



Group and Grouping



Lecturer

On this guide:

- A. [Accessing Group Management page](#)
- B. [Creating a Group](#)
- C. [Adding/removing members to a group](#)
- D. [Editing or deleting a group](#)
- E. [Auto-create group](#)
- F. [Creating a Grouping](#)
- G. [Group and Grouping in course and activities](#)

Overview

The **Groups** feature allows a lecturer to assign lecturers and students to one or more groups. This can be on the course or the activity level. Using groups on the course or activity level will allow the lecturer to completely isolate groups of students by sight and activity from each other. Partially separate groups, where one can see each group's activity but not interact with the other group(s).

Identify each group with an icon.

- The groups feature can allow different cohorts of students (and their lecturers) to take the same course asynchronously without creating a "new" course. Or it will enable one course with a large student enrolment to place students into sections, each section having its lecturer. Or it allows one course that different departments use. You are a lecturer in a course where you have several classes, and you want to filter your activities and grade book, so you only see one type at a time.
- You are a lecturer sharing a course with other lecturers, and you want to filter your activities and grade book, so you don't see the students from your colleagues' classes.
- You want to allocate a particular activity, resource, or topic section to just one class or set of users, and you don't want others to see it.

A group or grouping can be used on two levels:

Course level - the group mode defined at the course level is the default mode for all activities defined within that course. This is determined in the course settings.

Activity level - each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the option to define the group mode for individual activities is not available.

A **grouping** is a collection of groups within a course. Using groupings allows you to direct tasks at one or more groups in your course to work together on the tasks.

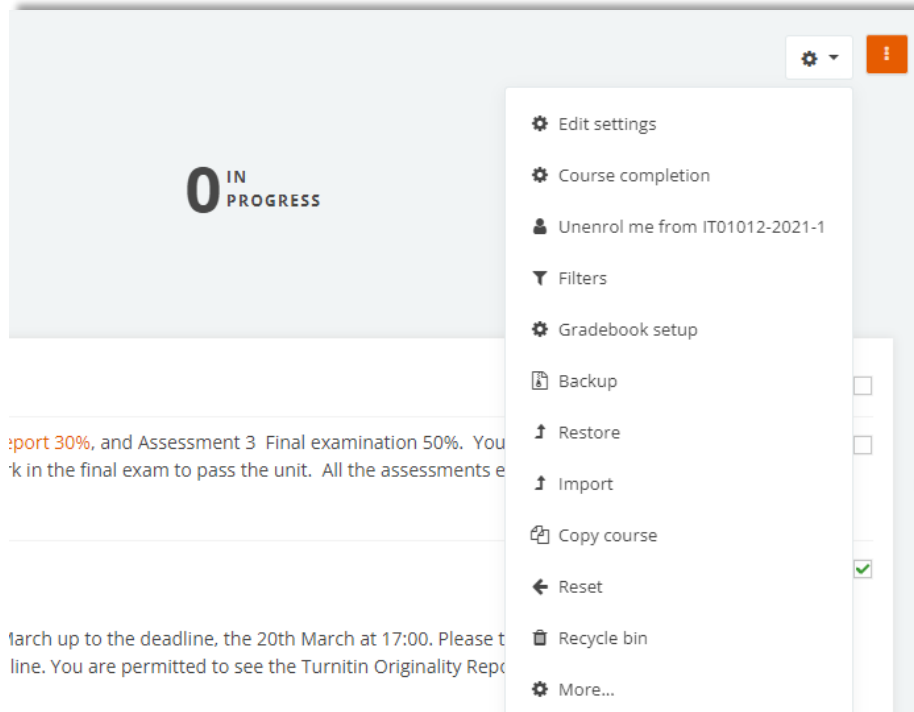
Pre-condition

1. The user must be on a Moodle course page as a Lecturer of a unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).

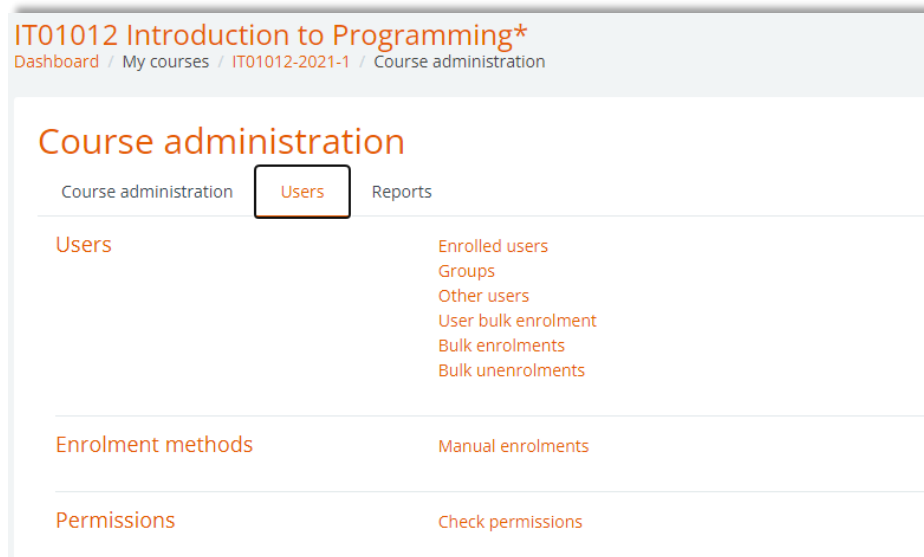
A. Accessing Groups Management page | [Top of the Document](#)

Procedure

1. Accessing Groups Management page.
 - a. Click the Course menu (), then select **More...**. The *Course Administration* page appears



- b. Navigate to the **Users** tab, then click **Groups**. The *Group management* page appears.

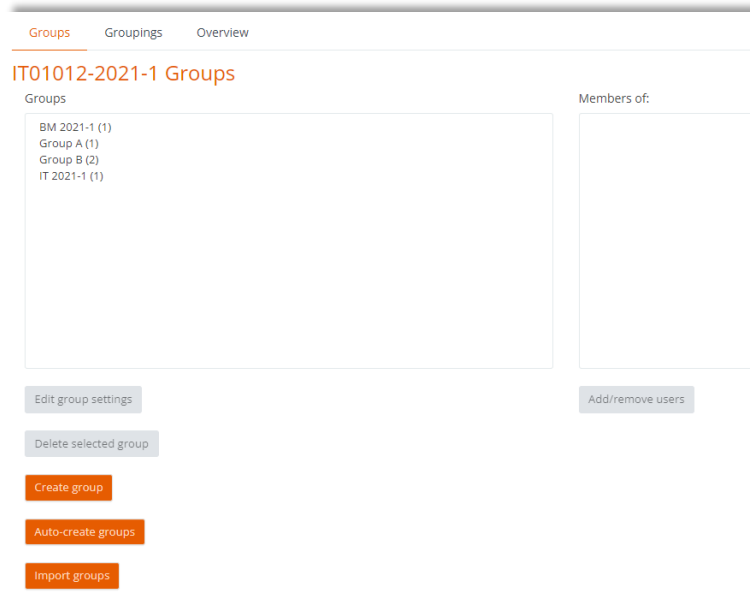


Note: The *Group management* page has three tabs, namely Groups, Groupings, and Overview. Groups and groupings allow users to manage groups and groupings, respectively. The overview shows the overview of groups and groupings.

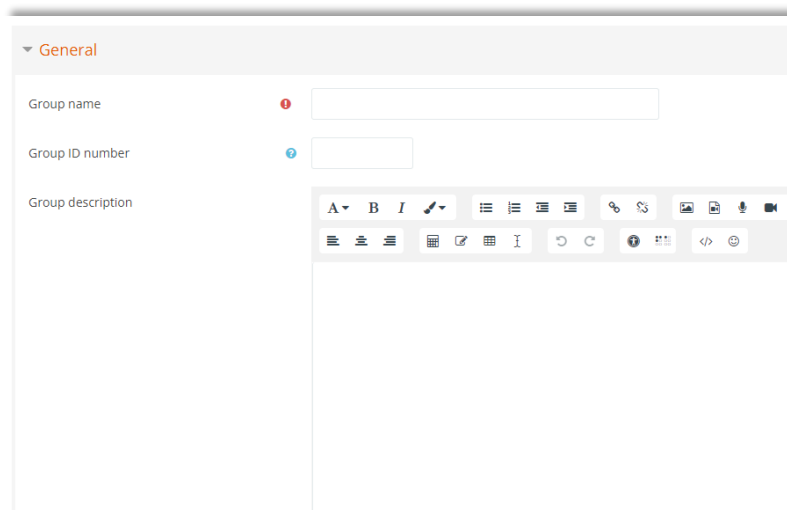
B. Creating a Group | [Top of the Document](#)

Procedure

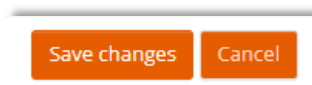
1. Accessing Groups Management page.
 - a. See [Accessing Groups Management page](#).
2. Creating a group
 - a. Click the **Create a group** button if new group. The *Create/edit group page* appears



- b. Give the group a name and a description.
- c. Set other suitable settings or leave other settings unchanged.



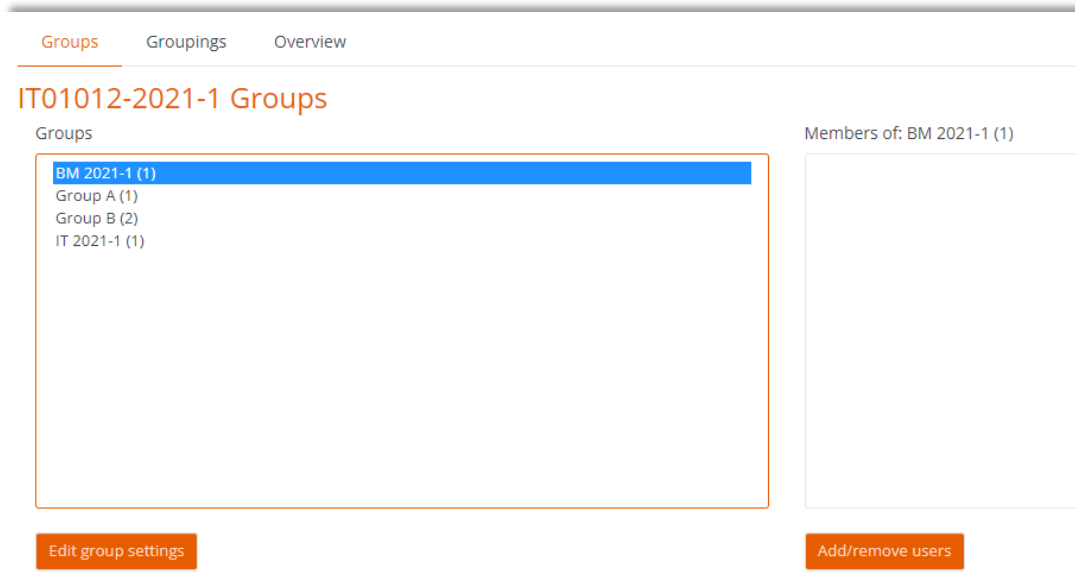
- d. Click **Save**, to take you back to the Group tab screen. The new group will appear under **Groups**



C. Adding/removing member to a group | [Top of the Document](#)

Procedure

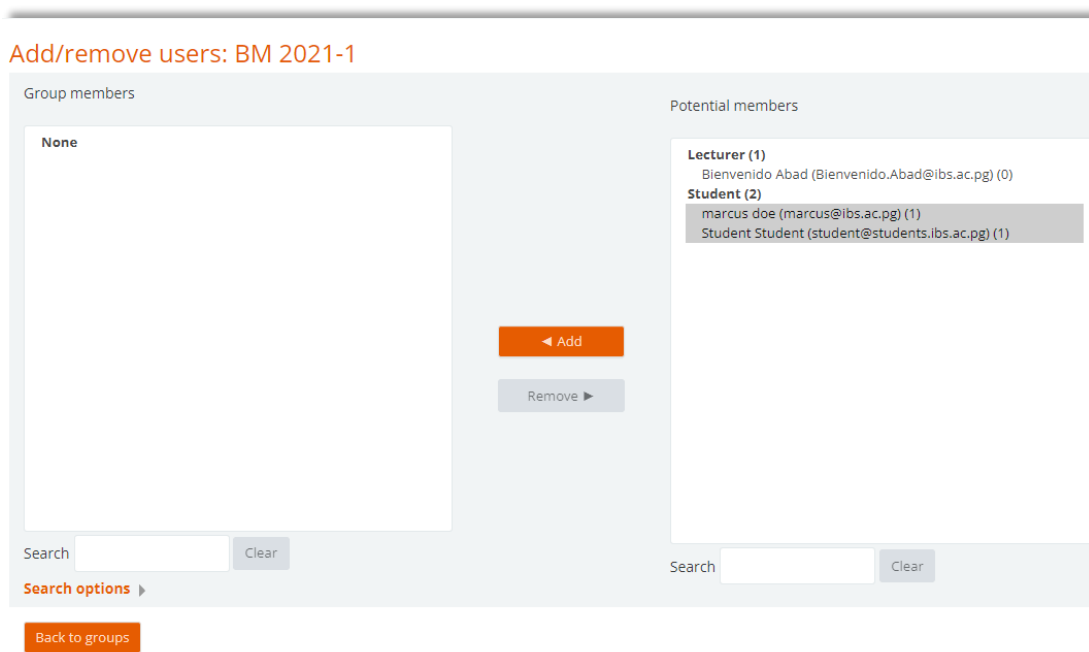
1. Accessing Groups Management page.
 - a. See [Accessing Groups Management page](#).
3. Adding or removing group members
 - a. Select a group and click **Add members/remove users** button below the **Members of the** list. The *Add/Remove user page* appears.



The screenshot shows the Moodle Groups Management interface. At the top, there are tabs for 'Groups', 'Groupings', and 'Overview'. The main heading is 'IT01012-2021-1 Groups'. Below this, there is a list of groups: 'BM 2021-1 (1)', 'Group A (1)', 'Group B (2)', and 'IT 2021-1 (1)'. The 'BM 2021-1 (1)' group is highlighted in blue. To the right of the group list is a section titled 'Members of: BM 2021-1 (1)' which is currently empty. At the bottom of the group list, there is an 'Edit group settings' button. At the bottom of the members section, there is an 'Add/remove users' button.

- b. Highlight listed members under **Potential members** you wish to add, click Add or highlight listed members under Group members to remove, and click **Remove**.

Note: you can use the **Ctrl** key to select more than one person. Use the Search option to find members.

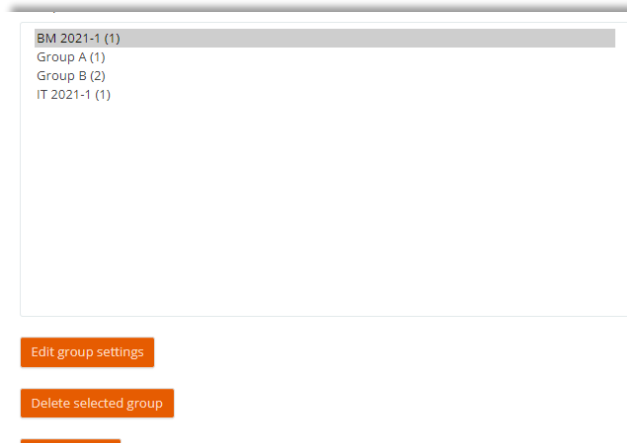


The screenshot shows the 'Add/remove users: BM 2021-1' page. It is divided into two main sections: 'Group members' and 'Potential members'. The 'Group members' section is currently empty, showing 'None'. The 'Potential members' section lists several users: 'Lecturer (1)' (Bienvenido Abad) and 'Student (2)' (marcus doe and Student Student). Below the 'Potential members' list, there are 'Add' and 'Remove' buttons. At the bottom of the page, there are search bars for both sections, a 'Search options' dropdown, and a 'Back to groups' button.

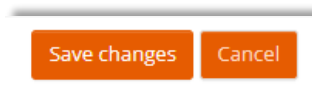
D. Editing or deleting a group | [Top of the Document](#)

Procedure

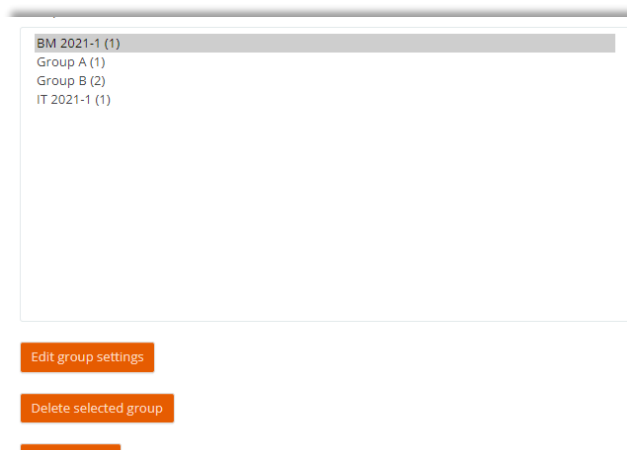
1. Accessing Groups Management page.
 - a. See [Accessing Groups Management page](#).
2. Editing a group
 - a. Select a group listed under **Groups**, then click **Edit group settings**. The *Create/edit group page* appears.



- b. Edit the suitable settings or leave settings unchanged.
- c. Click **Save** to take you back to the Group tab screen. The new group will appear under **Groups**



3. Deleting a group
 - a. Select a group listed under **Groups**, then click **Delete selected group**. The *Confirmation pop-up* appears.



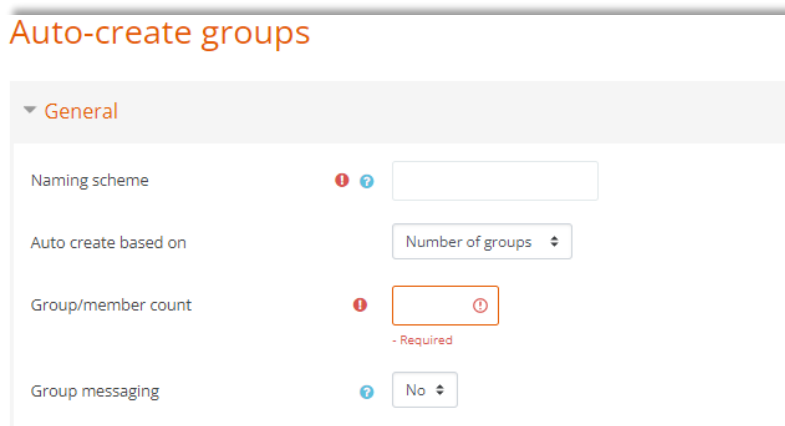
- b. Confirm deletion. The group will disappear from the list.

E. Auto-create groups | [Top of the Document](#)

Procedure

1. Accessing Groups Management page.
 - a. See [Accessing Groups Management page](#).
2. Accessing auto-create a group page
 1. Click **Auto-create group**. The *Auto-create group page* appears.
 2. Specify the naming Scheme. A **naming scheme** can be created automatically. For example, *Group @* will create a group with a naming scheme Group A, Group B, Group C, etc., and *Group #* will create a group with a naming scheme Group 1, Group 2, Group 3. *Class @* will create a group naming scheme for Class A, Class B, etc.
 3. **Specify**, and **Group/Member count** work together.
You can specify if you would like to create
 - x number of Groups or
 - each group contain x number of students

Note: When selecting **Members per group**, the **Prevent last small group** will allocate additional members to an existing group rather than create a new group with fewer members than x.



Auto-create groups

▼ General

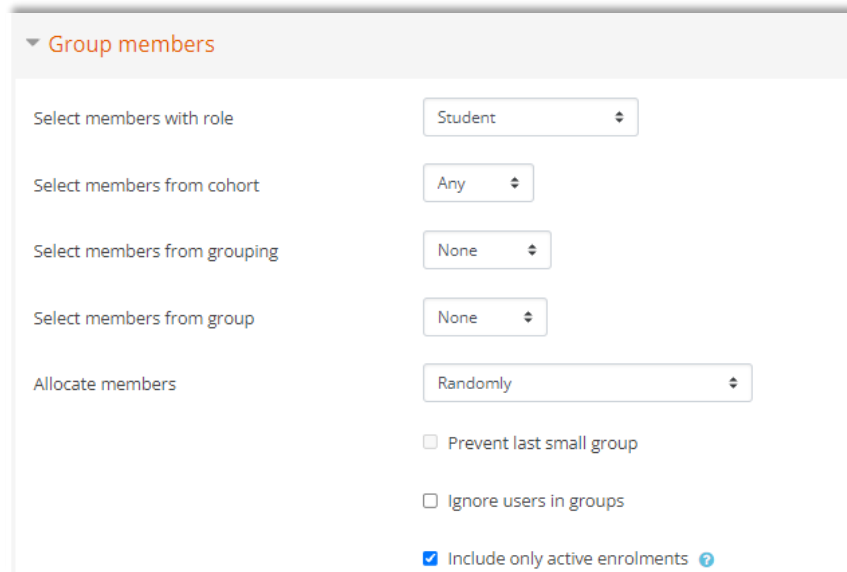
Naming scheme ?

Auto create based on

Group/member count ? ⊘
- Required

Group messaging ?

4. Set other settings in the Group members.



▼ Group members

Select members with role

Select members from cohort

Select members from grouping

Select members from group

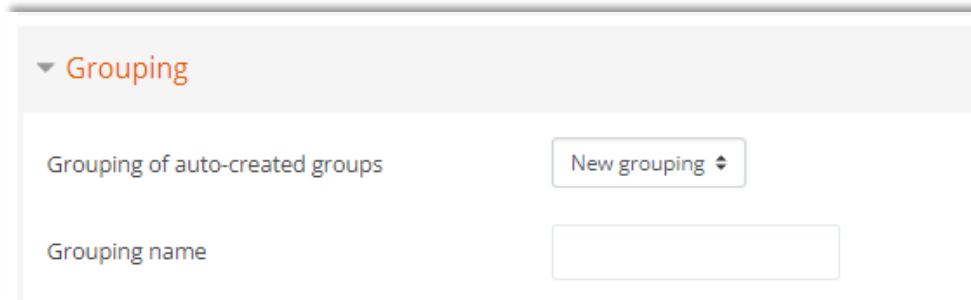
Allocate members

Prevent last small group

Ignore users in groups

Include only active enrolments [?](#)

5. Set other settings in the Grouping

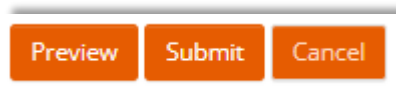


▼ Grouping

Grouping of auto-created groups

Grouping name

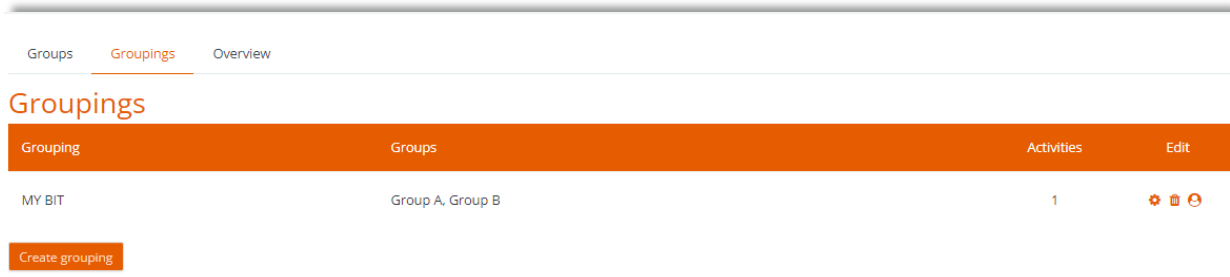
6. Optionally, you can click **Preview** the created groups. Click **Submit** to save the groups.



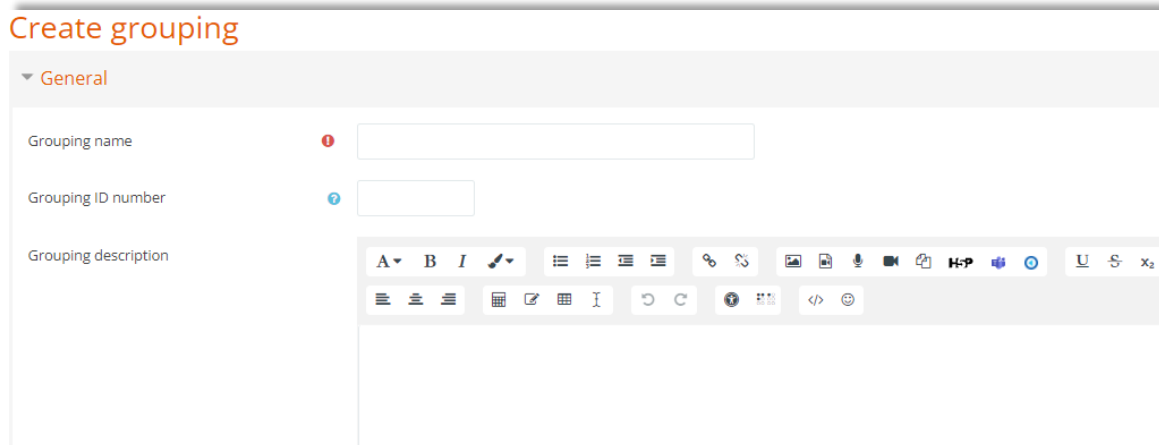
F. Creating a Grouping | [Top of the Document](#)

Procedure

1. Accessing Groups Management page.
 - a. See [Accessing Groups Management page](#).
2. Creating a grouping
 - a. Navigate to **Groupings**, click the **Create grouping** button. The *Create grouping page* appears



- b. Give the grouping a name and a description.
- c. Set other suitable settings or leave other settings unchanged.



- d. Click **Save**, to take you back to the Grouping tab screen. The new grouping and groups will appear.

Save changes Cancel

Note: You can edit, delete or show the members of the group using the icons on the right of the grouping.

G. Group and Grouping in course and activity | [Top of the Document](#)

- **Course level** the group mode defined at the course level is the default mode for all activities defined within that course. This is determined in the [Course Page settings](#).
 - **Group Mode**
 - a. No Groups – default, if you don't want to use group
 - b. Separate groups – if you have two or more classes that you want to separate group members are not supposed to see/communicate with each other.
 - c. Visible groups - if you have two or more classes, you want to separate group members, yet they see/communicate with each other.
 - **Force group mode.** Set to Yes, if the grouping is fixed and applied to all activities. Set to No, if grouping can be changed in course activities.
 - **Default grouping** – See Managing group and Managing groupings.

▼ Groups

| | |
|------------------|---|
| Group mode | <input type="text" value="Visible groups"/> |
| Force group mode | <input type="text" value="Visible groups"/> |
| Default grouping | <input type="text" value="MY BIT"/> |

- **Activity level** - each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the option to define the group mode for individual activities is not available.
- See the explanation of the setting above. These settings can be found in an activity.

▼ Common module settings

| | |
|--------------|--|
| Availability | <input type="text" value="Show on course page"/> |
| ID number | <input type="text"/> |
| Group mode | <input type="text" value="Visible groups"/> |
| Grouping | <input type="text" value="MY BIT"/> |

grouping access restriction