

Creating Groups

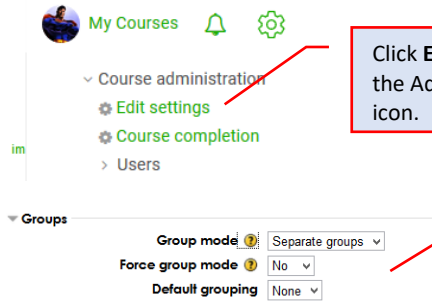
Groups are used to separate traditional college students from dual credit students in activities such as discussion forums. Groups are also used to create separate groups of students when working on a group project.

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

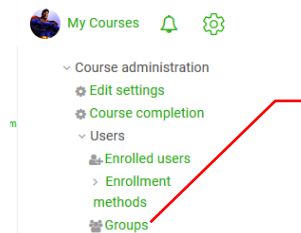
Step 1: Set a group mode in the course's Edit settings.



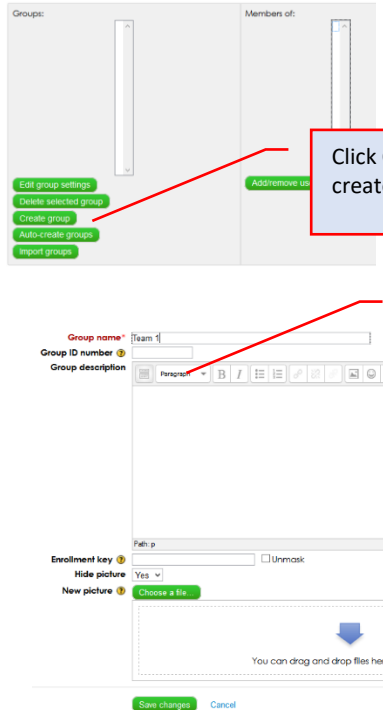
Click **Edit settings** from the Administration gear icon.

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

Step 2: Create groups



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

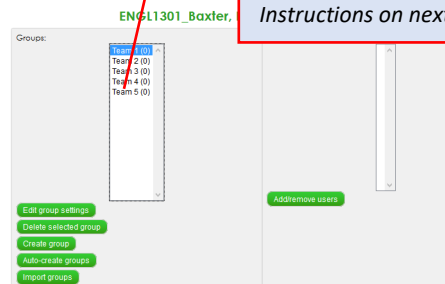


Click **Create group** to create the first group.

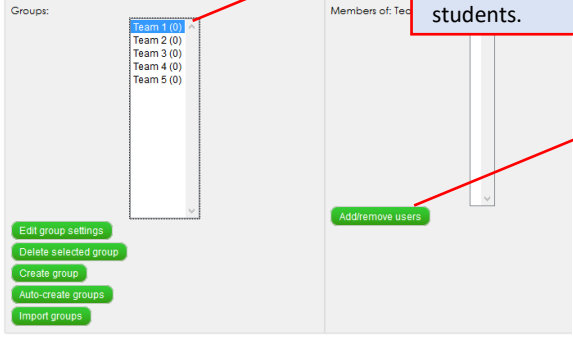
Name the group then click **Save changes**.

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



The screenshot shows the 'Add/remove users' interface for a group named 'Team 1'. On the left, a list of groups is shown, with 'Team 1 (0)' selected. Below this list are buttons for 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. On the right, a list of potential users is shown, with 'Santiago Alvarado (alvarado.s@bulldogemail.com)' selected. Below this list are buttons for 'Add' and 'Remove'. A search bar is at the bottom of the potential users list.

Select the group to which you wish to add students.

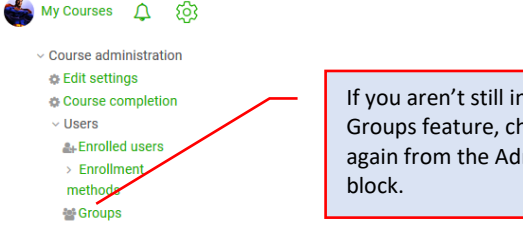
Click **Add/remove** users

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.

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.



The screenshot shows the course administration interface. The 'Groups' tab is selected in the top navigation bar. The 'Groupings' tab is highlighted in the bottom navigation bar. The 'Create grouping' button is visible in the bottom right corner.

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.)