

# GoCAT Online Weekly Group Tutorials (eWGT)

## Professional Services Written Guidance

### Process Overview

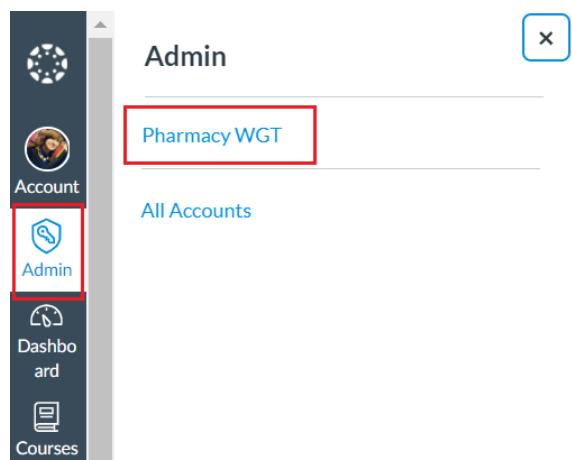
- There will be one Weekly Group Tutorial course per Tutor.
- HEFi will create Canvas Courses for Online Weekly Group Tutorial (eWGT) courses in bulk using a standard template.
- Professional services will enrol the students and tutors to eWGT courses.
- Tutors will be able to locate their eWGT course in their list of courses in Canvas.
- Tutors will create Zoom meetings within eWGT courses via the course zoom link.
- Creating Zoom meeting links through Canvas ensures they are automatically added to the Canvas calendar, student app calendar and Zoom list in the course.
- Where tutors have more than one eWGT group they should ensure they use a clear naming convention when setting up group meetings and share this group information with students through the usual programme or School channels.
- Tutors will launch the Attendance Roll Call tool via the eWGT Canvas course and will complete the Attendance register during or shortly after Tutor group meetings.
- Staff requiring overview access in Schools (e.g. Senior Tutors or Professional Services staff) can be granted oversight of all School eWGT courses. Access can be granted by HEFi Digital College teams.

### Guidance

Video guidance is available on the [HEFi Website](#).

### Locating courses

- From Canvas click on the 'admin' button from the left hand menu.
- You will see the sub-accounts you have permission to view. You will see a sub-account listed for your programme's eWGT sessions for example "Pharmacy WGT".



**Please Note:** You will be granted access to the sub-account for your programme so you are able to search for these courses. Please contact your HEFi Digital team if you require access.

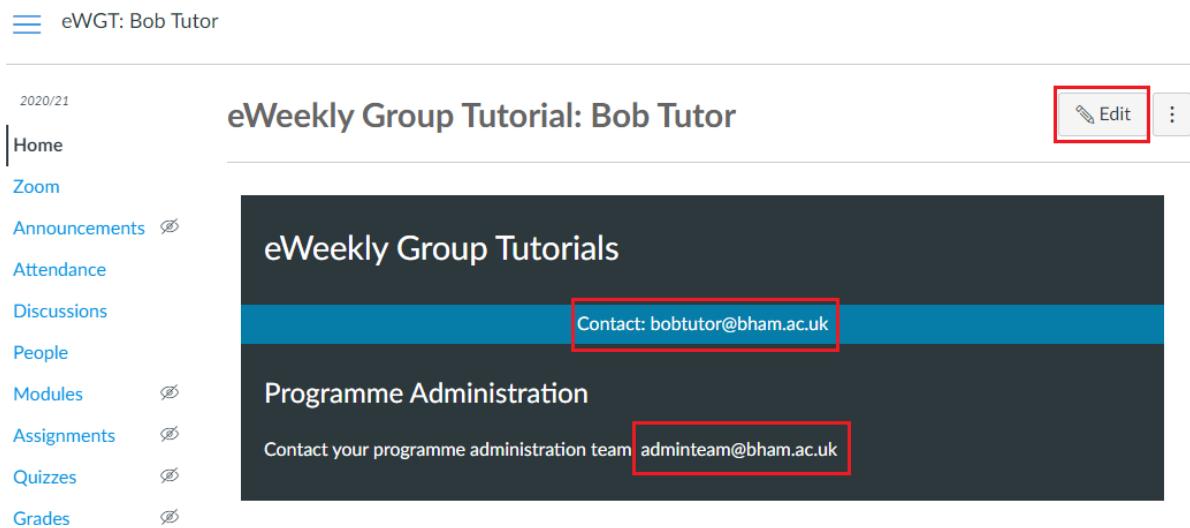
- You will see a list of all the eWeekly Group Tutorial Canvas courses. These are identified by the tutor name.
- You can search by tutor name to locate the course.
- Select one of the courses to edit.

 University of Birmingham > ... > WGT Master (MDS) > Pharmacy WGT > Courses

Courses	Filter by term	Course	Search courses...				
Published	Course	SIS ID ▲	Term	Teacher	Sub-Account	Students	
<input checked="" type="checkbox"/>	eWeekly Group Tutorial: Bob Tutor	C2020-A52138	2020/21	 Bob Tutor	Pharmacy WGT	6	  
	eWeekly Group Tutorial: Layla Tutor	C2020-A52141	2020/21	 Layla Tutor	Pharmacy WGT	6	  
	eWeekly Group Tutorial: Hassan Tutor	C2020-A52143	2020/21	 Hassan Tutor	Pharmacy WGT	6	  
	eWeekly Group Tutorial: Wang Tutor	C2020-A52147	2020/21	 Wang Tutor	Pharmacy WGT	6	  

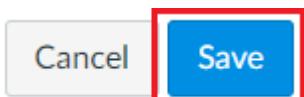
## Editing courses

- Click on the ‘Edit’ button at the top right hand side of the homepage.
- Enter the tutors email address.
- Under the ‘Programme Administration’ enter the programme administration team email address.



The screenshot shows the 'eWeekly Group Tutorial: Bob Tutor' page. On the left, a sidebar lists navigation items: Home, Zoom, Announcements, Attendance, Discussions, People, Modules, Assignments, Quizzes, and Grades. The 'Edit' button in the top right corner is highlighted with a red box. The main content area has a dark background with white text. It displays 'eWeekly Group Tutorials' and 'Contact: bobtutor@bham.ac.uk' (also highlighted with a red box). Below that is 'Programme Administration' and 'Contact your programme administration team' followed by 'adminteam@bham.ac.uk' (also highlighted with a red box).

- Click the “Save” button at the bottom of the page.



## Adding staff or additional tutors to the Course

- Click on 'People' from the left hand menu and then select 'Add People'
- To add additional staff members or Tutors in the form enter the tutor login ID (username)
- Select the role as 'Teacher' from the drop down menu.
- Click on 'Next'.

**Add people** x

Add user(s) by

Email address  Login ID  SIS ID

Example: Ismith, mfoster

**Role**  **Section**

Can interact with users in their section only



When adding multiple users, use a comma or line break to separate users.

Cancel Next

- Confirm the information is correct and click on 'Add Users'.

**Add people** x

 The following users are ready to be added to the course.

Name	Email address	Login ID	SIS ID	Institution
Bob Tutor		ivle-57792		University of Birmingham

Cancel Start over Add Users

## Adding students to the Course

- Open People via the left-hand Menu and then select 'Add People'
- Enrol students using their login ID (username). You can paste multiple usernames in the box.

Add people x

Add user(s) by

Email address  Login ID  SIS ID

Example: Ismith, mfoster

abc123  
bcd234  
cde345  
def456

- Ensure the selected Role is 'Student'.
- Where Tutors have more than one Tutor Group change the section to add students to the appropriate group. The course will have been pre-loaded with a number of sections for this purpose. 'Group A', 'Group B' etc.

<p>Role</p> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 25px; display: inline-block;">Student</div>	<p>Section</p> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 25px; display: inline-block;">Group a</div>
<p><input type="checkbox"/> Can interact with users in their section only</p>	
	
<p>When adding multiple users, use a comma or line break to separate users.</p>	
<p><input type="button" value="Cancel"/> <input style="border: 2px solid #ccc; padding: 5px 10px; background-color: #0070C0; color: white; border-radius: 5px; font-weight: bold; font-size: 10pt; margin-left: 10px;" type="button" value="Next"/></p>	

- Then select 'Next'. The list of students will be confirmed.
- Select 'Add Users'

Add people X

✓ The following users are ready to be added to the course.

Name	Email address	Login ID	SIS ID	Institution
Ian Student		ivle-51646		University of Birmingham

Cancel Start over Add Users

## Publish the Course

- Click on the 'Publish' button on the Course home page once complete.

Course status

X Unpublished

✓ Publish



Course status

X Unpublish

✓ Published