Groups and Groupings

Moodle gives an opportunity to create Groups and Groupings within the course or particular activities.

Why would you like to create groups?

- You have several classes and you want to filter your activities and gradebook so you only see one class at a time
- You are sharing a course with other instructors and you want to filter your gradebook and activities so you do not see the students from your colleague’s classes.
- You want a particular activity or course visible only to your group or set of users and you do not want others to see it.

At first you need to create Groups. Both Groups and Groupings can be:

- Course Level – the group mode at the course level is the default mode for all activities within that course. This is created by the Moodle administrator.
- Activity Level – each activity in the course can have its own group mode. These modes are indicated by instructors.

There are three Group modes. This option is under Course Administration block, in the Edit Settings tab. Fill-in your course requirements and click on Groups setting.

It has three options.

- No groups – there are no sub groups
- Separate groups – each group can see only their group, other groups are invisible
- Visible groups – all groups can see each other

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. If it is set to No, then the teacher may change
the group mode for each activity choosing between **No groups**, **Separate groups** and **Visible groups**.

**Creating Group**

In your course scroll down to Course Administration block and click on Users and select Groups tab.

There are three options to create groups:

- Create group
- Auto-create groups
- Import groups

To create manually groups click on Create group button, enter a group name, if required add description and enrolment key and click save changes.

To add or remove group members click on the group you want to add students, and then Add/remove users button from right panel.
Select the students that you would like to be added to the group by highlighting and hitting the Add button. Hold down Ctrl button on your keyboard to select multiple students.

Alternatively you can allocate students to groups automatically using a Group Enrolment Key option. Assign a separate Enrolment Key for each group and tell the key to your students. Your students after enrollment will become a member of the group and the course whose key they use. **Do not forget to create course enrollment key too.**

Another option to create groups is **Auto-create groups** button. Moodle will automatically create groups.

Click on the **Auto-create groups** button and fill in the required fields.

- **Select members from role** - button will give you option to choose between students, instructors and all. Choose the students so that students will be included in the groups or all if you want both students and instructors to be in the groups.
- **Specify** - button gives you option to choose either the number of groups or members per group. This means that you need to specify either exact number of groups you want to be created or the number of students you want to be included in your group.
- **Group/member count** – option asks to fill the exact number either for group or for person in the group
- **Allocate members** – option allows using from drop down menu the options of the allocation of the students in the groups.
- **Naming scheme** – is asking to choose either @ (at) symbol for the letters A, B ... and # (hash tag) will create sequential number 1, 2... , ex. Group @ will create Group A, Group B, etc.
- **Create in grouping and grouping name** – allows creating new grouping and putting the groups in the grouping.
- **After filling in you can first preview the groups and then click on submit button.**
Creating Grouping

A single grouping can have one or multiple groups. The idea of the grouping is to allow certain set of users to see particular activity (assignment, quiz, forum,) within a course. The assigned activity will be visible only to the group/grouping it was assigned and invisible to other groups/groupings.

Students can be only in one group while they can be in multiple groupings. For instance most of the students are involved in multiple activities and by using groupings; each student can see the information for all activities that he/she is assigned for and not the ones that are assigned to others. Groping helps to limit the number of activities they can see but still allowing them to view all information pertinent to them.

For example group A is writing a report, group B is using a forum, and group C is creating a wiki. You need to put them in the groups and then in the groupings, this combination will allow you to put multiple groups in different groupings, ex., group A and B should write in a forum and, and group C and D should create a wiki page. You should create a Forum Grouping and indicate groups A and B and a Wiki Grouping with the Groups C and D. Then you can make the wiki activity available to only the Wiki Grouping and you still have your two sub-groups C and D.

This is very useful if you have many different topics and for projects paired with different activity types.

Adding Groups to a Grouping

To add groups to a grouping:

- Go to Course Administration block, Users, Groups
- Click the Grouping tab
- Click on Create grouping button to create a new grouping
Click the Show groups in the grouping icon in the edit column to add groups to the grouping.

Select the groups you want to add to your grouping and after finishing click on Back to groupings button.

Selecting a grouping in activity

To use a particular grouping in an activity:

- Create an activity and fill in the required information.
- Under Common module settings section ensure that the Group mode is set to either Visible or Separate groups and select the grouping from the groupings drop down menu.
- Check the **Available for group members only** box and click Save and display button and return to your page.