

Designer and Instructor Reference WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 19: GROUP MANAGER

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CHAPTER 19: GROUP MANAGER

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT GROUP MANAGER

For Section Instructors

The *Group Manager* tool allows you to group members in your course.

NOTE: The term "members" refers to users that are enrolled in your course in any of these five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

Depending on the design of your course, groups may have been created for you or you can create groups yourself. There are three options for creating groups in *Group Manager*:

1. Create custom group
2. Create multiple groups
3. Create groups with sign-up sheets

The following table describes each option:

Option	Description
Create custom group	Creates one group in which you select the members to add
Create multiple groups	Either: <ul style="list-style-type: none">• creates one or more empty groups to which you add members later• creates one or more full groups in which Students are randomly distributed
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the <i>Course Content</i> tool.

Once the groups are created, you can do the following:

- In *Group Manager*, you can:
 - add and remove group members.

- create discussion topics for groups, in which group members can read and post messages.
- create chat or whiteboard rooms for groups, in which group members can communicate in real time.
- send mail messages to all members of one or more groups.
- edit group settings, such as group name and description.
- edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
- delete groups.
- In *Assignments*, you can:
 - create assignments that can be assigned to groups, allowing Students to work collaboratively.
 - create assignments that Students work on individually but for which you provide additional instructions to groups of Students.
- In *Selective Release*, you can set selective release criteria based on membership within a group.

Working with Groups

For Section Instructors

You can:

- create custom groups.
- create multiple groups.
- create groups with sign-up sheets.
- create discussion topics for groups.
- create chat or whiteboard rooms for groups.
- send mail messages to groups.
- edit group settings.
- edit sign-up sheet settings.
- delete groups.

Creating Custom Groups

When you create a custom group, you get to select which members are added to the group.

NOTE: The same member can be added to multiple groups.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create custom group* and click **Continue**. The *Create Custom Group* screen appears.
3. In the *Group name* text box, enter a name for the group.
4. In the *Group description* text box, enter a description for the group.
5. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears displaying a list of all members.
6. Do one of the following:
 - To add one or multiple members, next to the members you want to add, select the check box and click **Add Selected**.
 - To add all members, click **Add All**.

The *Create Custom Group* screen appears and, under *Membership Information*, the selected members are listed.

TIP: If you want to remove one or more of the members that you added, from the list of group members, select the members you want to remove, and click **Remove Selected**. The selected members are removed from the list of group members.

7. If you want to save the group and create another group, do the following:
 - a. Click **Save and Create Another Group**. The group is saved and the text boxes on the *Create Custom Group* screen are cleared.
 - b. Repeat steps 3 to 6.
8. Click **Save**. The *Group Manager* screen appears and the group is created.

NOTE: Under *Members*, the names of the group's members appear. If the group contains more than 10 members, to view all group members, click **View All Members**.

Creating Multiple Groups

When you create multiple groups, you can choose to:

- create empty groups in which you can add members later.
 - create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed. Group size and selection are based on whether you specify the number of members that you want in each group or specify the number of groups you want created.
1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
 2. Select *Create multiple groups* and click **Continue**. The *Create Multiple Groups* screen appears.

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3. Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

4. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
5. Under *How Should the Groups Be Created?*, specify how you want to create the groups:
 - To create empty groups and add section members later:
 - a. Select *Create empty groups, and add members later*.
 - b. In the *Number of groups* text box, enter the number of groups you want to create.
 - To create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed:
 - a. Select *Create full groups, and randomly distribute Students*.
 - b. If you want to include the demo student in one of the groups, under the *Students*, select *Include the demo student in one of the groups*. If you select this option, from the *Student View* tab, you will be able to view assignments that are assigned to groups in which the demo student is a member. This gives you the opportunity to test the appearance and usability of group assignments.
 - c. Under *Set Up Groups*, specify how you want to set up the groups:
 - To randomly distribute the members by the number of groups, select *By number of groups* and, in the text box, enter the number of groups you want to create.
 - To assign a specific number of members to each group, select *By number of Students per group* and, in the text box, enter the number of Students and Auditors you want in each group.
 - d. Under *What Should Be Done with Any Extra Members*, select whether extra Students and Auditors should be randomly distributed among the groups, put in their own group, or left to be manually added to groups later.
6. Click **Continue**. The *Confirm Created Groups* screen appears.
7. If you want to, edit the group names and descriptions.
8. If you created full groups and you want to shuffle group members between the groups, click **Shuffle Members**. The *Confirm Created Groups* screen updates and the group members are shuffled between the groups.
9. Click **Save**. The *Group Manager* screen appears and the groups are created.

NOTE: If you created full groups, under *Members*, the names of each group's members appear. If a group contains more than 10 members, to view all group members, click **View All Members**.

Creating Groups with Sign-Up Sheets

You can create one or more empty groups that Students sign up for by using a sign-up sheet. This allows Students to choose the group that they want to join.

- NOTE:**
- Students can sign up for only one group on a sign-up sheet.
 - Section Instructors and Teaching Assistants can add members to groups with sign-up sheets.
 - After Students sign up for a group, they cannot remove themselves from the group. Only Section Instructors and Teaching Assistants can remove Students from groups.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create groups with sign-up sheets* and click **Continue**. The *Create Groups with Sign-Up Sheets* screen appears.
3. Under *Group Settings*, in the *Number of groups* text box, enter the number of groups you want to create. This is the number of groups that will appear on the sign-up sheet.
4. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

EXAMPLE: If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

5. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
6. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.
7. If you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, next to *Student view*, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
8. Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title for the sign-up sheet. The title you enter will appear as a link to the sign-up sheet.
9. In the *Sign-up sheet instructions* text box, enter the instructions that Students will see when they access the sign-up sheet.
10. From the *Place the sign-up sheet link on* drop-down list, select the location in which you want the link to the sign-up sheet to appear.
11. Click **Continue**. The *Confirm Created Groups* screen appears.
12. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each group.

13. Click **Save**. The *Group Manager* screen appears and the groups are created.

Creating Discussion Topics for Groups

You can create discussion topics for groups in which group members can participate in asynchronous communication.

EXAMPLE: If you create a group assignment, you can create a discussion topic for the group in which group members can read and post messages, such as questions and ideas about the assignment.

You can create a discussion topic for one group or create multiple discussion topics at once, one for each group that you select. You can also choose to grade members on their participation in the discussion groups.

TIP: Go to the *Discussions* tool to view the discussion topics after creating them.

1. From the *Group Manager* screen, do one of the following:
 - To create a topic for one group or for each of multiple groups, next to each group for which you want to create a topic, select the check box.
 - To create topics for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Discussion topic* and click the *Go* icon. The *Create Discussion Topic* screen appears.
3. In the *Title* text box, enter a title for the topic. If you are creating topics for multiple groups, the title that you enter will be appended with the group's name.

EXAMPLE: If you are creating topics for groups named *Assignment Group 1* and *Assignment Group 2* and you enter the title, *American Poets*, the topics will be titled *American Poets - Assignment Group 1* and *American Poets - Assignment Group 2*.

4. In the *Description* text box, enter a description of the topic.
5. If you want Students to be able to receive a grade based on their participation in the topic, under *Topic Gradability*:
 - a. Select the *Topic is gradable* check box. A column for the topic is automatically added to *Grade Book*.
 - b. If you want the *Grade Book* column to have a name other than the topic title, in the *Grade Book column title* text box, enter a new name.
 - c. Select a grading scheme:
 - If you want to assign a numeric grade to the topic, select *Numeric grade* and, in the *Out of* text box, enter the maximum grade that can be attained.

- If you want to assign a letter grade to the topic, select *Alphanumeric grade*.

IMPORTANT: You cannot edit any of the grading settings for a gradable topic once the topic is created, nor can you convert a gradable topic to a non-gradable topic. Verify that these settings are correct before clicking **Save**.

6. To specify whether Students can edit their own messages after posting them, do one of the following:
 - To allow Students to edit their own posts, select the *Editable posts* check box, unless it is already selected by default.
 - To prevent Students from editing their own posts, and if the setting is selected by default, clear the *Editable posts* check box.
7. If you want to allow users to post messages to the topic anonymously, select the *Anonymous* check box.
8. If you don't want to allow messages to be posted to the topic, select the *Locked* check box. A *Locked* icon will appear next to the topic title on the *Discussions* screen and the *Messages* screen.
9. Under *Group Work*, you will see listed all of the groups you selected in step one above. If you want to remove a group from the list, click the *Remove* icon next to it.
10. If you want to place the topic in a category, next to *More Options*, click the *Expand/Collapse* icon and do one of the following:
 - To place the topic in an existing category, select *Specify an existing category* and, from the *Select* drop-down list, select the category.
 - To create a category to place the topic in:
 - a. Select *Create a category*.
 - b. In the *Name* text box, enter a name for the category.
 - c. In the *Description* text box, enter a description for the category.
11. Click **Save**. The *Group Manager* screen appears and the topic is added to *Discussions*.

IMPORTANT: For group members to have access to a topic created for groups, *Discussions* must be added to the course menu, or the topic must be added to the *Course Content* tool.

Creating Chat or Whiteboard Rooms for Groups

To make it easy for groups to collaborate online, you can create chat rooms, whiteboard rooms, or combined chat and whiteboard rooms for groups.

Group members can use chat rooms to engage in real-time conversations with other group members.

EXAMPLE: Study groups can use chat rooms to communicate in real-time about exams for which they are studying.

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Group members can use whiteboard rooms to draw objects, insert text, import images, and create slide shows that can be viewed by other group members.

EXAMPLE: Students working on a group project can use a whiteboard room to plan the project and share project ideas.

You can:

- create one chat or whiteboard room for one group.
 - create one chat or whiteboard room for multiple groups.
 - at one time, create multiple chat or whiteboard rooms, one for each group that you select.
1. From the *Group Manager* screen, do one of the following:
 - To create chat or whiteboard rooms for one or multiple groups, next to each group for which you want to create a chat or whiteboard room, select the check box.
 - To create chat or whiteboard rooms for all groups, in the table heading row, select the check box. All groups are selected.
 2. From the *Create Group Activity* drop-down list, select *Chat/whiteboard room* and click the *Go* icon. The *Create Chat or Whiteboard Room* screen appears. If you are creating a chat or whiteboard room for only one group, the *Name* text box contains the group's name.
 3. In the *Name* text box, enter or edit the name for the room. If you selected more than one group and are creating a room for each group, the name that you enter will be appended with the group's name.

EXAMPLE: If you are creating rooms for groups named *History Assignment Group 1* and *History Assignment Group 2* and you enter the name *Chat Room*, the rooms will be named *Chat Room - History Assignment Group 1* and *Chat Room - History Assignment Group 2*.

4. In the *Description* text box, enter a description for the room.
5. For *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. In the *Maximum users* text box, enter the maximum number of group members allowed in the room at once.
7. Under *Group Work*, the groups that you selected in step one above are listed. If you selected more than one group, do one of the following:
 - If you want to create one room for each of the groups that you selected, select *Create a room for each of the following groups*.
 - If you want to create one room for all of the groups that you selected, select *Create one room for the following groups*.

TIP: If you decide that you do not want to create a room for one of the groups that you selected, next to the group's name, click its *Remove* icon. The screen updates and the group is removed.

8. If you want to further modify the room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.
9. Specify the following room settings:

NOTE: Some of this functionality may not be available to you.

- a. For combined rooms, if you want to allow members to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow user to hide or show Chat or Whiteboard in a combined room*.
 - b. If you want to allow members to send private *Chat* messages, select *Allow private Chat messages*.
 - c. To maintain a *Chat* room log, select *Maintain Chat room log*.
 - d. To allow members to identify themselves in the room using an alias, select *Allow alias*.
10. Click **Save**. The *Group Manager* screen appears and the room is added to *Chat and Whiteboard*.

IMPORTANT: For group members to have access to a room created for a group, you must add *Chat* to *Course Tools* or add a content link to the room in the *Course Content* tool.

Sending Mail Messages to Groups

IMPORTANT: You can send mail messages to groups only if the *Mail* tool has been added to *Course Tools*.

From *Group Manager*, you can send mail messages to all members of one or multiple groups.

1. From the *Group Manager* screen, do one of the following:
 - To send a message to one group:
 - a. Locate the group to which you want to send a message and, under *Group Name*, click the *ActionLinks* icon next to that group. A menu appears.
 - b. Click **Send Mail**.
 - To send a message to multiple groups:
 - a. Next to each group to which you want to send a message, select the check box.
 - b. Click **Send Mail**.
 - To send a message to all groups:
 - a. In the table heading row, select the check box. All groups are selected.
 - b. Click **Send Mail**.

The *Create Message* pop-up window appears. The names of the members of the groups that you selected appear under the *To* text box.

2. If you want to add recipients, in the *To*, *CC*, or *BCC* text box, do one of the following:

- To enter recipients manually, enter each recipient.

NOTE: Multiple recipients must be separated by semicolons.

- To browse for recipients:
 - a. Click **Browse for Recipients**. The *Select Message Recipients* menu appears.
 - b. If you want to send one or more recipients the message, locate the recipients and, under *To*, select the recipients.
 - c. If you want to send one or more recipients a copy of the message, locate the recipients and, under *CC*, select the recipients.
 - d. If you want to send one or more recipients a copy of the message but want to hide them from other recipients, locate the recipients and, under *BCC*, select the recipients.
 - e. Click **Save**. The *Create Message* pop-up window appears with your selections.

3. In the *Subject* text box, enter a subject heading for your message.

4. If you want to mark your message as high priority, select *High priority*.

5. If you want to use HTML to create your message, do one of the following:

- If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

The screen updates and the *HTML Creator* appears.

- If you want to hand-code the HTML, under the *Message* text box, select *Use HTML*.

6. In the *Message* text box or *HTML Creator* editing area, enter your message.

7. If you want, insert an equation into your message.

8. If you want to attach files to your message:

- a. Click **Add Attachments**. The *Content Browser* pop-up window appears
- b. Do one of the following:
 - If the files you want to attach are on your computer:
 - i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
 - ii. Locate and select the files. The *Create Message* pop-up window appears with the selected files listed under *Add Attachments*.
 - If the files you want to attach are in WebCT, locate and select the files. The *Create Message* pop-up window appears with the selected files listed under *Add Attachments*.

TIP: If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.

9. If you want to view the message as it will appear to the recipient, click **Preview**. The *Message* pop-up window appears.

WARNING: Clicking **Cancel** will delete the message you are creating.

10. Click **Send**. The *Group Manager* screen appears and your message is sent.

Editing Group Settings

You can edit a group's name and description, and add or remove section members from the group. For groups with sign-up sheets, you can also edit the maximum number of Students allowed in each group and whether the sign-up sheet displays the names of group members.

NOTE: The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group that you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click *Edit Group*. The *Edit Group* screen appears.
3. Modify the group settings as desired:
 - a. In the *Group name* text box, edit the group name.
 - b. In the *Group description* text box, add or edit the group description.
4. If you want to add members to the group, do the following:
 - a. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears displaying a list of all section members. If a section member has already been added to the group, the check box next to the member is selected and grayed out.
 - b. If the section contains many members and you want to search for specific section members to add, see *Finding Members to Add to Groups*.
 - c. Do one of the following:
 - To add one or multiple members to the group, next to the members you want to add, select the check box and click **Add Selected**.
 - To add all section members to the group, click **Add All**.The *Edit Group* screen appears and the selected members are added to the list of group members.
5. If you want to remove members from the group, do the following:
 - a. Under *Membership Information*, from the list of group members, do one of the following:
 - To remove one or multiple members from the group, next to the members you want to remove, select the check box.

- To remove all members from the group, in the table heading row, select the check box. All group members are selected.
 - b. Click **Remove Selected**. The *Edit Group* screen updates and the selected members are removed from the list of group members.
6. To save your changes, click **Save**. The *Group Manager* screen appears and the group is edited.

Editing Sign-Up Sheet Settings

You can edit the title, instructions, and location of sign-up sheets. You can also create additional groups that Students can sign up for on the sign-up sheet.

1. From the *Group Manager* screen, under *Group Name*, locate the group with the sign-up sheet you want to edit and click the *ActionLinks* icon next to that group's name. A menu appears.
2. Click **Edit Sign-Up Sheet**. The *Edit Sign-Up Sheet* screen appears.
3. Under *Basic Settings*, edit the sign-up sheet settings as desired:
 - a. In the *Sign-up sheet title* text box, edit the sign-up sheet title.
 - b. In the *Sign-up sheet instructions* text box, add or edit the sign-up sheet instructions.
 - c. From the *Place the sign-up sheet link on* drop-down list, edit the location on which to place the link to the sign-up sheet.
4. If you want to create additional groups that Students can sign up for on the sign-up sheet, do the following:
 - a. Under *Groups*, click **Create Additional Groups**. The *Create Additional Groups with Sign-Up Sheets* pop-up window appears.
 - b. In the *Number of additional groups* text box, enter the number of additional groups you want to create.
 - c. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

EXAMPLE: If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.
 - d. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
 - e. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.
 - f. If you want to allow Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.

- g. Click **Continue**. The *Confirm Created Groups* pop-up window appears.
 - h. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each additional group.
 - i. Click **Save**. The *Edit Sign-Up Sheet* screen appears and the additional groups are added to the list of groups available on the sign-up sheet.
5. Click **Save**. The *Group Manager* screen appears and the sign-up sheet is edited.

Deleting Groups

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

NOTE: In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- Using the **Delete** button to delete one item or several items:
 1. Select the items and click **Delete**. A confirmation message appears.
 2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
 1. Select the check box next to *Title*. All items on the current page are selected.
 2. Click **Delete**. A confirmation message appears.
 3. Click **OK**. All items on the current page are deleted.
 4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
 1. Locate the item and click its *ActionLinks* icon. A menu appears.
 2. Click **Delete**. A confirmation message appears.
 3. Click **OK**. The item is deleted.

Managing Group Members

For Section Instructors

You can:

- add members to groups.
- remove members from groups.

Adding Members to Groups

You can add existing section members to any existing group.

NOTE: The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group to which you want to add members and, next to its name, click the *ActionLinks* icon. A menu appears.
2. Click **Edit Group**. The *Edit Group* screen appears.
3. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears displaying a list of all section members. If a section member has already been added to the group, the check box next to that member is grayed out.
4. If the section contains many members and you want to search for specific section members to add, see *Finding Members to Add to Groups*.
5. Do one of the following:
 - To add one or multiple section members, next to the section members you want to add, select the check box and click **Add Selected**.
 - To add all section members, click **Add All**.

The *Edit Group* screen appears and, under *Membership Information*, the section members you selected are added to the list of group members.

6. Click **Save**. The *Group Manager* screen appears and the section members are added to the group.

NOTE: Under *Members*, the names of the group's members appear. If the group contains more than 10 members, to view all group members, click **View All Members**.

Removing Members from Groups

When you remove members from a group, it removes them from being listed in that group but does not affect their enrollment in the section or remove any of their column data in *Grade Book*.

Once Students and Auditors are removed from a group, they can no longer access the following:

- any discussion topics created for that group
- any chat or whiteboard rooms created for that group

IMPORTANT: If you remove Students from a group to which a collaborative assignment is assigned and

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the assignment has not been submitted, the Students will no longer have access to the assignment.

From the *Group Manager* screen, do one of the following:

- To remove selected members from a group:
 - a. Under *Group Name*, locate the group from which you want to remove members, and, next to its name, click the *ActionLinks* icon. A menu appears.
 - b. Click **Edit Group**. The *Edit Group* screen appears.
 - c. Under *Membership Information*, next to each member that you want to remove, select the check box.
 - d. Click **Remove Selected**. The *Edit Group* screen updates and the selected members are removed from the list of group members.
 - e. To save your changes, click **Save**.

If you are removing Students from a group to which a collaborative assignment is assigned and the group has saved their submission as a draft to submit at a later date, the *Confirm Member Removal* screen appears. If you decide to remove the Students from the group, they will no longer have access to the group assignment. To remove the Students, click **Continue**.

The *Group Manager* screen appears and the members are removed from the group.

- To remove all members from one, multiple, or all groups:
 - a. Do one of the following:
 - To remove members from one or multiple groups, next to each group from which you want to remove all members, select the check box.
 - To remove members from all groups, in the table heading row, select the check box. All groups are selected.
 - b. Click **Remove All Members**. A confirmation message appears.
 - c. Click **OK**.

If you are removing Students from a group to which a collaborative assignment is assigned and the group has saved their submission as a draft to submit at a later date, the *Confirm Member Removal* screen appears. If you decide to remove the Students from the group, they will no longer have access to the group assignment. To remove the Students, click **Continue**.

The *Group Manager* screen updates and all members are removed from the selected groups.