



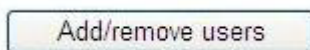
## Setting up Groups

Setting up a group allows you to isolate one or more students for an activity (e.g. discussions or quizzes)

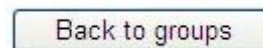
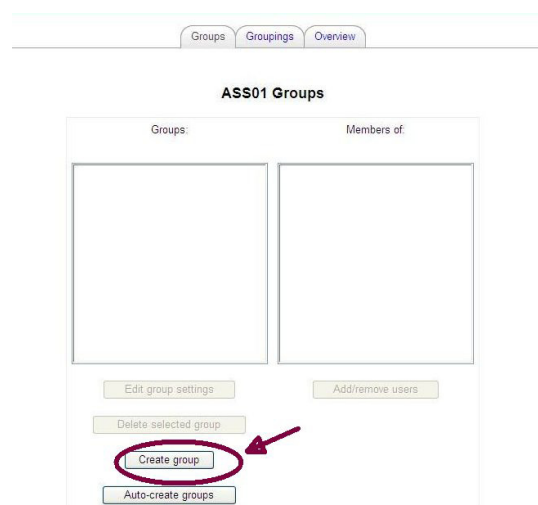


### To create a group:

- Go to your **Administration** block and click on **Groups**
- Click on **Create a group**
- Give your group a name and fill in the group description, save changes
- Click on **Add /remove users** (this will bring up a list of students in the course)



- Click on each person that you would like to add to the group and click the **Add** button. This will move the person from the right hand box to the left hand box
- When you have selected all the people click on **Back to groups**
- Here you will see the full names that are in the group. If you click on the **Overview Tab** you will be able to see all participants in each group you have set up.



### Forum (Discussion) setting up a group:

Set up a forum as per usual but click **Separate groups** in the last section. Save and return to course.

- Open up the forum and click the down arrow next to Separate groups, select the group for the forum.

*You are now ready to go and only the students in the group will be able to see and access the forum.*

