

Creating Groups

Major advantages for setting up groups:

- You can choose to grade each school/section separately.
- You can look at grades in the gradebook for each school/section separately.
- You can send a message through Participants that only includes those from a specific school/section.
- High school facilitators can only see grades, reports, etc. for their school.

Other advantages

- You can allocate a particular activity, resource, or topic section to just one group.
Example: You want online students to see it but not your face-to-face students.
- One of your course's core objectives is "teamwork." You have a project where you want students set up into small groups so they can work together and not see what the other groups are doing.
Example: Set up a forum where members of each group can only see posts from members of their group.

The 3 steps to set up groups begins on the next page.

Check out these ways to use groups once you have created them

[Allow high school facilitators to see only their own students' grades, reports, etc.](#)

[Prevent certain groups from seeing an entire section of the course.](#)

[Use Assignment activity for groups](#)

[Use Open Forum for groups](#)

[Create "groupings" that combines different groups to work on a task together.](#)

[See group members in Participants list.](#)

[Grade by groups.](#)

[More help from the Moodle Docs website](#)

Step 1: Set a group mode at the **course level** in the course's Edit Settings.

The screenshot shows the course administration interface. At the top, there is a navigation bar with a profile icon, 'My Courses', a notification bell, and a gear icon for settings. A red box highlights the gear icon with the text: 'Click **Edit settings** from the Administration gear icon.' Below the navigation bar, the 'Course administration' menu is expanded, showing 'Edit settings', 'Course completion', and 'Users'. A red arrow points to 'Edit settings'. Below the menu is a 'Visibility' section with a 'Show' dropdown. Further down are sections for 'Course format', 'Appearance', 'Files and uploads', and 'Completion tracking', each with a green checkmark. The 'Groups' section is highlighted with a green border. Inside the 'Groups' section, there are three settings: 'Group mode' set to 'Separate groups', 'Force group mode' set to 'No', and 'Default grouping' set to 'None'. A red box highlights the 'Separate groups' option with the text: 'Choose **Separate groups** so each group member can only see their own group; others are invisible.'

My Courses

▼ Course administration

- Edit settings
- Course completion
- > Users

im

Visibility ?

Course format ✓

Appearance ✓

Files and uploads ✓

Completion tracking ✓

Groups

Group mode

Force group mode ?

Default grouping

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

My Courses

Course administration

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

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Group name* Team 1

Group ID number

Group description

Enrollment key

Click to enter text

Group messaging

No

Current picture

None

Hide picture

No

New picture

Choose a file...

Save changes

Cancel

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

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

Name the group

Choose descriptive names for your groups:

Examples:

- Dual credit, Hybrid Face to Face
- High school names
- Course section numbers
- Team 1, Team 2, Team 3

Click **Save changes**

Groups

- Fort Elliott (11)
- Section 101 (22)
- Section 102 (24)
- Section 104 (32)
- Wheeler (9)

Edit group settings

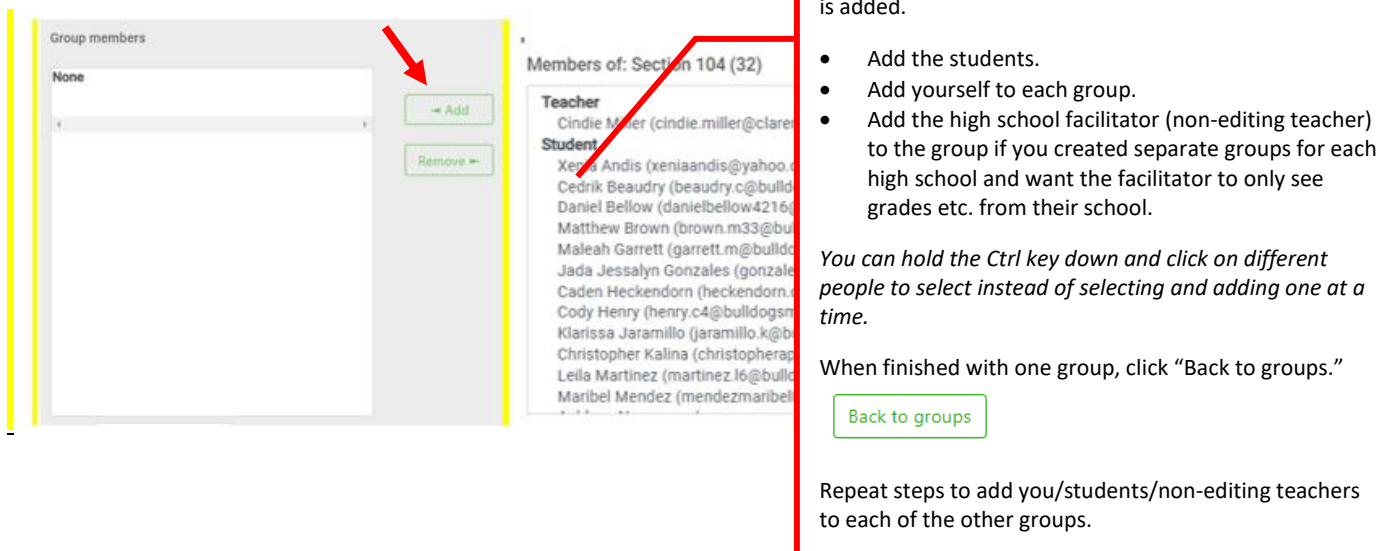
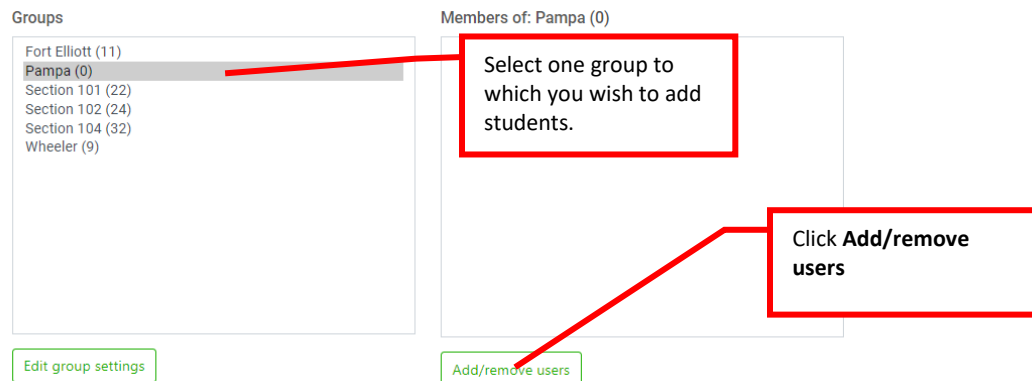
Delete selected group

Create group

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

The next step will be to add students, you, and non-editing teachers (if applicable) to each group.

Step 3: Add users to each group (you, students, and non-editing teachers if applicable)



If you have an enrollment larger than OpenLMS/Moodle will handle, use Search to find a specific student or filter student names that start with a certain letter.

Those students will then appear so you can add them to the group.

