

Creating Groups

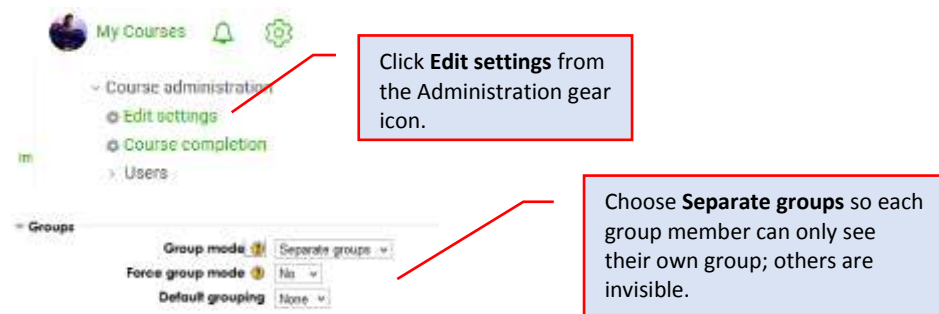
Groups are often used to create separate groups of students when working on a group project. Setting up a discussion forum where each member of a group can only see postings from his/her group can be very helpful. (Follow Steps 1-3 and 5-6.)

You might also simply want to be able to identify which students are in a particular section of your course for attendance purposes or perhaps send messages to only certain sections. This is especially helpful for those who have dual credit students from multiple schools as well as regular college students in the same online course. (Follow Steps 1-4.)

More help about groups is located at

https://help.blackboard.com/Moodlerooms/Teacher/Manage_Users/Groups

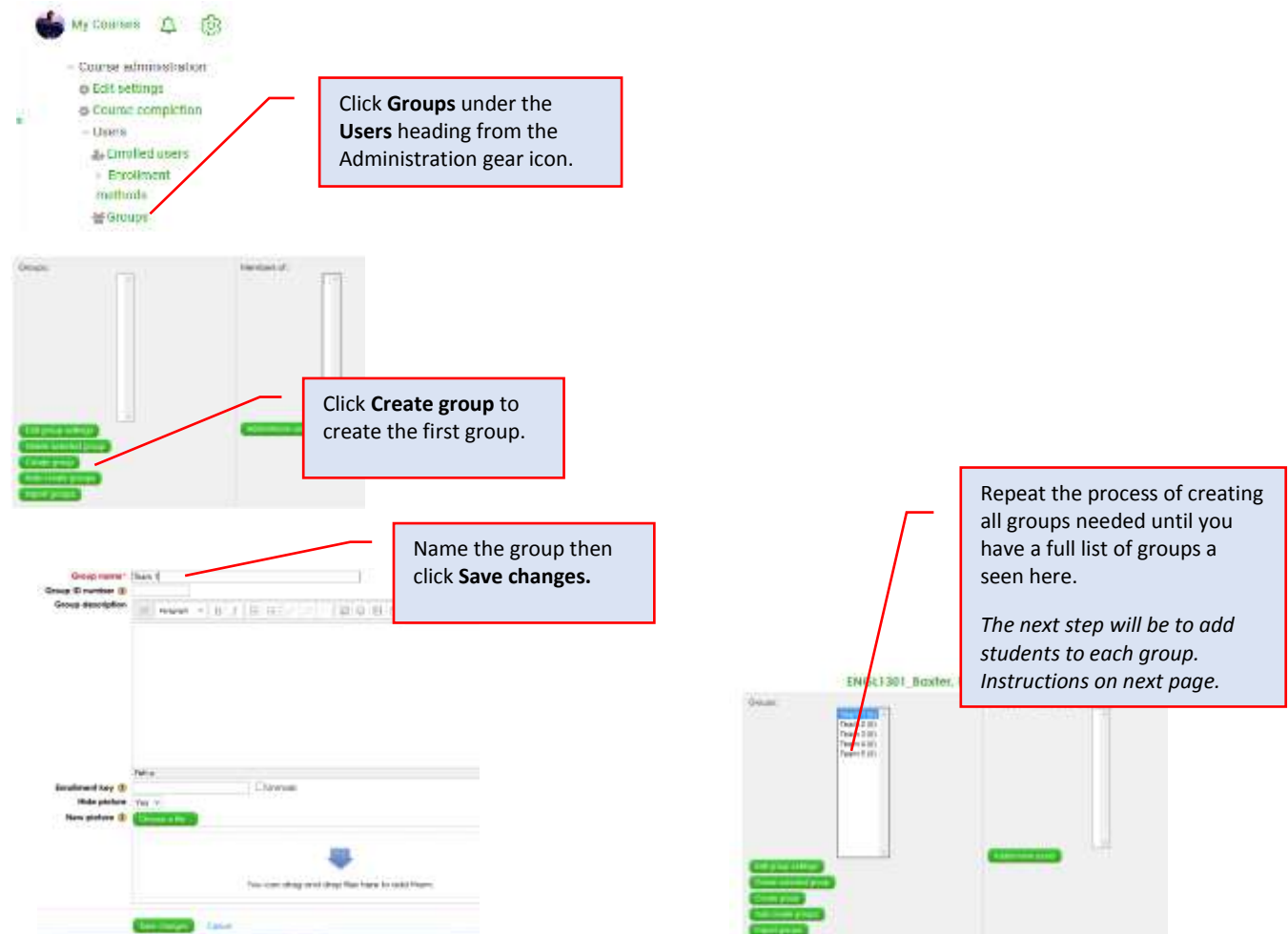
Step 1: Set a group mode in the course's Edit settings.



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

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

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.

Step 3: Add students to each group

Select the group to which you wish to add students.

Click Add/remove users

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.

See Step 4 if all you want to do with your groups is to easily identify which students are in each group on your Course Dashboard and possibly send a message to only members of a specific group.

See Steps 5 and 6 if you intend to assign groups to individual activities, such as with forums so that only members of each group can see each other's postings. In that case you need to create a "grouping" that contains all "groups" next. Follow Step 5 to create a "grouping." Follow Step 6 to learn how to set up specific activities with the groups you have created.

Step 4: See individuals in each group from your Course Dashboard or Enrolled users list.

Click Participants or Enrolled users

See which group each person is in. It would make it easy to select only those students from a certain group and send them a message.

Select	First name / Last name	Email address	Roles	Groups
<input type="checkbox"/>	Becky Green	becky.green@clarendoncollege.edu	Student	College
<input type="checkbox"/>	Donald Duck	pam.denny@amaonline.com	Student	Dual credit
<input type="checkbox"/>	Mickey Mouse	mouse.m@clarendoncollege.edu	Student	Dual credit
<input type="checkbox"/>	Pam Denney	pam.denney@clarendoncollege.edu	Teacher	No groups
<input type="checkbox"/>	Patrick Allen	allen.p.j@bulldogsmail.com	Student	College

Step 5: Create a grouping

This screenshot illustrates the process of creating a grouping in a course administration system. It is divided into several stages:

- Initial State:** The 'My Courses' page shows a sidebar menu with 'Groups' selected. A callout box indicates: "If you aren't still in the Groups feature, choose it again from the Administration gear icon."
- Navigation:** The 'Groups' tab is selected in the top navigation bar. A callout box says: "Click **Groupings** tab."
- Groupings Page:** The 'Groupings' tab is active. A callout box points to the 'Create Grouping' button: "Click **Create Grouping**".
- Create Grouping Form:** The 'Create grouping' form is open. The 'Grouping name*' field contains 'Entire class'. A callout box says: "Name the grouping." At the bottom, the 'Save changes' button is highlighted with a callout: "Click **Save changes**".
- Final State:** The 'Groupings' table is shown with one entry: 'Entire class'. A callout box points to the 'Show groups in grouping' icon: "Click the **Show groups in grouping** icon."

Grouping	Groups	Activities	Edit
Entire class	None	0	⚙️ ✖️

Add/remove groups: Entire class

Existing members: 0

← Add

Remove →

Potential members: 6

- Team 1
- Team 2
- Team 3
- Team 4
- Team 5
- Team 6

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

← Add

Remove →

Potential members: 0

Back to groupings

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

Groupings

Grouping	Groups	Activities	Edit
Entire class	Team 1, Team 2, Team 3, Team 4, Team 5, Team 6	0	⚙️ ✖️ 🗑️

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

Step 6: 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.