



Creating a Group in Moodle is needed when you wish to assemble students in working pairs or small groups for the purposes of separating course sections, peer review, test review, or activities. Group structure is an excellent option for filtering activities and developing an engaging student-led dynamic in your course. Groups can include enrolled course members with any role.

Procedure:

There are 3 areas that group settings can be initiated:

1. **Course>Edit Settings:** *If Forced, the group mode defined at course level is the default mode for all activities within the course.*
2. **User>Group Settings:** *This is where the students are assembled into groups.*
3. **Activity Settings:** *Each activity that supports groups can define its own group mode. However, if the group mode is forced at course level, the group mode setting for each activity is ignored.*

Course>Edit Settings:

- **Login to Moodle** and **go to the course you wish to create the groups.**
- Under Administration>Course Administration, **click “Edit Settings”.**
- On the “Edit Course Settings page”, **Scroll down until you see “Groups”.**
- **Click “Groups”** to open the setting options.
- **Select the Group Mode** you desire:
 - *No groups* = no groups in a course.
 - *Separate groups* = groups that can only see their own members and assigned activities but **CANNOT** see other groups.
 - *Visible groups* = groups that can see their own members and assigned activities **AND** can see other groups.
- *Option: Select YES for “Force Group Mode” ONLY IF you intend to use the same group mode in each group activity.*
- Leave “Default grouping” as “None”.
- **Click “Save and Display”.**

The screenshot shows the 'Groups' settings in Moodle. It contains three rows of settings, each with a label, a help icon, and a dropdown menu:

- Group mode**: dropdown menu set to 'Visible groups'
- Force group mode**: dropdown menu set to 'No'
- Default grouping**: dropdown menu set to 'None'

User>Group Settings:

- **Login to Moodle** and **go to the course you wish to create the group.**
- Under Administration>Course Administration, **click “Users”.**
- When the User drop down menu opens, **click “Groups”.**
- **Select the group assembly option** you desire. Options include:

Create Group

- On the *Groups page*, **click Create group**. The *Edit group settings* page will open showing options for the group.
- For Group name, **enter a name** (required), and for Group description, enter a description (optional). **Click “Save changes”** to create the group.



The screenshot shows the 'Crypto101 Groups' interface. On the left, a list of groups is shown: Team 1 (4), Team 2 (3), Team 3 (3), Team 4 (3), and Team 5 (3). Team 1 is highlighted. Below the list are buttons for 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. On the right, the 'Members of: Team 1 (4)' pane lists four students: Kyle Frackman, Susan Han, Kerry Shaw, and Wilmore Webley. Below this list is an 'Add/remove users' button. Callouts provide instructions: 'Click the group name to highlight it', 'To select multiple groups, hold CTRL and click each group name.', 'Click to edit the settings for the highlighted group (Group name and description)', 'Click to delete highlighted groups', 'This pane lists the current group members', and 'Click Add/remove users to edit the members of the selected group'.

Auto-Crete Group

- **Click Auto-create groups.** The *Auto-create groups* page will open.
- For Naming scheme, **enter the group name** you would like to use for your groups. Moodle will automatically generate names based on what you enter. Here are some samples:
 - An "@" sign will generate a letter (e.g., "Test 1 Co-op @" will generate Test 1 Co-op A, Test 1 Co-op B, Test 1 Co-op C...).
 - A "#" sign will generate a number (e.g., " Test 1 Co-op #" will generate Test 1 Co-op 1, Test 1 Co-op 2, Test 1 Co-op 3...).
- From the "Auto create based on" drop-down menu, **choose how you want to divide your students:**
 - "Number of groups" will form groups based on the total number of groups you select.
 - "Members per group" will form groups based on the number of members you want in a group. **Note:** *If you select Members per group, under the Group members settings, **check Prevent last small group**. If a remaining group is less than the size you set, Moodle will place these members into other groups (preventing a group of 1 student).*



- For “Group/member count”, **enter the number of groups (or member count you would like in each group).**
- Under the *Group members* settings, **click the “Select members with role”** to open the drop-down menu. **Choose whether to include only students or course members with other roles.**
- In “Select members from grouping”, **select None** if you are not specifically choosing members from a previously made grouping.
- In “Select members from group”, **select None** if you are not specifically choosing members from a previously made group.
- From the “Allocate members” drop-down menu, **select how you want group members to be assigned to groups.** The default setting is Randomly. You can also sort alphabetically by First name, Last name, or Student ID#.
- **Leave the 2 next boxes unchecked.**
- **Under the *Grouping* settings**, unless you are creating an auto-created grouping from this group, **select No Grouping**
- **Click Preview** to see a preview of the groups.
- If you are satisfied with the groups, **click Submit.**

Tip: If you want to review the list of members in a group, click the “Overview” Tab

Import Group

Import groups allows you to create multiple groups at once by uploading a spreadsheet. This is a good option for instructors who want to create a large number of groups in one action rather than creating them individually. *Note: While this can create multiple groups at once, all groups will be empty and you will need to manually add users.*

- To prepare a list of groups for import, **Open Excel** and **create a new worksheet** by **clicking File > New Workbook.**
- In cell A1 **type "groupname"** (case sensitive)
- In the rows that follow, **enter names for each of the groups.**
- To save your file, **click File > Save As.** In the *Format* drop-down menu, **change the file format to Comma Separated Values (.csv).** **Enter a name for your file, then click Save.**
- On the Moodle Groups Page, **click Import groups.** The *Import groups* page will open.
- **Click “Choose a file”.** The File Picker pop-up window will open.
- In the File Picker pop-up window, **click Upload a file.** Then, **click Browse...** to select the .CSV file from your computer. Once you **select the file**, the name will appear in the Attachment box. **Click Upload this file.** The File Picker pop-up window will close and you will see the file listed on the Import groups page.
- **Click Import groups.** The import process will begin and a confirmation page will open.

ADDING/REMOVING Group Members

Please note: Choosing the “Auto Create” for Group assembly will automatically generate the student names in the specified group.....You will need to manually add the group members in the “Create a group” and Import Group assembly options.

- **On the Groups page**, under *Groups* (at left), **click the group name**. The group name will be highlighted, and the *Members of...* column (at right), will list any course members who have already been added to the group.
- Below the *Members of...* column (at right), **click Add/remove users**. The Add/remove users page will open. *Please note, on the Add/remove users page, the left column lists current group members and the right column lists potential group members.*
- **ADDING STUDENTS:** In the Potential members column (at right), **click a Student name to highlight it**. *To select multiple members, hold down the CTRL (Win) or Command (Mac) key while you click. If you don't see the student names you're looking for, use the search bar at the bottom of the column.*

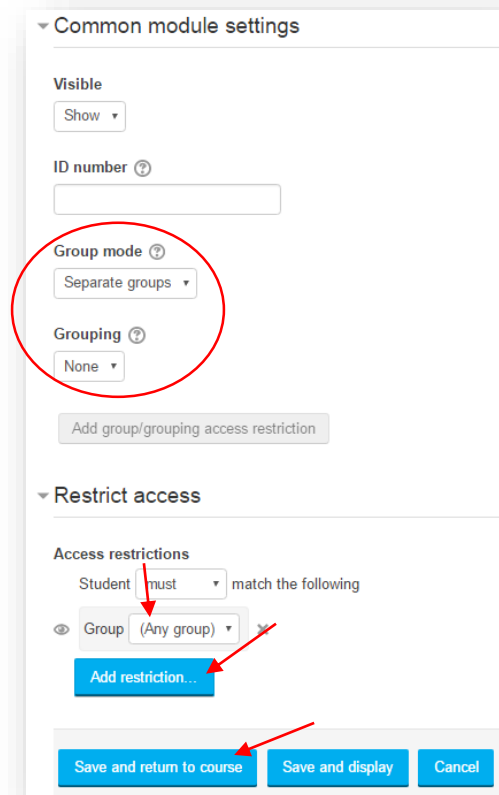
Once you've selected the names you want to add, **click Add** to move students into the group. The students names will be added to the Group members list (at left) and will no longer appear on the Potential members list.

- **REMOVING STUDENTS:** In the *Group members* column (at left), **click student names**, or to select multiple names, press CTRL - click(Win) or Command - click (Mac), then **click Remove**. The names will be removed from the group and returned to the *Potential members* column.
- When you are finished modifying the group members, **click "Back to groups"**.

Activity Settings

Adjust the activity settings ONLY IF specific groups (not whole class) are meant to have access to an activity.

- **Login to Moodle and go to the course activity you wish to create the group.**
- Under Administration>Course Administration, **click "Turn Editing on"**.
- **Go to the activity and select Edit> Edit Settings.**
- **Scroll down the settings until you reach Common Module Settings and click it.**
- **Select desired Group Mode**, See *Group Mode Description on Page 1 of this tutorial*. In most cases, you will **select Separate groups (and select Grouping if applicable)**.
- **Click Restrict Access** to open its setting options
 - **Click "Add restriction"**
 - **Click "Group"**
 - **Select the Group name.**
- **Repeat the 3 step process above** until all groups you desire are added to the activity
- In the first sentence, "Students must match.....", **change ALL to ANY and click the eye icon**
- **Click the "Save and return to course" button.**



Common module settings

Visible
Show ▾

ID number ⓘ

Group mode ⓘ
Separate groups ▾

Grouping ⓘ
None ▾

Add group/grouping access restriction

Restrict access

Access restrictions

Student must ▾ match the following

Group (Any group) ▾

Add restriction...

Save and return to course Save and display Cancel



Groups vrs Groupings:

Just as a Group is a collection of users, a Grouping is a collection of groups.

- ✓ Groupings make it easier to manage groups when individual students are in multiple groups.
- ✓ Groupings are essential when you're teaching multiple class sections within a single Moodle course.
- ✓ Groupings are perfect for when you want to create an activity that's intended for only part of the class. (i.e. make-up assignment)

To place students into workgroups, working separately on the same activity (such as group A, B, and C all discussing in a forum on technology) they just need to be put into **groups**.

To have students working on different activities, not even seeing activities for other groups (such as group A writing a report, group B using a forum, and group C creating a wiki), you need to put them in groups first, such as group A, B, and C, THEN you must place each group in their own **grouping**: Grouping A containing Group A, Grouping B containing group B, etc. The only way you can make an entire activity available for only one set of students is to pass through groups to groupings.

More Details on Moodle Groups: <https://docs.moodle.org/29/en/Groups>

Test your knowledge

Groups or Groupings?

1. **Scenario:** Tracy and Lynn have 28 students and Tracy wants to send a news announcement to just her clinical group. She also wants her students to be able to sort the news forum to show posts organized into the different groups of which they are members.

Answer: Groups

Group Settings:

Set up 2 groups and add appropriate members; one "Tracy's Clinical group" and one "Lynn's Clinical Group"

News forum settings:

- In the Common module settings, Group mode, select Separate groups from the drop down menu.
- When posting to a particular group choose the group name from the drop down list in the discussion edit screen.



2. **Scenario:** Kelly has a course with 12 students, evenly split between on and off campus. She wants to create a discussion forum that is only for the off campus students to use. Additionally, she wants to divide the off campus students into smaller discussion groups.

Answer: Grouping- why? Because this scenario creates an opportunity to essentially run two classes in one Moodle shell, offering a variety of activities that suit the needs of on and off campus students. They can't see each other's work in this format and therefore they have less confusion navigating through the course. Further, Kelly can break down each grouping into smaller group activities for more focused student-led work.

Group settings

Set up 4 groups, with 3 members in each and add appropriate members; "on-campus group A", "on-campus group B" and "off-campus group A", "off-campus group B".

Groupings settings

Set up 2 groupings and add appropriate members; one "on-campus" and one "off-campus"

Forum settings;

- In the Common module settings, click the Show advanced button on the right.
- At Group mode, leave the setting at 'No groups' in the drop down menu.
- At Grouping, select the 'Off campus' from the drop down menu.
- At Available for group members only, check the box.

3. **Scenario:** Jared wants to encourage a student-led course in order to maximize the levels of student to student and student to content engagement. One activity he chooses to support this goal is Project Chat Sessions. In this activity, he wants pairs of students to work on a project and small groups containing 3 pairs to meet once a week in a chat session to share what they've been working on, ask questions, brainstorm etc.

Answer: Groupings- why? Because this scenario creates an opportunity to build on a small group dynamic. Students are working in pairs (groups) and working more broadly with their chat group.

Group settings:

Set up pairs of students; "Pair 1", "Pair 2", etc.

Groupings settings:

Set up groupings and add appropriate Pairs; "Chat Group A" (containing Pair 1, Pair 2, Pair 3), "Chat Group B" (containing Pair 4, Pair 5, Pair 6), etc.

Chat settings:

- In the Common module settings, click the Show advanced button on the right.
- At Group mode, leave the setting at "Separate Groups" in the drop down menu.
- At Grouping, select the 'none' from the drop down menu.
- At Restrict Access, add restriction, select group> Chat group A and click the eye.
- Add another restriction and repeat with Chat group B, etc.



4. **Scenario:** Kali has students who are rotating their clinical days. She has a PDF file with information specific to the Students who do clinicals on Tuesdays and Thursdays. She does not want to show this to Monday, Wednesday, Friday clinical students.

Answer: Groups

Group settings:

Set up 2 groups and add appropriate members; "TTH Group" and "MWF Group".

File settings:

- In the Common module settings, Group mode, select Separate groups from the drop down menu.
- In Restrict Access, add restriction, select group> TTH Group and click the eye to hide the activity from MWF Group view. Students will only see the file if they are in the TTH group.

5. **Scenario:** Karen has a number of students who experienced a power blackout in the evening before an assessable quiz was due. She wants to give only these students an extended period for completing the quiz.

Answer: Groups

Group settings:

- In the Groups tab, click on the Create group button.
- Enter "Quiz extension group" into the Group name field, then Save changes.

- In the Groups screen, select the 'Quiz extension' group, then click the Add/remove users button.
- Select the appropriate students from the Potential members list, then click the Add button.

Quiz settings:

- Within the quiz, find Quiz administration in the Settings block and select Group overrides.
- Click on the Add group override button.
- At Override group, select 'Quiz extension' from the drop down menu.
- Adjust the other settings as appropriate, then Save.

Note:

Only students added to the 'Quiz extension' group will be affected by the adjusted settings

6. **Scenario:** Lee wants to use Moodle to send important announcements to students throughout the semester. He anticipates that all his announcements will apply to all of the students. *Groups or Groupings or Neither?*

Answer: No need to set up groups or groupings. When announcements are made through the News Forum, they are posted for the whole class to see. All students and staff in the unit will, by default, receive an email notification of new posts.