Evenstar - Extensions		Dissertation Marking	N
DissMark_16	Arwen Evenstar - Extensions - Flagged		Dissertation Marking	N

The Group Set CSV data format

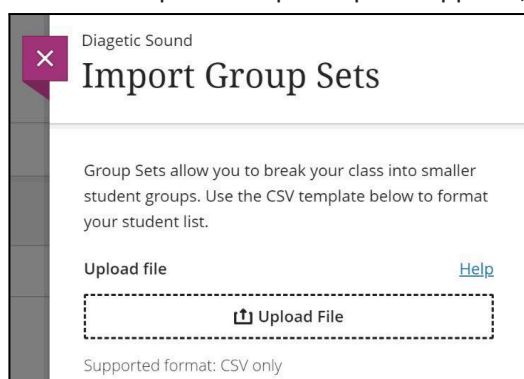
The format for a row of the spreadsheet is as follows:

- **The Group Code is mandatory.** You will need to provide a unique alphanumeric code for each group in a module site, eg. DissSum1_g01. These codes are used behind the scenes to uniquely identify the group from a technical point of view and can be anything you choose. The group code must be unique so you do not accidentally override another group set up on the module site so do make these sufficiently complex.
- **The Title is mandatory.** This is the group title that will be visible in the course, for example, To Mark or To Mark - Flagged
- **The group Description is optional.** If you enter text here it will be visible in the course when viewing the Group.
- **The Group Set information is mandatory.** This is the name of the Group Set as it will appear listed in the VLE.
- **The Self Enroll setting is mandatory.** When creating Groups for managing assessment marking, set this to N.

Import the Group Set CSV into the VLE site

To import the CSV file:

- (If not already in Groups) Click on **Groups** from the upper row of tabs.
- Click on the **Import Group Set** button.
- When the Import Group Sets panel appears, click on the **Upload File** button.

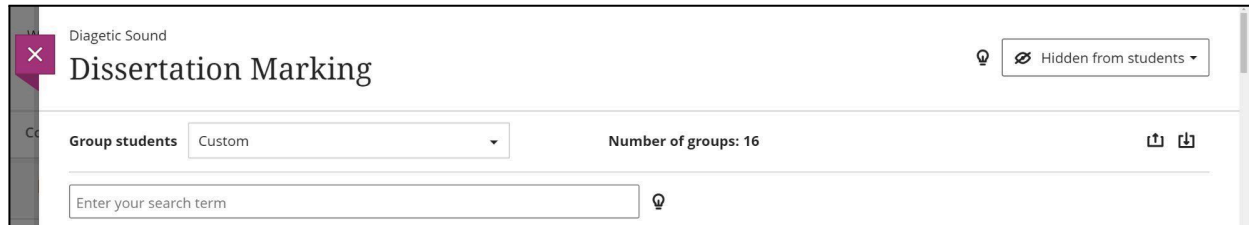


- Use the standard file browser to find and attach the **CSV** file. When successfully attached the file name of the **CSV** will appear on the panel.
- Click the **Import** button at the bottom of the panel to complete the procedure.
 - Note that you will need to refresh the **Group Sets** page to see the imported **Group Set** appear and that there might be a short delay while the CSV file is processed.

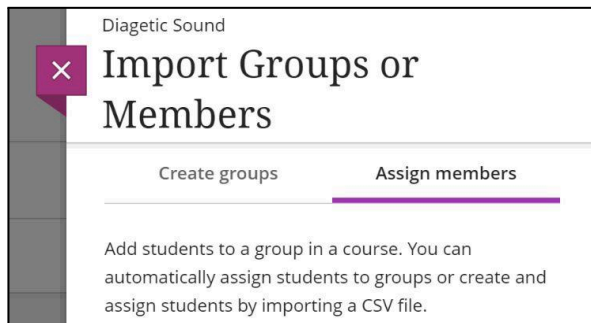
Section 3 - Preparing the Group membership allocation CSV file and importing it

Download the Group Membership template CSV file and then edit it

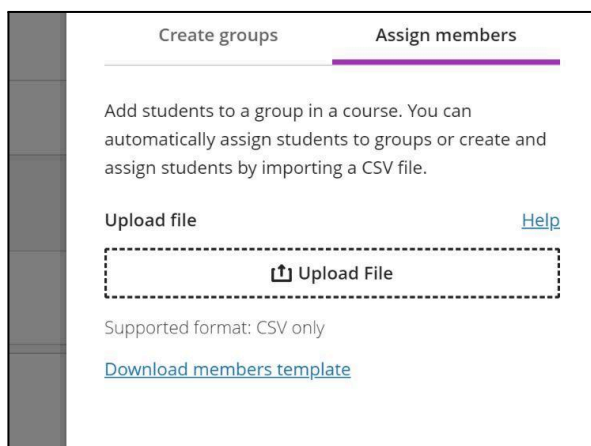
1. (If not already in Groups) Click on **Groups** from the upper row of tabs.
2. Click on the title of a listed **Group Set** (created as described above for example).
3. Click the **Import Group or Members** icon, its icon is a tray with an upward pointing arrow.



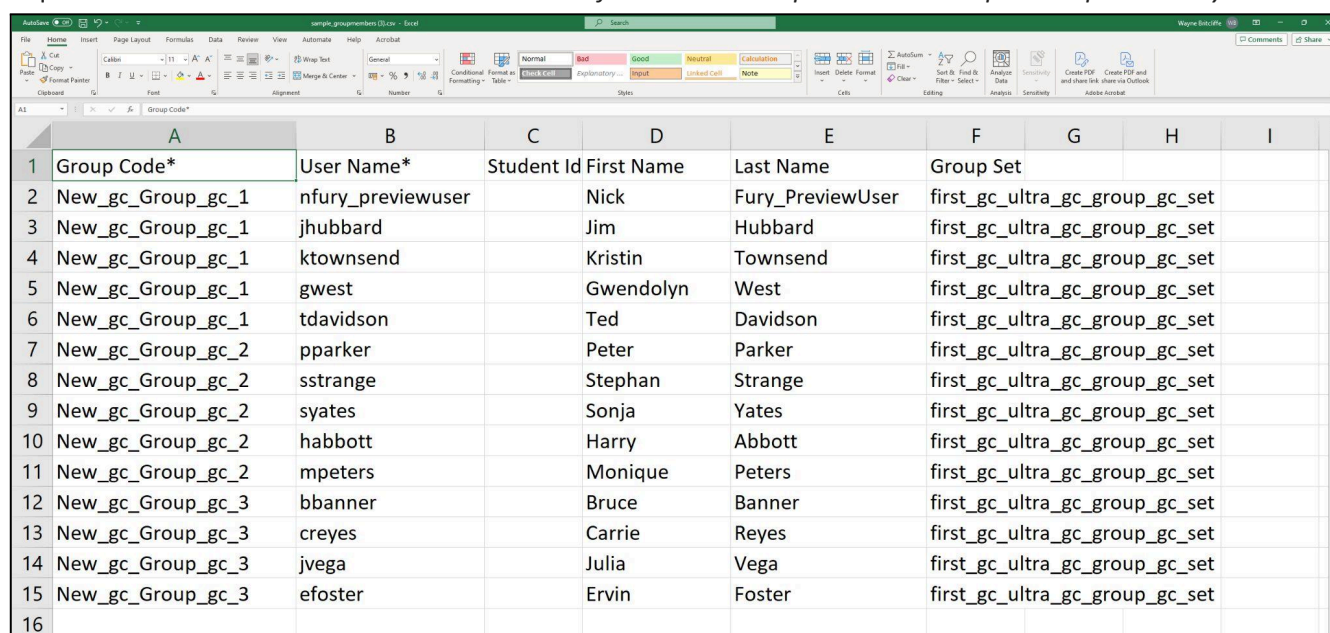
4. When the **Import Group or Members** panel appears, click on the **Assign members** sub-tab.



5. Click the **Download members template** link. This will initiate download of a CSV template file. Save this to a drive available to your device.

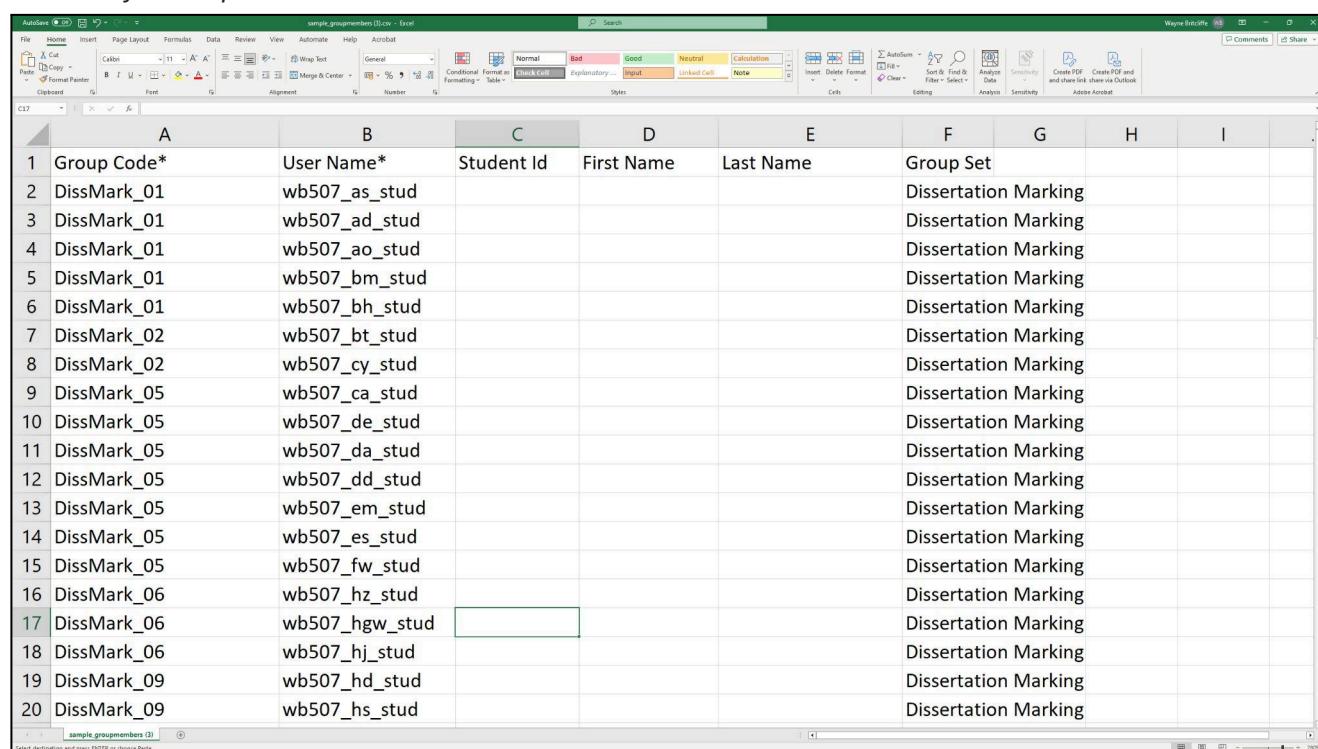


6. Open the template CSV, using Microsoft Excel, and edit the spreadsheet to reflect your Group membership requirements. *The screenshot below shows the default membership allocation template as provided by the VLE*



	A	B	C	D	E	F	G	H	I
1	Group Code*	User Name*	Student Id	First Name	Last Name	Group Set			
2	New_gc_Group_gc_1	nfury_previewuser		Nick	Fury_PreviewUser	first_gc_ultra_gc_group_gc_set			
3	New_gc_Group_gc_1	jhubbard		Jim	Hubbard	first_gc_ultra_gc_group_gc_set			
4	New_gc_Group_gc_1	ktownsend		Kristin	Townsend	first_gc_ultra_gc_group_gc_set			
5	New_gc_Group_gc_1	gwest		Gwendolyn	West	first_gc_ultra_gc_group_gc_set			
6	New_gc_Group_gc_1	tdavidson		Ted	Davidson	first_gc_ultra_gc_group_gc_set			
7	New_gc_Group_gc_2	pparker		Peter	Parker	first_gc_ultra_gc_group_gc_set			
8	New_gc_Group_gc_2	sstrange		Stephan	Strange	first_gc_ultra_gc_group_gc_set			
9	New_gc_Group_gc_2	syates		Sonja	Yates	first_gc_ultra_gc_group_gc_set			
10	New_gc_Group_gc_2	habbott		Harry	Abbott	first_gc_ultra_gc_group_gc_set			
11	New_gc_Group_gc_2	mpeters		Monique	Peters	first_gc_ultra_gc_group_gc_set			
12	New_gc_Group_gc_3	bbanner		Bruce	Banner	first_gc_ultra_gc_group_gc_set			
13	New_gc_Group_gc_3	creyes		Carrie	Reyes	first_gc_ultra_gc_group_gc_set			
14	New_gc_Group_gc_3	jvega		Julia	Vega	first_gc_ultra_gc_group_gc_set			
15	New_gc_Group_gc_3	efoster		Ervin	Foster	first_gc_ultra_gc_group_gc_set			
16									

7. Once you've completed the spreadsheet save the file in the **CSV** format (NOT in .XLSX or .XLS). *The screenshot below shows the template set-up to assign students into Groups using the example illustrated further above for creation of a Group Set*



	A	B	C	D	E	F	G	H	I
1	Group Code*	User Name*	Student Id	First Name	Last Name	Group Set			
2	DissMark_01	wb507_as_stud				Dissertation Marking			
3	DissMark_01	wb507_ad_stud				Dissertation Marking			
4	DissMark_01	wb507_ao_stud				Dissertation Marking			
5	DissMark_01	wb507_bm_stud				Dissertation Marking			
6	DissMark_01	wb507_bh_stud				Dissertation Marking			
7	DissMark_02	wb507_bt_stud				Dissertation Marking			
8	DissMark_02	wb507_cy_stud				Dissertation Marking			
9	DissMark_05	wb507_ca_stud				Dissertation Marking			
10	DissMark_05	wb507_de_stud				Dissertation Marking			
11	DissMark_05	wb507_da_stud				Dissertation Marking			
12	DissMark_05	wb507_dd_stud				Dissertation Marking			
13	DissMark_05	wb507_em_stud				Dissertation Marking			
14	DissMark_05	wb507_es_stud				Dissertation Marking			
15	DissMark_05	wb507_fw_stud				Dissertation Marking			
16	DissMark_06	wb507_hz_stud				Dissertation Marking			
17	DissMark_06	wb507_hgw_stud				Dissertation Marking			
18	DissMark_06	wb507_hj_stud				Dissertation Marking			
19	DissMark_09	wb507_hd_stud				Dissertation Marking			
20	DissMark_09	wb507_hs_stud				Dissertation Marking			

The Group Membership CSV data format

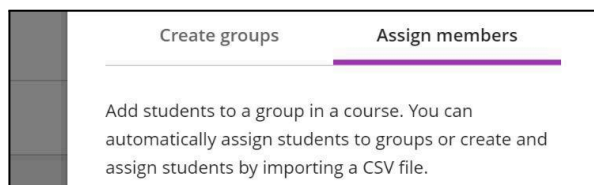
Each row of the spreadsheet represents a student and indicates which Group the student should be put into within which Group Set. The format for a row of the spreadsheet is as follows:

- **The Group Code is mandatory.** This is the unique code you defined for the group in the first spreadsheet that you wish to put the student into
- **The Username is mandatory.** This is the student's username, eg abc123. Note that the student must be first enrolled on to a VLE site before they can be assigned into a Group.
- **The StudentID, First Name and Last Name** are optional. Leave these cells blank.
- **The Group Set is only mandatory if** assigning members to more than one Group Set using the same CSV file

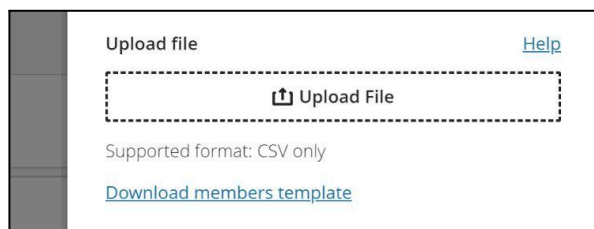
Import the Group Membership CSV into the VLE site

To import the CSV file:

1. (If not already in Groups) Click on **Groups** from the upper row of tabs.
2. Click on the title of the **Group Set**.
3. Click the **Import Group or Members** icon.
4. When the **Import Group or Members** panel appears, click on the **Assign members** sub-tab.



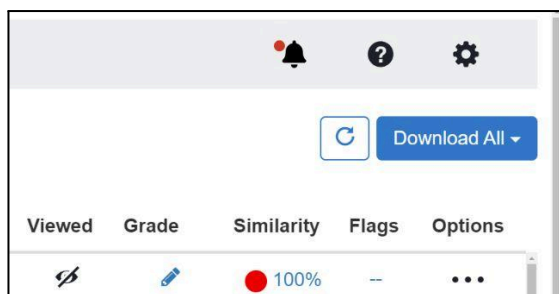
5. Click on the **Upload File** button.



6. Use the standard file browser to find and attach the **CSV** file. When successfully attached the file name of the **CSV** will appear on the panel.
7. Click the **Import** button at the bottom of the panel to complete the procedure.
 - a. Note that you will need to refresh the display of the Groups Set to see the results.

Section 4 - Additional recommendations and notes

- **IMPORTANT NOTE:** Once the Group Set creation and initial allocation of students into Groups has been made via CSV you will then need to use the VLE's interface for ongoing maintenance of Group Membership
- Always leave a **Group Set** used for marking **Hidden from students**.
- It's generally recommended that all students are initially placed in a **To Mark** or **To Mark - Flagged** group and then later moved out of a **To Mark** group when an extension is being pursued or has been confirmed.
- You can always re-name any groups initially created via CSV.
- If you want to check **Group** filtering in the **Assignment Inbox** immediately after setting up a new **Group Set**, you may need to force a refresh of the **Assignment Inbox** to see the new **Group Set** filter in the drop-down. You can force a refresh of the Assignment Inbox by:
 - Clicking the **Refresh** button (its icon is a small circular arrow) next to the **Download All** option. After a few seconds the refresh will complete and the new Group Set become available via the drop-down



Further Help

- [TurnItIn Feedback Studio \(TFS\) guides hub page](#) (Guides website)
- [TurnItIn Administration - Adding/editing a TurnItIn submission point \(summative\)](#) (Google Doc)
- [TurnItIn Administration - Adding/editing a TurnItIn submission point \(formative\)](#) (Google Doc)
- [TurnItIn Administration - Creating, importing and exporting grading forms or rubrics](#) (Google Doc)
- [TurnItIn Administration - Setting up Groups to manage extensions, flagging and multiple markers using the Ultra interface](#) (Google Doc)
- [TurnItIn Administration - Clearing a student's submission](#) (Google Doc)
- [TurnItIn Administration - Identifying students who haven't made a submission using the VLE's Gradebook](#) (Google Doc)
- [TurnItIn Administration - Uploading a submission on behalf of a student](#) (Google Doc)
- [TurnItIn Administration - Exporting the current state of a TurnItIn submission point's Assignment Inbox as a spreadsheet](#) (Google Doc)
- [TurnItIn Administration - Making assessment material handled by TurnItIn Feedback Studio available to external markers](#) (Google Doc)
- [Example non-assessment specific \(submission point\) information for students](#) - This is info you might consider inserting into the VLE near each sub point.
- [Submission of Assessment - Departmental Guidance Example](#) - This is a more detailed version of the first example that you might consider linking into the VLE near each sub point - I'd suggest making it a Google Doc if you do link it
- [TurnItIn Submission Frequently Asked Questions](#) - This is a starter FAQ document you could link to assessment information - again I'd suggest making it a Google Doc if you do link it in
- [Marker video guidance](#) (Blog post that provides links to all the marker videos)
- [Student video guidance for submissions with TurnItIn \(YouTube\)](#) ([Panopto/Replay](#))
- [Student written guidance for submissions with TurnItIn](#) (Google Doc)
- See [our Help Pages](#)
- [Contact Us, the Digital Education Team](#)

Digital Education Team, University of York - linktr.ee/uoyvle
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