

Creating Groups

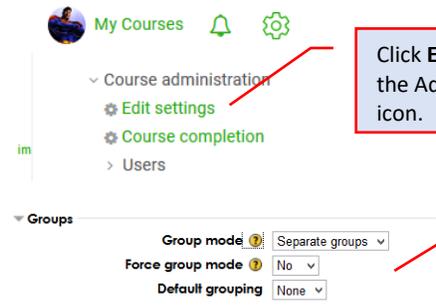
Groups are used to separate traditional college students from dual credit students in activities such as discussion forums. Groups are also used to create separate groups of students when working on a group project.

More help is located on the following web pages:

Full documentation is located at: https://docs.moodle.org/28/en/Grouping_users.

FAQs are located at https://docs.moodle.org/29/en/Groups_FAQ

Step 1: Set a group mode in the course's Edit settings.

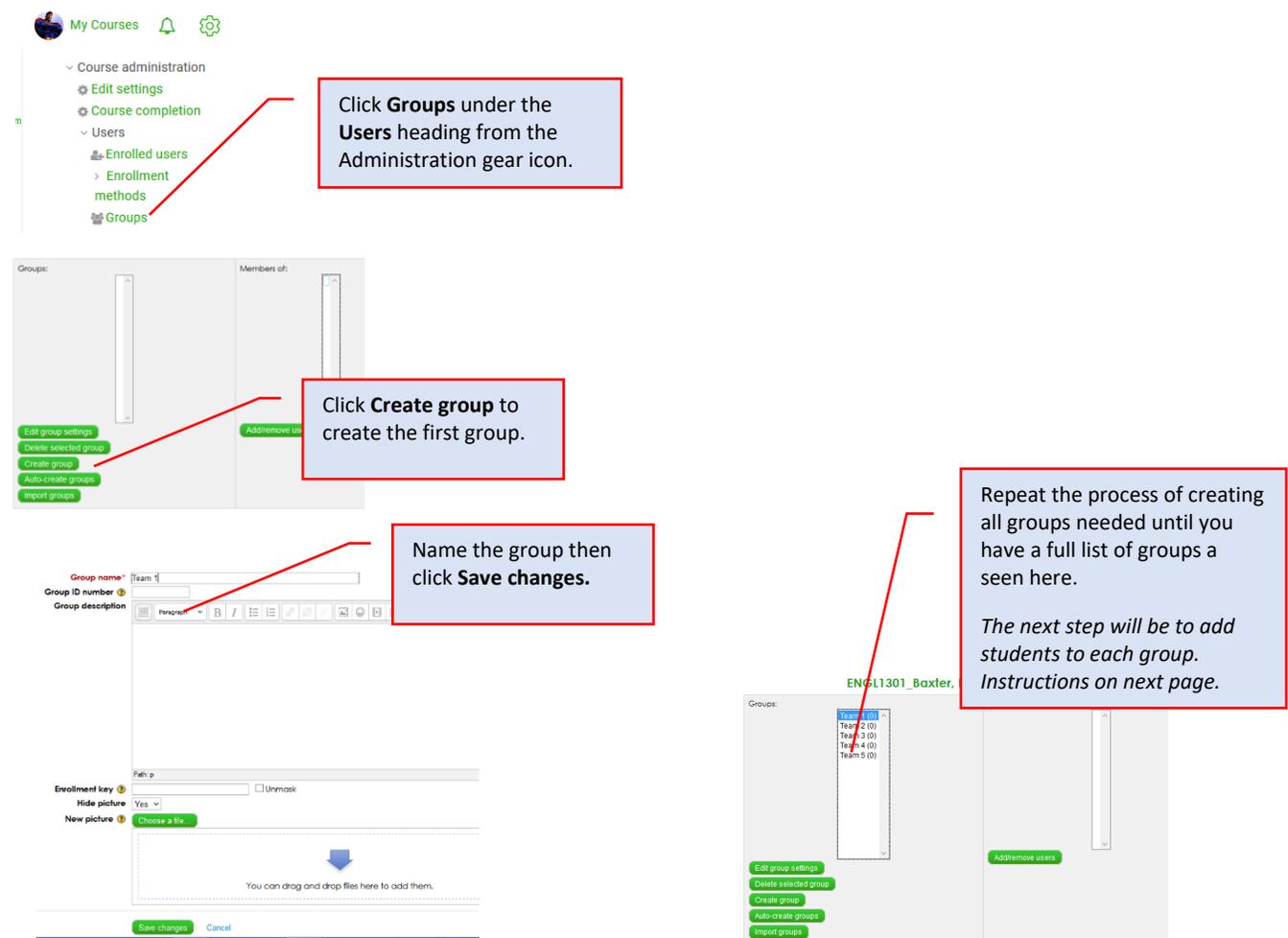


Click **Edit settings** from the Administration gear icon.

Choose **Separate groups** so each group member can only see their own group; others are invisible.

The screenshot shows the 'My Courses' page with a gear icon for 'Edit settings'. Under the 'Groups' section, the 'Group mode' is set to 'Separate groups', 'Force group mode' is 'No', and 'Default grouping' is 'None'.

Step 2: Create groups



Click **Groups** under the **Users** heading from the Administration gear icon.

Click **Create group** to create the first group.

Name the group then click **Save changes**.

Repeat the process of creating all groups needed until you have a full list of groups as seen here.

The next step will be to add students to each group. Instructions on next page.

The screenshot shows the 'Groups' page with a list of groups: 'Team 1', 'Team 2 (0)', 'Team 3 (0)', 'Team 4 (0)', and 'Team 5 (0)'. The 'Create group' button is highlighted. Below, the 'Create group' form is shown with 'Team 1' entered in the 'Group name' field and 'Save changes' button highlighted.

Step 3: Add students to each group

ENGL1301_Baxter, Rosemary H_SF

Groups: Team 1 (0), Team 2 (0), Team 3 (0), Team 4 (0), Team 5 (0)

Members of: Tec

Add/remove users

Edit group settings
Delete selected group
Create group
Auto-create groups
Import groups

Select the group to which you wish to add students.

Click Add/remove users

Add/remove users: Team 1

Group members: None

Potential members: Student (22)

← Add

Remove →

Next select a student to be in the group and click the Add button. Continue doing this until all students for the group are added.

When finished with one group, repeat steps on this page to add students to each of the other groups.

Step 4: Create a grouping

Create a “grouping” that contains all “groups.” Doing this allows you to assign groups to individual activities in Step 5.

My Courses

Course administration

- Edit settings
- Course completion
- Users
 - Enrolled users
 - Enrollment methods
 - Groups

Groups Groupings Overview

Groupings

Grouping Groups Activities

Create grouping

If you aren't still in the Groups feature, choose it again from the Administration block.

Click Groupings tab.

Click Create Grouping

Create grouping

General

Grouping name*

Grouping ID number

Grouping description

Format **B** *I*

Path:

[Save changes](#) [Cancel](#)

[Groups](#) [Groupings](#) [Overview](#)

Name the grouping.

Click Save changes

Groupings

Grouping	Groups	Activities	Edit
Entire class	None	0	

Click the **Show groups in grouping** icon.

[Create grouping](#)

Add/remove groups: Entire class

Existing members: 0

Potential members: 6

[Add](#)

[Remove](#)

[Back to groupings](#)

Select each group you created in Step 2 and click the **Add** button.

Add/remove groups: Entire class

Existing members: 6
Team 1
Team 2
Team 3
Team 4
Team 5
Team 6

Potential members: 0

← Add

Remove →

Back to groupings

FYI: When finished adding the groups to the “grouping,” your screen should look similar to this.

FYI: When you click **Back to groupings** you should see the screen below that contains all the groups you created in the “grouping.”.

Groupings

Grouping	Groups	Activities	Edit
Entire class	Team 1, Team 2, Team 3, Team 4, Team 5, Team 6	0	✎ ✕ 👤

Step 5: Assign groups to an activity

MOODLEROOMS FORUM

Group Project Discussion Forum

Separate groups

Entire class

Select **Edit settings** for the activity to which you wish to assign groups.

Common module settings

Visible

ID number

Group mode

Grouping

Under the **Common module settings** heading, make these choices so that only members of each created group can see each others’ postings.

FYI: This is the name of the grouping you created in Step 4 that included all groups for the entire class.

If you want to set your course so high school facilitators can only see their own students’ grades, [click here](#).

(Doing this is especially helpful if you have a large number of students in the course.)