Groups and Groupings – 3.2 - Setting Up Groups and Groupings

Why Do This

Using groups within the course or specific activities allows you to restrict the number of students working on a project, participating in the same forum discussion or other activities. Resources can be made available only to particular groups. Groups give students the opportunity for a greater voice and more original responses, particularly in forums. Groups can also be used to provide students with activity options. For example, the self-selection feature can be used to allow students to join the group assigned to the research project or forum in which they want to participate.

1. Log onto Cougar Courses and go to the main page of your course.

Overview

Moodle can auto-create groups based on the desired number of groups or the number of members within a group. Students can be allocated to these groups randomly, alphabetically or by ID number. Auto-created groups can use one of two naming schemes, numbered groups or alphabetical groups. If you wish to give your groups more descriptive names or to assign students to a specific group, you must create each group individually - See Section 2: Create Groups Manually below.

In Activities that support groups, such as quizzes and forums, there are three group modes:
- *No groups*
- *Separate groups – Each group can only see their own group and group contributions.*
- *Visible groups – Students can only contribute to their own group work, but can also see (not contribute to) other groups work.*

Groupings *are used when you wish to have one set of groups for Activity A, and a different set of groups for Activity B. They are essentially a meta-group. See Section 3: Using Groupings.*
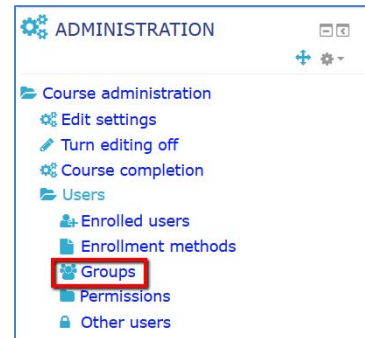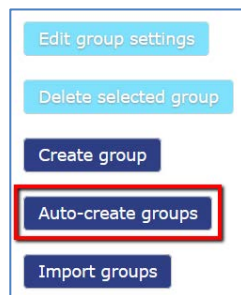
Example
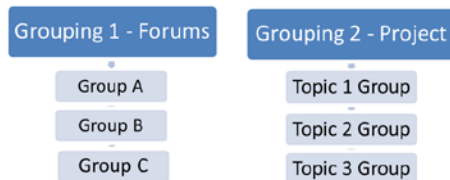
Section 1: Auto-create Groups

2. Go to the *Administration* block. Select **Course administration > Users > Groups**.

3. Scroll down and click the **Auto-create groups** button.

4. In *Naming scheme*, **type #** to name groups numerically, or **type @** to name groups alphabetically.

5. Use the *Auto create based on* dropdown to select the **Number of Groups** to create, or the **Members per group** (number of students allowed in a group).

6. In the *Group/member count*, **enter the number** of groups or number of **members per group,** based on your selection in the previous step.

7. Select desired method to **Allocate members** into groups, either randomly or alphabetically.

8. Click **Prevent last small group** to ensure students in a smaller than specified group are reallocated to another group.

9. If you need to assign the groups to a grouping, use the *Grouping of auto-created groups* field to select a previously created grouping, or create a new grouping.
   a. If creating a new grouping, enter a descriptive name (e.g. Team Projects) in the *Grouping name* field.

10. Click **Submit** or **Preview** button.

Auto-create groups

▾ General

Naming scheme* ⓘ	@ ⑤
⑥ Auto create based on	Members per group ▾
Group/member count*	2 ⑦

▾ Group members

Select members with role	All ▾
Select members from cohort	Any ▾
Select members from group	None ▾
⑧ Allocate members	Randomly ▾
Prevent last small group	☑ ⑨
Ignore users in groups	☐
Include only active enrolments ⓘ	☑

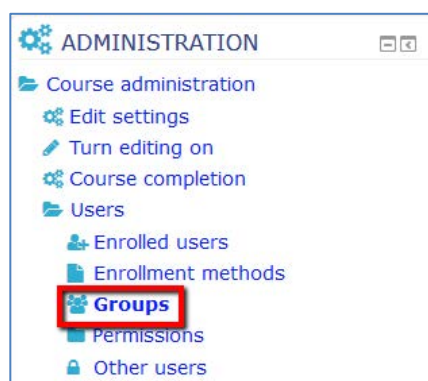### ▾ Grouping

|	
Grouping of auto-created groups	New grouping ▾
Grouping name	

To Create Groups Manually

1. Go to the *Administration* block. Select **Course administration > Users > Groups.**

2. Click the **Create group** button.

   Create group

   Auto-create groups

⚙ ADMINISTRATION ⊟◁

🗁 Course administration
⚙ Edit settings
✏ Turn editing on
⚙ Course completion
🗁 Users
  👤 Enrolled users
  📄 Enrollment methods
  👥 **Groups**
  ▪ Permissions
  🔒 Other users

3. Enter a **Group name** and **description**.

4. To add a picture to the group:
   a. Click **Choose a file**.
   b. In the file picker window, choose **Upload a file.**
   c. Click **Browse** and locate the picture file on your computer. Click the file name and click **Open**.
   d. When the file name appears in the Attachment field, click **Upload this file**.

5. Click on **Save changes** at the bottom of the screen to create the group.
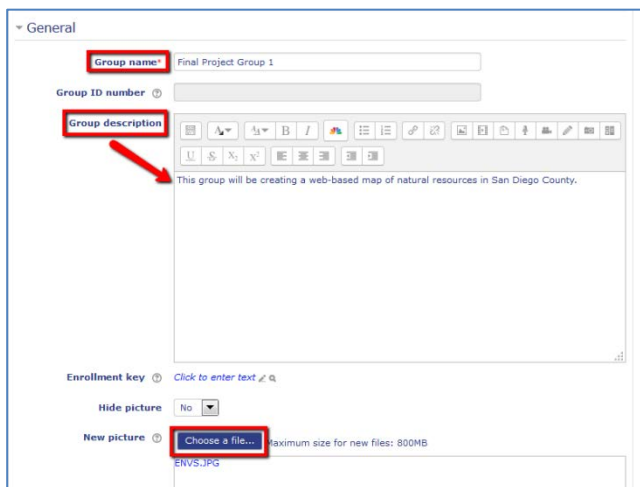
Add Users to Manual Groups

6. Click on the group name in the group list.

7. Click **Add/remove users** button.
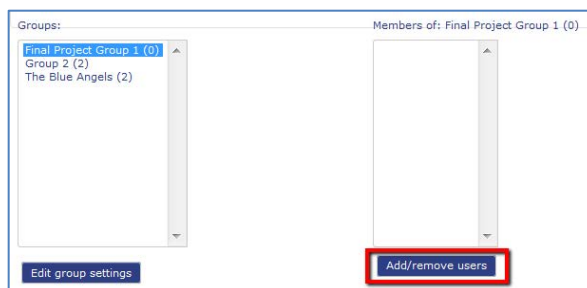
8. In *Potential members window*, **click the students** to add to the group. To select multiple names, hold down the CTRL key while clicking the names (PC). Use the Command(Apple) key for a Mac.

   Or

   Type **student's name or email** in the Search field and hit **Enter key**. Then select student's name in Potential members window.

9. Click **Add** button.

10. To add additional groups and group members, click **Back to groups**. Repeat steps 1-9 as necessary.
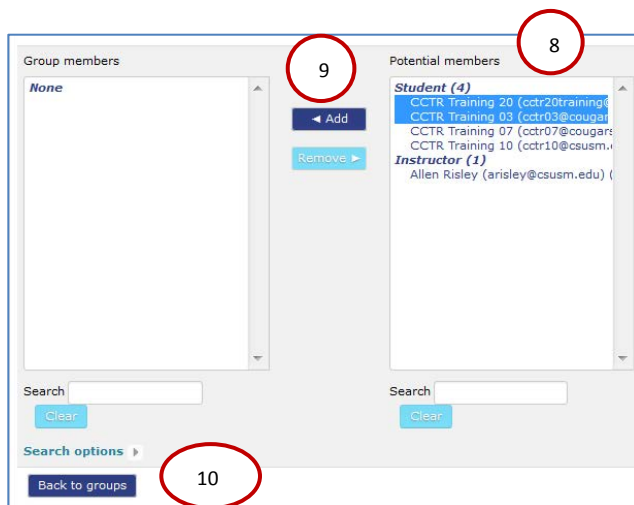
Using Groupings

Groupings are not required, but are used when you wish to have a different set of groups for different activities. When auto-creating groups, you have the option to put these groups into a grouping at that time. See section 1 above.
If you have already created groups or want to create manual groups, you need to set up the groupings separately, and then put the desired groups into that grouping.
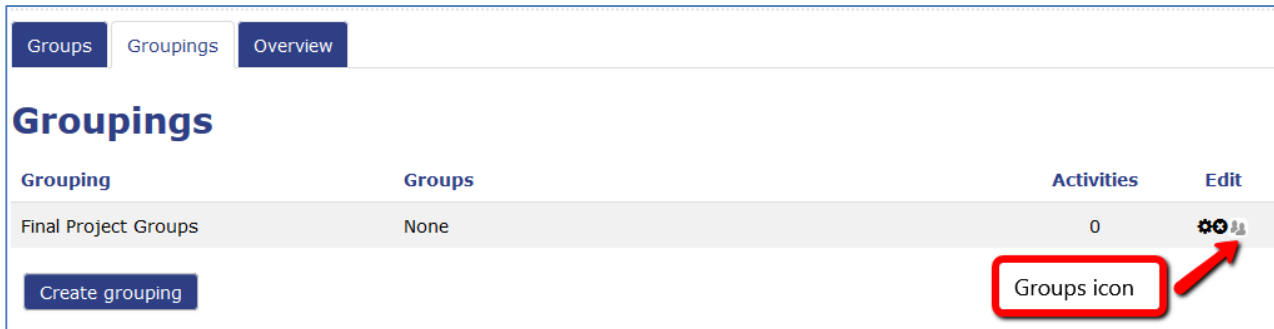
Create the Grouping

1. Go to the *Administration* block in your course. Select **Course administration > Users > Groups**.
2. Click the **Groupings tab**.
3. Click **Create grouping** button**.**
4. Enter **grouping name** and description.
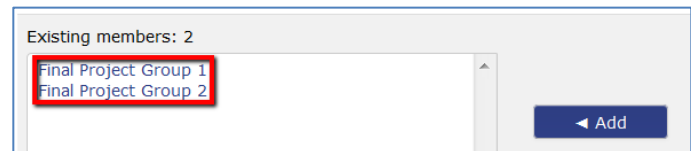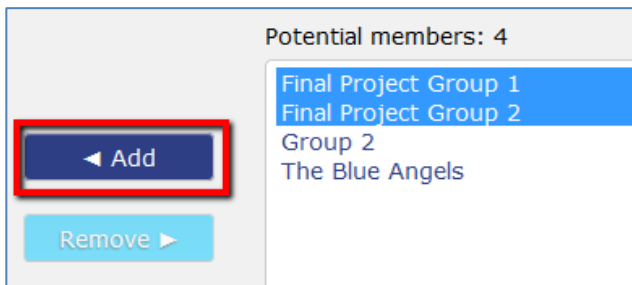5. Click **Save changes**.

Add Groups to the Grouping

6. In groupings screen, **click the groups icon** (the right-most icon) adjacent to the grouping.

7. **Click on the groups** in the *Potential members* box that you want to add to the grouping.
8. Click **Add**. The selected groups will move over to the *Existing members* box.

9. Click **Back to groupings** to create additional groupings.