

Using Groups/Groupings

At the course front page, within the **Settings** block under **Course Administration** click on **Users** and you'll find the **Groups** link.

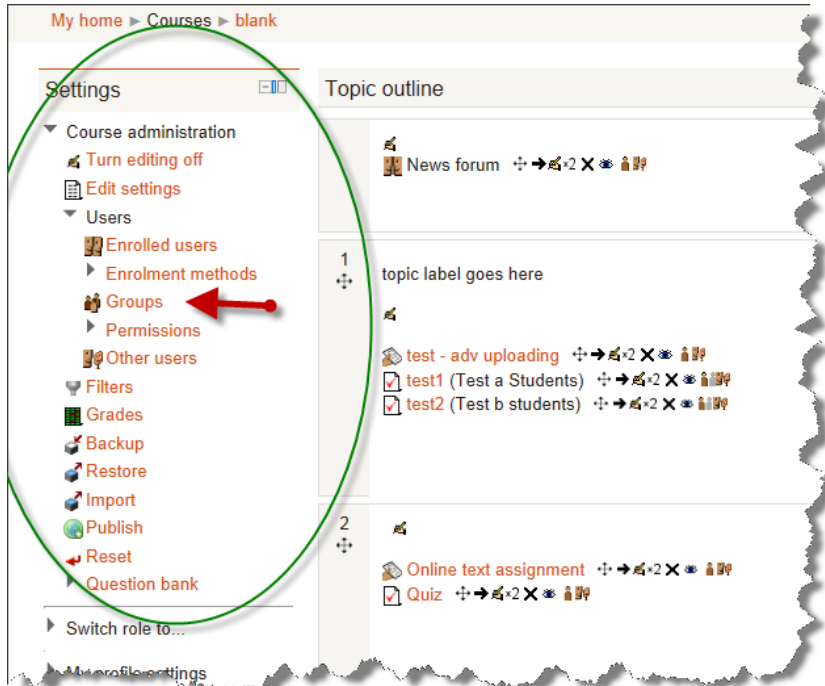


FIGURE 1

Click on the **Create group** button. (Figure 2)

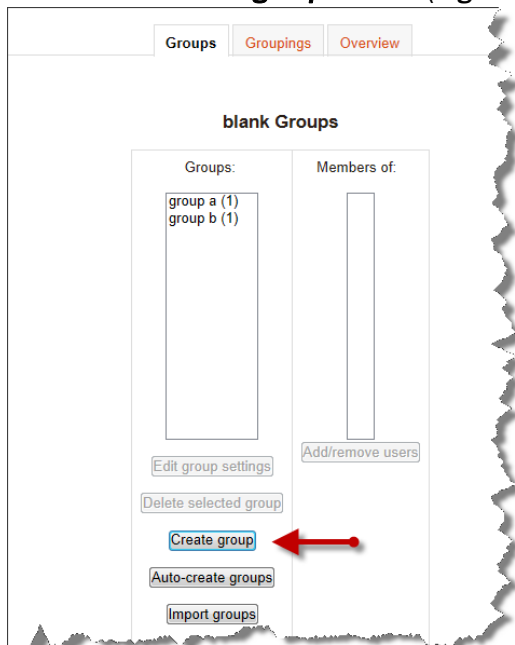


FIGURE 2

Name your Group in the **Group name** box. Click the **Save changes** button. (Figure 3) Your new group is now added to the list of available groups. (The number in the brackets after the group name indicates how many users are in that group).

FIGURE 3

Now it's time to add users to the Group you've just created. (Figure 4)

FIGURE 4

Select the users you want to add into the group. You can select more than one at a time by holding the **Ctrl** key down on your keyboard and highlighting the users. You can use the **search** box as needed to find your users. Once all of your users are selected, click the **Add** button (Figure 5)

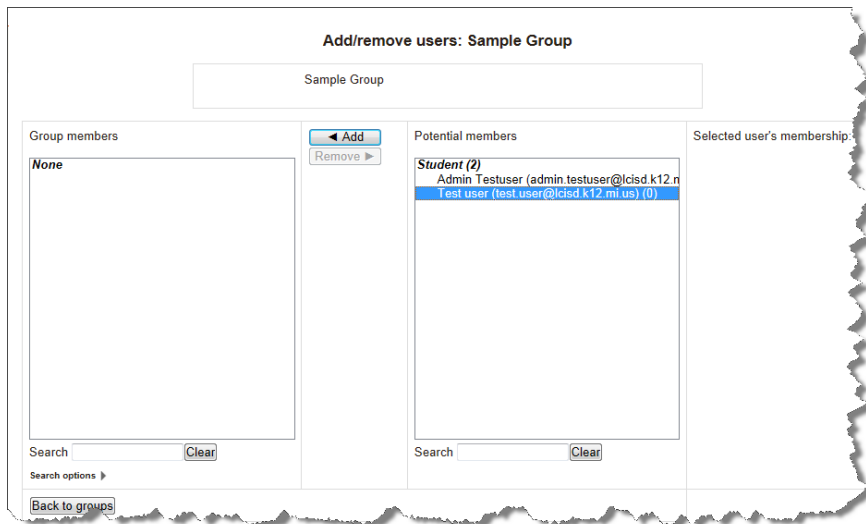


FIGURE 5

Now that you have your Groups created, you want to create **Groupings**. Click on the **Groupings** tab. (Figure 6)

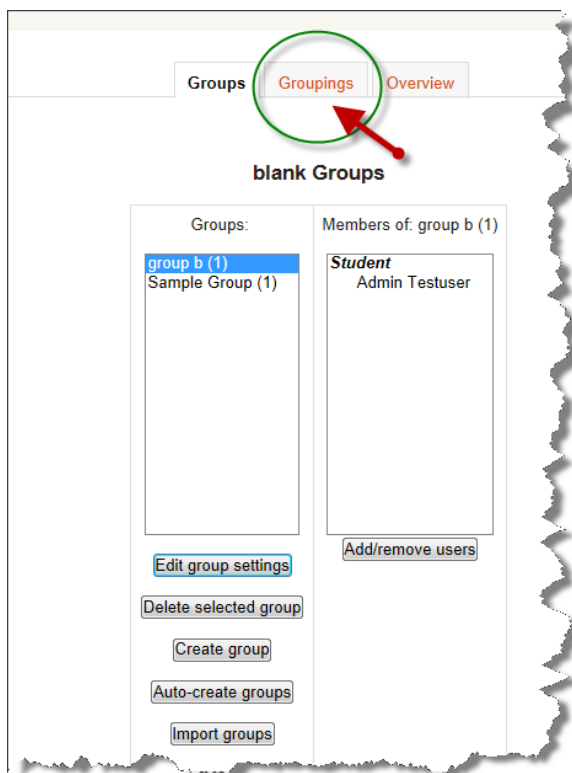


FIGURE 6

Click on the **Create grouping** button. (Figure 7)

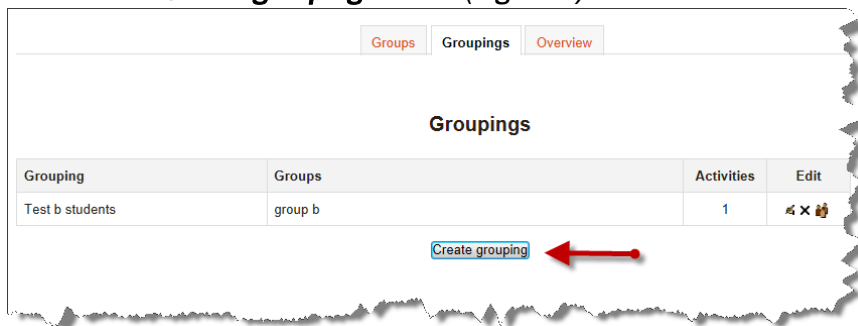


FIGURE 7

Give your grouping a name in the **Grouping name** box. Click on the **Save changes** button. (Figure 8)

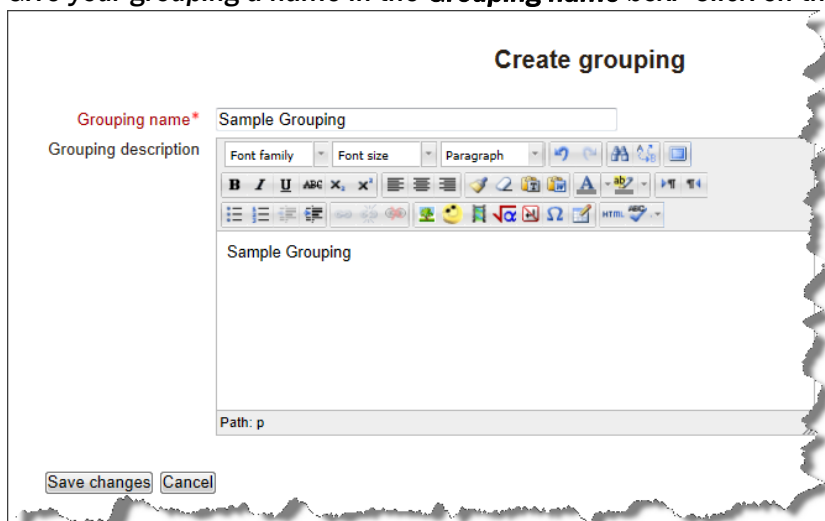


FIGURE 8

We have now created a grouping, but you still need to add your Group to the Grouping. Click on the

show groups in grouping icon  (Figure 9)

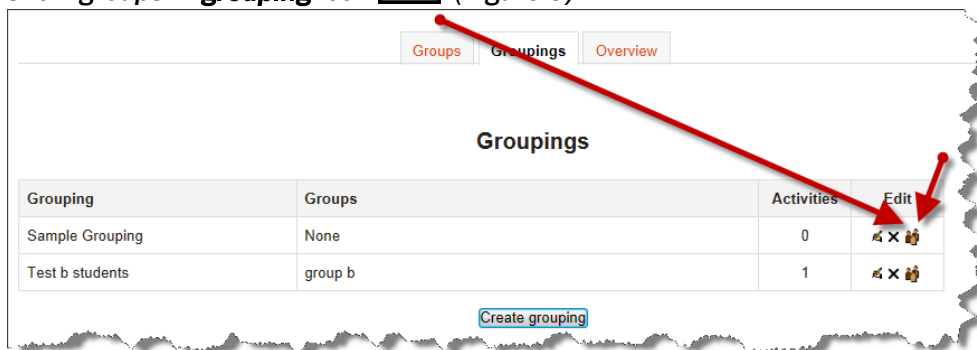


FIGURE 9

Highlight the group you would like to add to your grouping and click the **Add** button. (Figure 10)

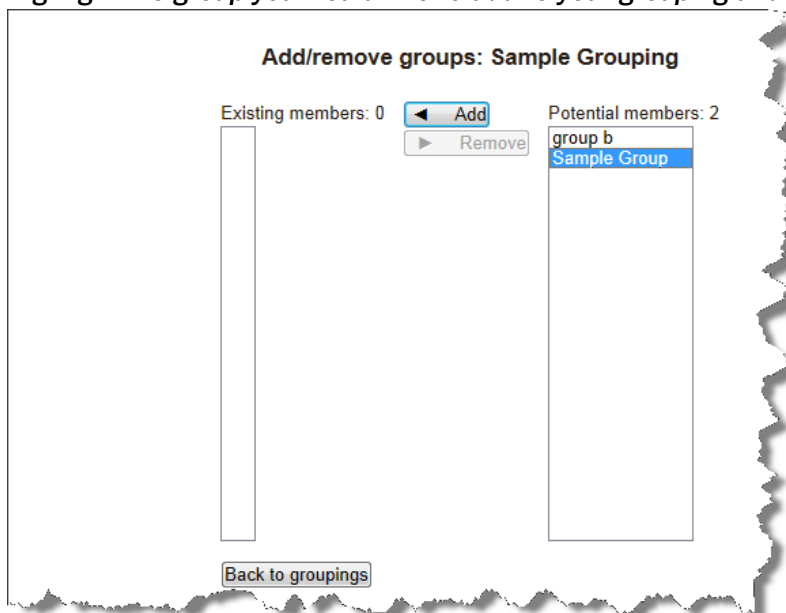


FIGURE 10

Now you've added your groups into the grouping you want. You need to then create an assignment and add the groupings to the assignment.

From the course main page – turn your editing button on and **Add an Activity** (an assignment, forum, quiz, etc.) (Figure 11)

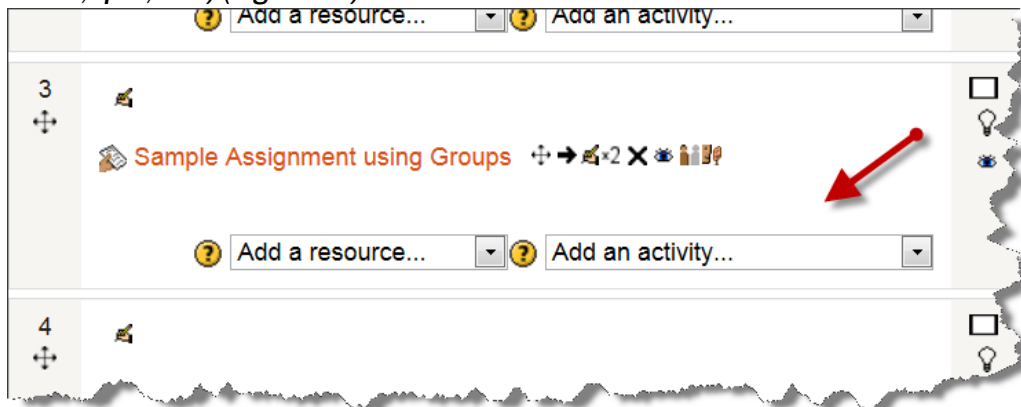


FIGURE 11

Give your assignment a name in the **Assignment name** box and a description in the **Description** box.

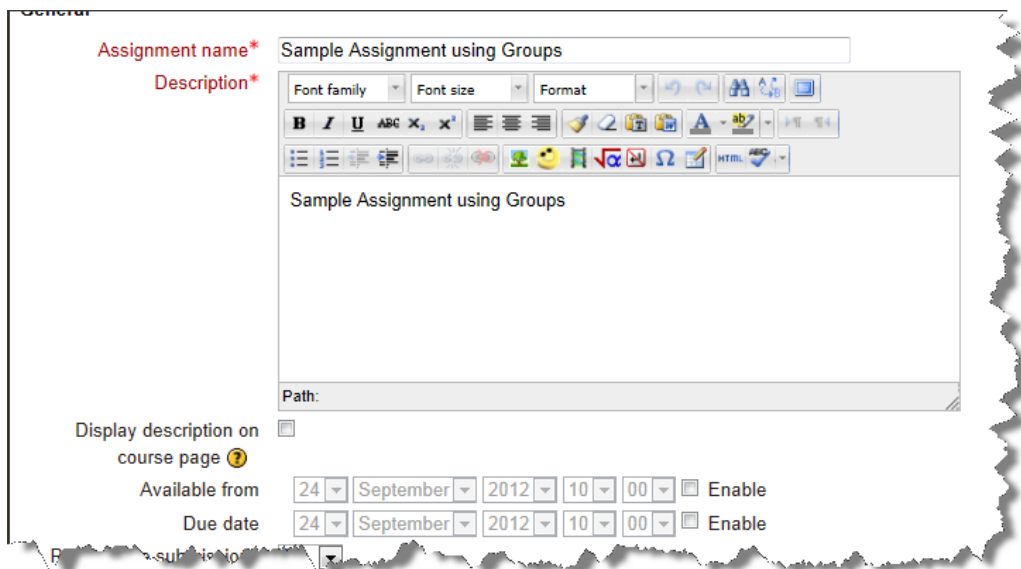
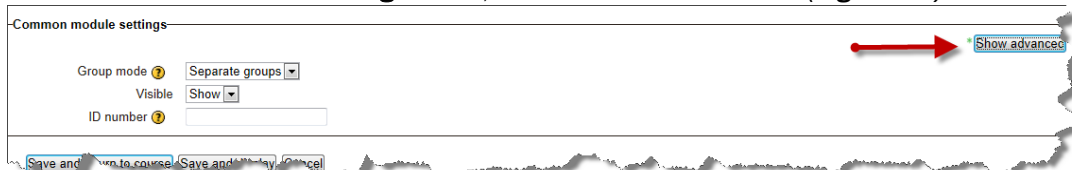


FIGURE 12

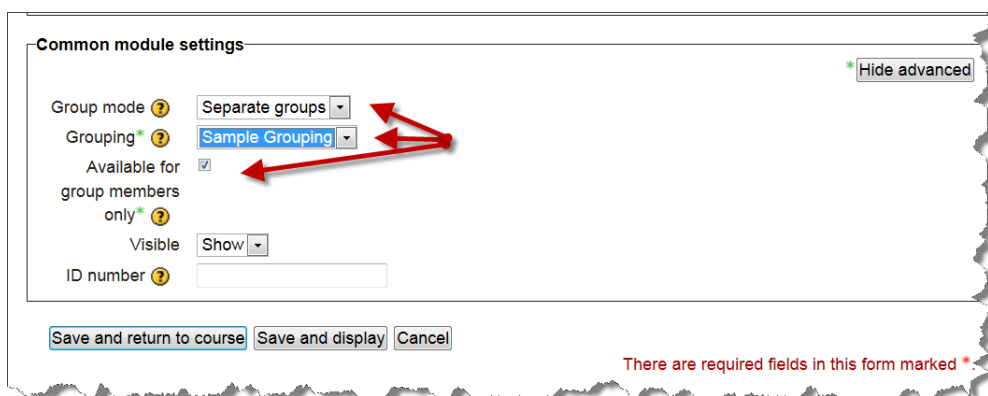
*In the **Common Module Settings** block, click on **Show advanced** (Figure 12)*



The screenshot shows the 'Common module settings' block. It contains three settings: 'Group mode' set to 'Separate groups', 'Visible' set to 'Show', and 'ID number' with an empty text field. A red arrow points to the 'Show advanced' button in the top right corner. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

FIGURE 13

*The window opens up and offers additional options. The **Grouping** settings will now be revealed. To ensure that the assignment is only available to students in a particular grouping then select the grouping (in Figure 14 the grouping we chose is **Sample Grouping**) from the **Grouping** drop-down list and ensure the **Available for group members only** setting is checked. (Figure 13 & Figure 14)*



The screenshot shows the 'Common module settings' block with the 'Show advanced' button now replaced by a 'Hide advanced' button. The 'Grouping' dropdown menu is now visible and set to 'Sample Grouping'. The 'Available for group members only' checkbox is checked. The 'Visible' dropdown is still set to 'Show'. The 'ID number' text field is empty. Red arrows point to the 'Grouping' dropdown, the 'Available for group members only' checkbox, and the 'Hide advanced' button. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red error message at the bottom right states: 'There are required fields in this form marked *'.

FIGURE 14

This assignment is now only available to students in that particular grouping.