

DIVIDING YOUR VIRTUAL CLASS INTO SUB-GROUPS

This tutorial will enable you to divide your virtual class into sub-groups, therefore allowing your students to work in small groups and then return to the main session of the virtual class.

The function “Divide into groups” enables you to divide your virtual Zoom class into sub-groups (group sessions) so that your students can work together in groups.

This division can be done automatically or manually, and you can move from one group to another as required.

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1 - Create and manage groups (group sessions)

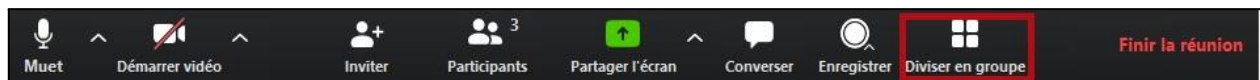
1.1 - Create the groups



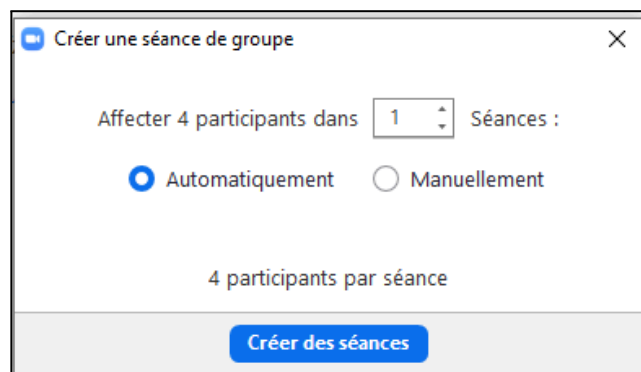
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It is recommended to allocate students to group sessions first of all. To do this:

- Launch your virtual class using Zoom
- In the toolbar, click on the button “Divide into groups”



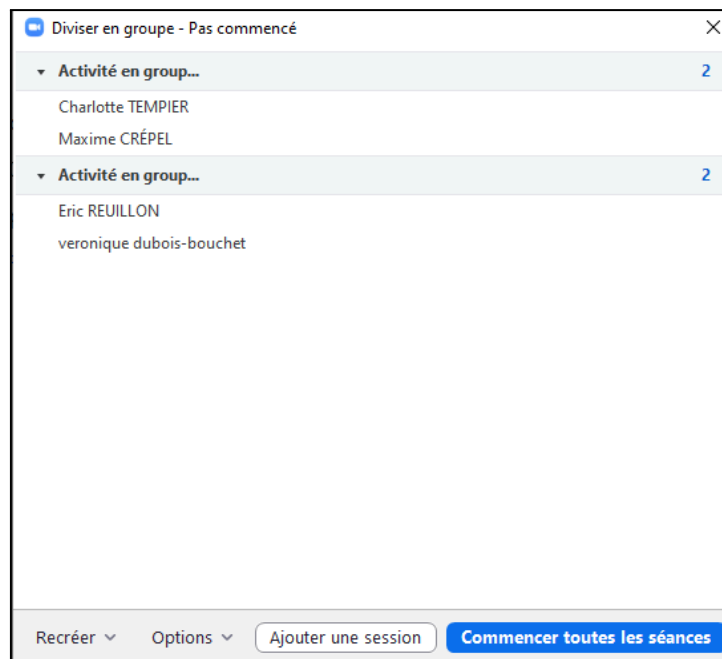
- This window will open



- Select the number of group sessions you wish to create and choose the way you wish to allocate students to these sessions:
 - Either automatically: Zoom will divide the students equally among the groups
 - Or manually: choose which students you would like to allocate to each group (please refer to the section “Allocate students to group sessions”)
- Click on “Create sessions”
- Your group sessions will be set up and the number of participants indicated for each session.



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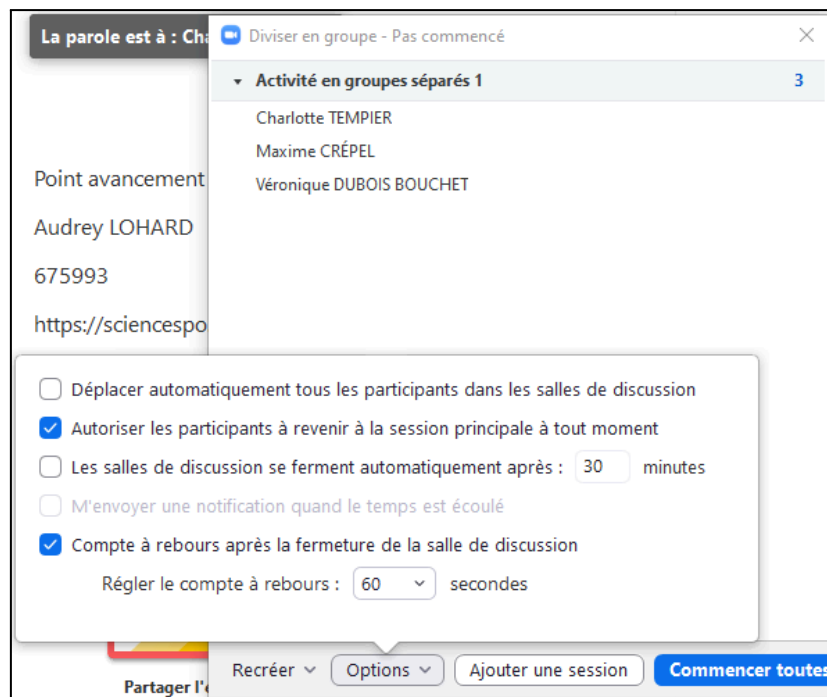
1.2 - Additional options to manage the groups

If you wish, you can configure additional options prior to launching the group sessions. To do this,

- Click on “Options” at the foot of the window.



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- Tick the options that interest you
 - **1/ Move all the participants automatically into discussion groups:** if you select this option, all the students will automatically be divided into group sessions (also called conference rooms). If this option is not selected, the students will need to click on “Join” to be allocated to a group session.
 - **2/ Authorise participants to return to the main session at any time:** if you select this option, your students can choose to return to the main session from their Zoom interface. If this option is deselected, they will need to wait until the teacher ends the group session.
 - **3/ The discussion groups will close automatically after X minutes:** if you select this option, the group sessions will come to an end automatically after the specified length of time.
 - **4/ Send me a notification when the time is up:** if you select this option, you will be alerted when the time is up for the activity in the group session.
 - **5/ Countdown** before the group session ends: if you select this option, the students will have a countdown of the time remaining until their group session ends and they return to the main class.

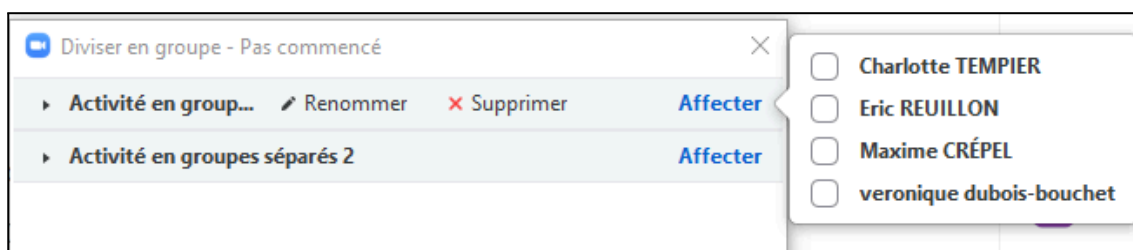


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2 - Allocate students to group sessions

To allocate students to group sessions, click on “Allocate” next to the sub-group and select the students you wish to assign to this group. Repeat this operation for each session of the group.

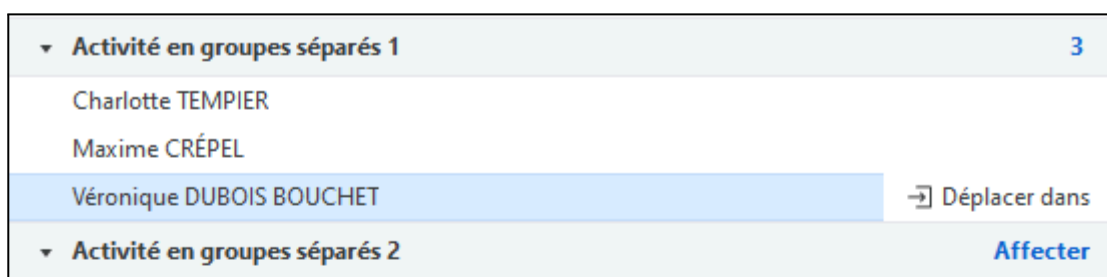
3 - Change the allocation



Once you have allocated students to the group sessions, either automatically or manually, you can then make changes.

NB: Students who have not been assigned to the group sessions will remain in the main class when the group sessions begin.

- Click on “Move to” and select the group you wish to allocate the student to

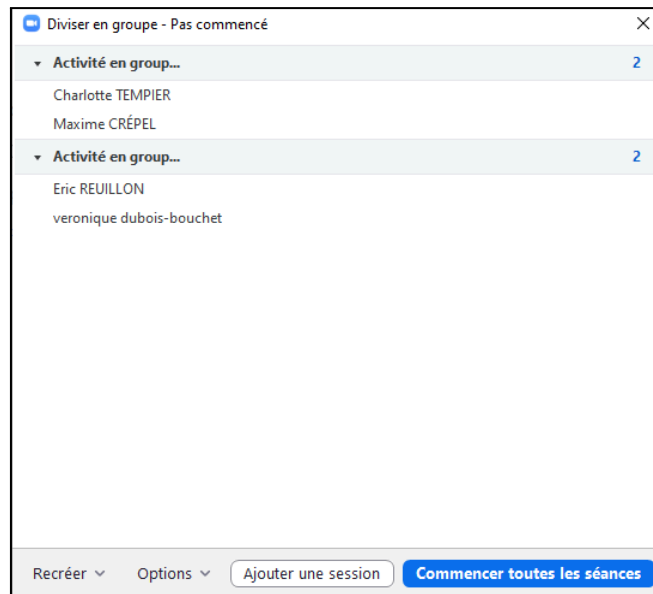


4 - Launch the group sessions

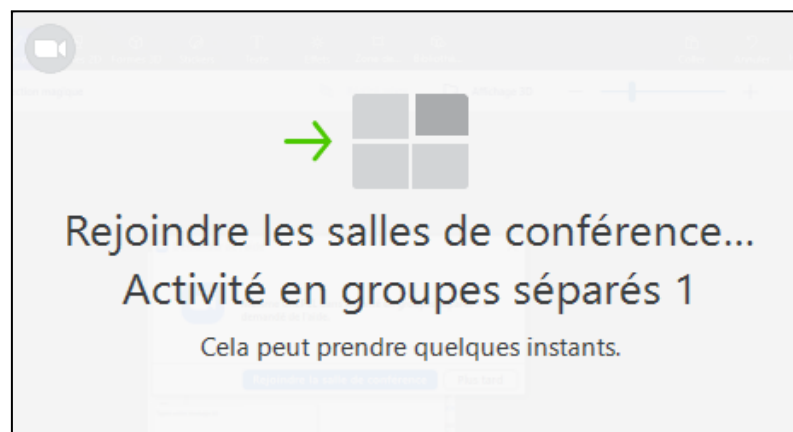
- Click on “Begin all sessions” to launch the group sessions.



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- Your students are automatically divided into groups or receive an invitation to join the respective groups to which they have been assigned (also called conference rooms in Zoom - see the invitation below).



- You remain in the main class.
- If a student does not join their group session, the mention "(not joined)" appears next to their name.



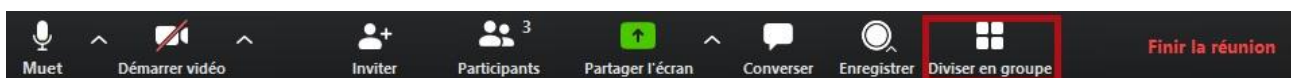
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5 - Send a message to all the groups

You can send a message to all the groups.

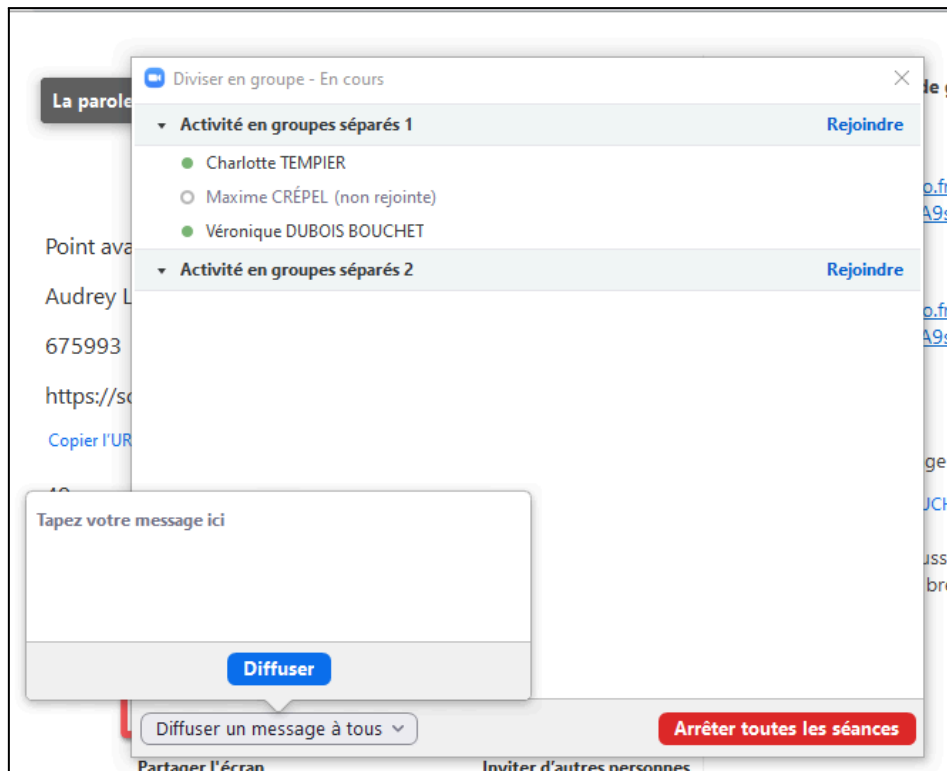
1. Click on "Divide into groups" in the toolbar.



2. Click on "Send a message to all"



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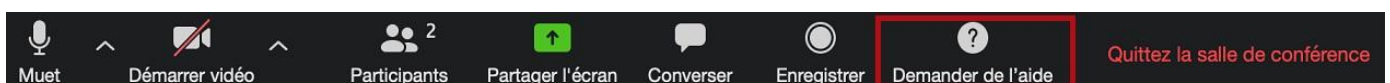


3. Type your message in the window and click on “Send”

The message will be visible to all participants in the group sessions.

6 - Receive a request for help and join a group session

From their group, students can ask you for help using a “Request help” button and invite you to join them.



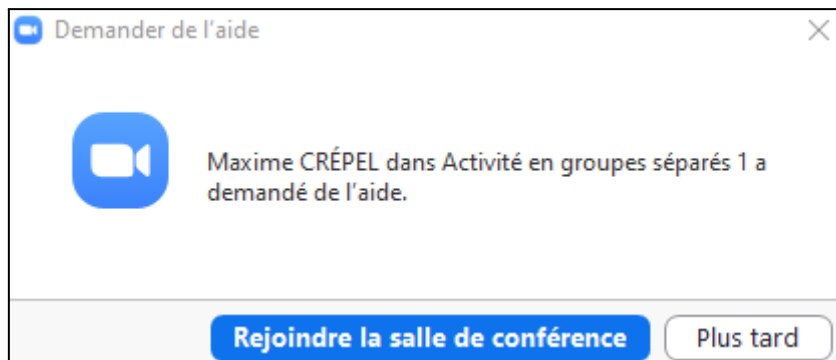
Students' toolbar

In this case, a window opens on your screen.



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- Click on the button “Join the conference room” to join the group.



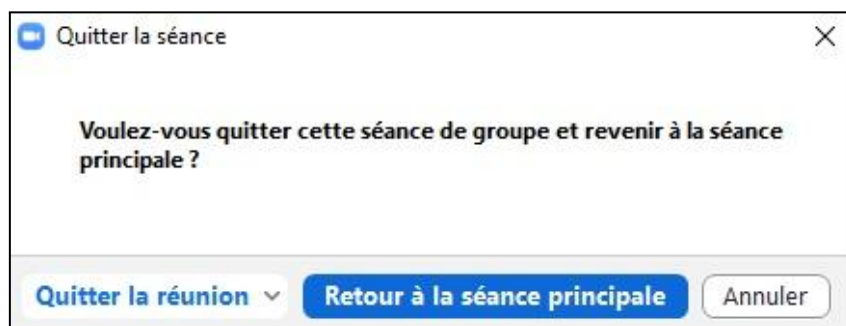
7 - Leave the group session

To leave the session where you were asked for help, click on the button “Leave the group session”



A notification will appear:

- Click on the button “Return to the main class”

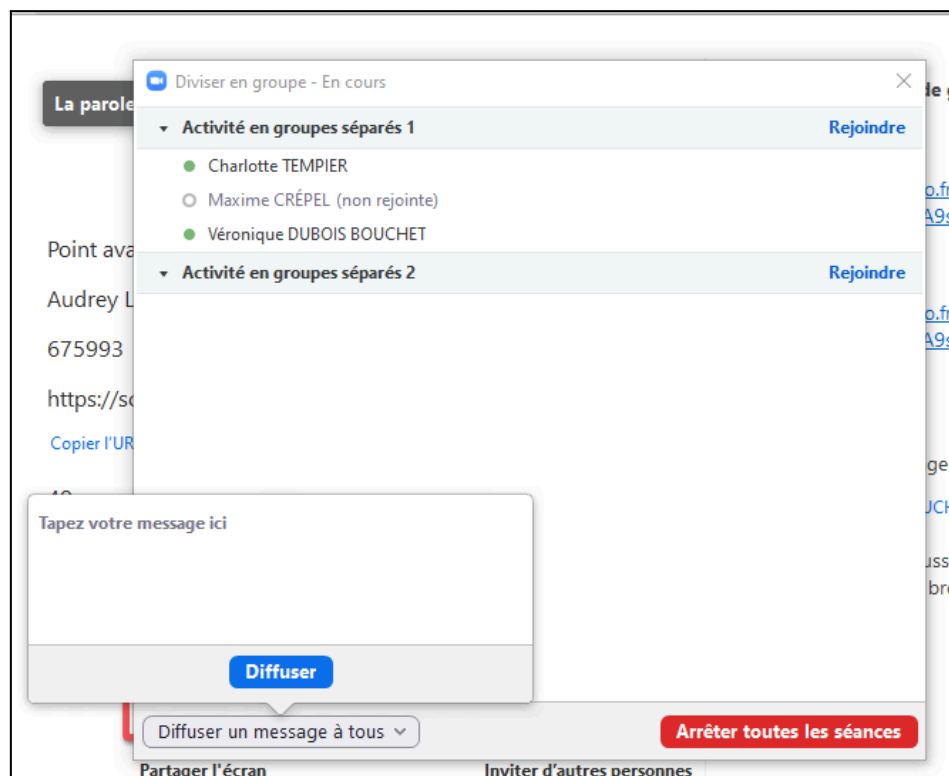


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8 - Close all the groups and return to the main session

To end all the group sessions and bring your students back to the main virtual class,

- Click on the button “End all the sessions”



- According to the option you have selected, the sessions will end after the countdown or your students will be immediately invited to rejoin the main virtual class.



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