



## Groups and Groupings

A teacher can organise users into groups and/or groupings within the course or within particular activities.

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### Why Use Groups and/or Groupings?

- 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.

# Groups

## Group Modes

There are three 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.
- **Visible groups** - Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

For example, 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 do not know which other groups are doing the same activities.

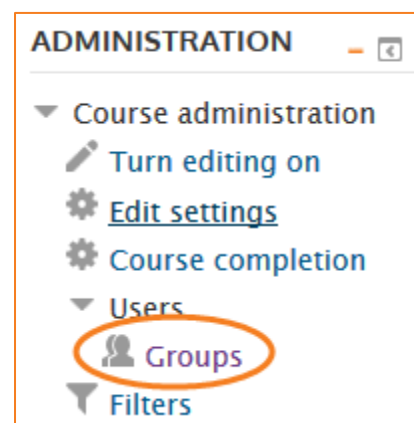
Using groups with discussion forums allow teachers to restrict interaction between students. Separate groups mean only students in the same group can see and participate in discussions within a particular forum. Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.

## Creating a group

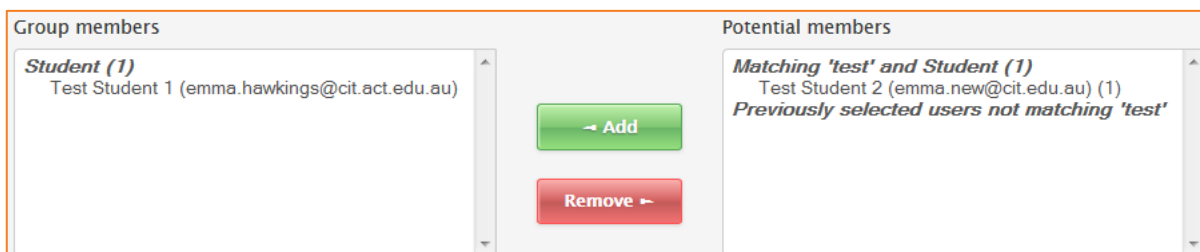
1. In the **Course administration** block, click on **Users**, the **Groups**.
2. Click on **Create group**.
3. Fill in the **Group name**. You can fill in the Group description for your own benefit, it is not required. **Save changes**.
4. Click on the group you have just created and then **Add/remove users**. This will bring up a list of students in the course.

Create group

Add/remove users



5. Click to highlight each student that you would like to add to this group and click the **Add** button. This will move the person from the right box to the left box.



6. Once you have selected all the people you want in this group, click on **Back to groups**.
7. Here you will see the names of the students who are in the group.
8. Repeat until you have all the groups you want.

## Groupings


If you want to make an activity (such as an assignment or a quiz) visible to only one set of users within a course, you need first to put the users into a group and then put them into a grouping. A single grouping can house one group or several groups.

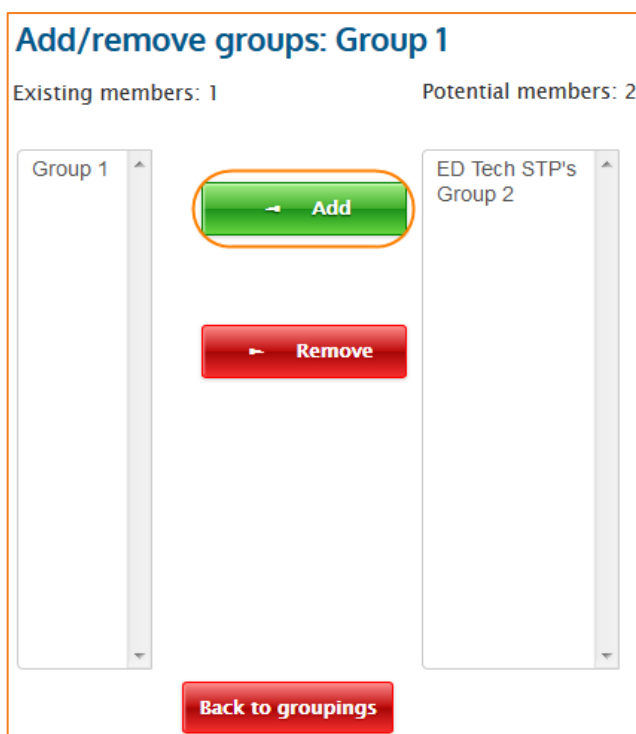
This allows teachers additionally to show resources (such as a folder or webpage) to just to one group and not another.

If you assign an activity to a grouping then only the group/grouping that is selected will be able to see and do the activity. It will be invisible to other groups or groupings.

### Adding groups to a grouping

To add groups to a grouping:

1. In groups (see step 1 on previous page), click on the **Groupings** tab, then on **Create grouping**.
2. Fill in the **Grouping name**. You can fill in the Grouping description for your own benefit, it is not required. **Save changes**.
3. You will now need to add the group to the grouping. Click on the icon on the far right that looks like the silhouette of 2 people - 
4. Click on the group on the right you want, and by clicking on **Add**, you will move it from the right to the left, thus adding the group to the grouping.
5. Click **Back to groupings** to complete.



## Using Groups and Groupings in your course

### Enable Group Mode in the course

Using this setting, teachers will be able to filter activities and grades down to their selected group within the course.

The group mode defined at course level is the default mode for all activities within the course.

1. Go to **Edit settings** in under **Course administration**, and scroll down to the **Groups** section.
2. Set **Group mode** is set to separate or visible groups ([see Group Modes for more information](#)).
3. **Force group mode** - If group mode is forced, then the course group mode is applied to every activity in the course. Group mode settings in each activity are then ignored. Select **Yes** if you want all activities in the course to have the same group mode.
4. **Default grouping** is only used on the Participants page so no changes need to be set here.

▼ Groups

Group mode ? Separate groups ▼

Force group mode ? Yes ▼

### Enable Group Mode in an activity

To use a particular grouping in an activity:

1. Go to **Edit settings** in an activity, and scroll down to the **Common module settings** section.
2. Set **Group mode** is set to separate or visible groups ([see Group Modes for more information](#)).

▼ Common module settings

Visible Show ▼

ID number ?

Group mode ? Separate groups ▼

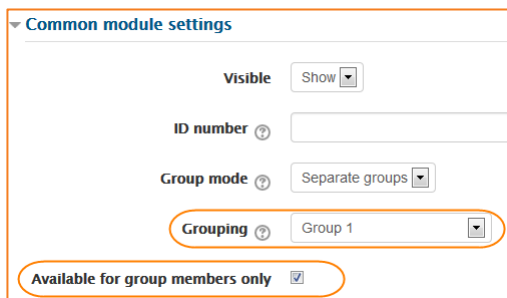
Grouping ? Group 1 ▼

Available for group members only

## Selecting grouping in an activity or resource

To use a particular grouping in an activity:

3. Go to *Edit settings* in an activity, and scroll down to the *Common module settings* section.
4. Ensure that the *Group mode* is set to separate or visible groups.
5. Select the grouping from the *Grouping* dropdown menu.
6. Check the *Available for group members only* box. If this checkbox is ticked, the activity or resource will only be available to students assigned to groups within the selected grouping.
7. Your activity will now have a note next to you (for teachers view only) showing this is for the grouping you have chosen.



## Viewing Student Lists in Group Mode

When looking at a list of students in the course, when the activity or course is set to group mode, you can narrow down this list to just see your groups.

On the participants list in your course, you can now use the Group dropdown to show only those participants in your selected group.

The same can be done for activities such as assignments, quizzes etc.

