

Groups

Why use groups:

- You are a teacher in a course where you have several classes and you want to filter your activities and gradebook so you only see one class at a time.
- You are a teacher sharing a course with other teachers and you want to filter your activities and gradebook so you don't see the students from your colleagues' classes.
- You want to allocate a particular activity or resource to just one class or set of users and you don't want others to see it.

Group levels:

A group or grouping can be used on two levels:

- **Course level:** The group mode defined at the course level is the default mode for all activities defined within that course. To use groups you need first to set a group mode in *Administration>Course administration>Edit settings*
- **Activity level:** Each activity that supports groups can also have its own group mode defined. 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:

▼ Groups

Group mode ⓘ Separate groups ▼

Force group mode ⓘ No ▼

Default grouping None ▼

- **Step 1:** Select the module that you wish to work in
- **Step 2:** Under Administration (on the left): Select Users and then Groups

Group modes:

There are 3 group modes:

- **No groups:** There are no sub groups, everyone is part of one big community.
- **Separate groups:** Each group can only see their own group, others are invisible.

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- **Visible groups:** Each group works in their own group, but can also see other groups. Enabling either separate or visible groups on an assignment drop-box enables staff to filter the student submissions to see only those from a particular tutor group. With visible groups, students can see which other groups are doing the same activities as they are; with separate groups, they don't know which other groups are doing the same activities.

Creating a group

- Click the 'Create group' button in Administration > Course administration > Users > Groups
- Add a group name and optional description (displayed above the list of group members on the participants page), enrolment key and picture (displayed on the participants page and next to forum posts)
- Click the 'Save changes' button
- Select the group to which you want to add participants, then click the 'Add/remove users button
- In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.
- Click the Add button to add the users to the group

An optional group ID number may be added for matching the group against external systems. Group ID numbers are not displayed anywhere on the site. Within a course, all group ID numbers must be unique. Which makes it impossible to create a group with a duplicate group ID number.

The screenshot shows a 'General' form for creating a group. It includes the following fields and options:

- Group name:** A text input field.
- Group ID number:** A text input field with a help icon.
- Group description:** A rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, and Table.
- Enrolment key:** A text input field with an 'Unmask' button.
- Hide picture:** A dropdown menu currently set to 'No'.
- New picture:** A 'Choose a file' button.
- Image placeholder:** A dashed box containing a blue arrow pointing down and the text 'You can drag and drop files here to add them'.
- Buttons:** 'Save changes' and 'Cancel' buttons at the bottom.

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Auto-create groups

Groups may be created automatically via the 'Auto-create groups' button in *Administration > Course administration > Users > Groups*. To see all the settings, click the *Expand all* link top right.

General

A naming scheme can be created automatically. # is replaced by sequential numbers, and @ by letters.

For example:

- *Group @*, will create group with a naming scheme Group A, Group B, Group C
- *Group #*, will create group with a naming scheme Group 1, Group 2, Group 3

You can specify if you would like to create:

- x number of Groups or
- each group contain x number of students

When selecting Members per group the Prevent last small group will allocate additional members to an existing group rather than create a new group with fewer members than x. This setting is found by clicking on the Show More link.

Group members

Select members from allows you to choose from roles or available cohorts. Specify and Group/Member count work together. The setting 'Select members from cohort' lists all cohorts which users enrolled on the current course are part of. The number in brackets is the number of users enrolled on the course in that cohort.

Grouping

Create in grouping and grouping name allows you to create a new grouping and allocate the new auto-created groups to be created to it. Prior to creating the groups, you can view the group.

Groups and enrol plugins

Where groups are created automatically with enrol plugins such as IMS Enterprise, members cannot be unenrolled manually via the groups screen inside a course. This

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has to be done from the plugin. Additionally, when group members are owned by a plugin like this, there is information below their name on the groups screen.

Group's overview

A overview of groups and groupings is available via the Overview tab in *Administration > Course administration > Users > Groups*.

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