Tips for Managing Large Classes in iLearn

If you are a TA in a very large course – let’s say a MATH022 lecture with 200-300 students – here are some tips to help you manage your section within the lecture. A little bit of work in the beginning will really streamline things at mid-terms and finals!

How to Create “Groups” Within a Large Lecture Class

First, have a roster of the students in your section handy!

Open the Lecture in iLearn

Click on the tab “Users and Groups” on the left-side menu

Click on Groups and then “Create Single Group” at the top of the right-side pane and toggle down to “manual enroll”

Name your group – I would suggest using the section number, i.e. MATH022.002

Scroll down a bit until you see box #4 “Membership”

Click on the students in question (be careful as you could have 5 Chen’s, 8 Anderson’s as well as your fellow TA’s)

Hit the right arrow to add the student to your group - if you add the wrong one don’t worry, you can just move them back.

Hit submit and you are done!

How to Create a “Smart View” of the Full Grade Book in iLearn

Click on Grade Center on the left-side menu

Click on “Full Grade Center”

Click on the “Manage” tab across the top of the right-hand pane and scroll down to “Smart Views”

Click on “Create Smart View”

When the template pops up:

Name your View, i.e. MATH022.007

Selection Criteria should be “Course Groups” which you already created above

Select the “Group” you want to see and move it to the right hand side

Hit “submit”

To enter grades for your group just remember to go to the Full Grade Center and then in the “Current View” pull-down menu select your group. I have no idea why they show up under tests. NOTE: You have to add students to your group first to see them in your Smart View of the Grade Book. Happy grading!