

LMS Grouping Module

WALK THROUGH OF GROUPING IN A COURSE

Note: Grouping can be applied to assignments/Quizzes and Projects. To add groupings to attendance module a newer version of attendance is required from the Moodle.

1. Open a specific course in which you want to add groups.

The screenshot shows the NUST LMS Portal interface. The top navigation bar includes links for Site news, Troubleshooting, FAQ, Suggestions, Contact us, and Training. The breadcrumb trail indicates the user is in the course 'MTH304-BChE01-A'. The main content area displays a 'Weekly outline' with dates and checkboxes for each week. The left sidebar contains 'Navigation' and 'Settings' menus. The 'Settings' menu is expanded to show 'Users' and 'Groups' options.

2. Click Groups under Settings -> Course Administration -> Users -> Groups.

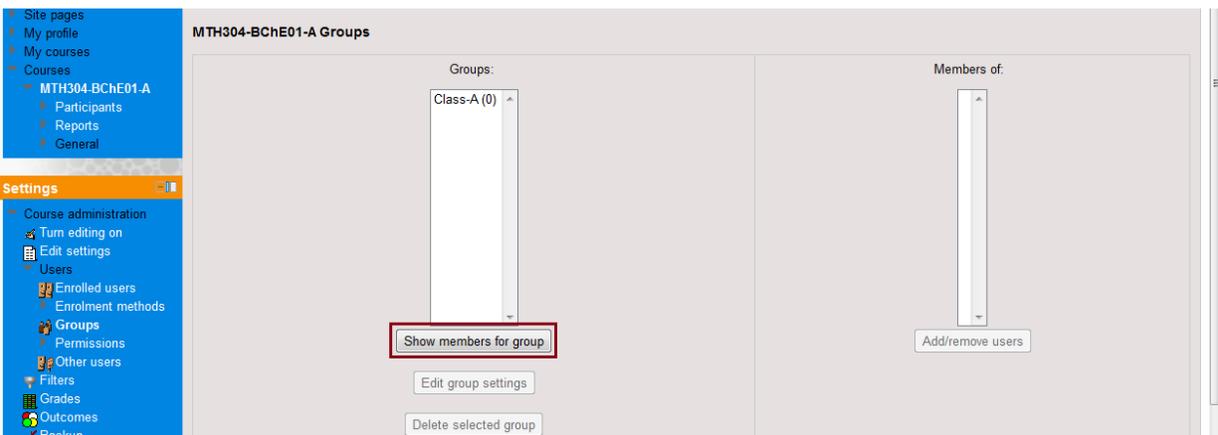
3. Click Create Group button under Groups:

The screenshot shows the 'MTH304-BChE01-A Groups' page. The breadcrumb trail indicates the user is in the course 'MTH304-BChE01-A' and has navigated to 'Users' and 'Groups'. The main content area displays a 'Groups' section with a 'Create group' button highlighted. The left sidebar contains 'Navigation' and 'Settings' menus. The 'Settings' menu is expanded to show 'Users' and 'Groups' options.

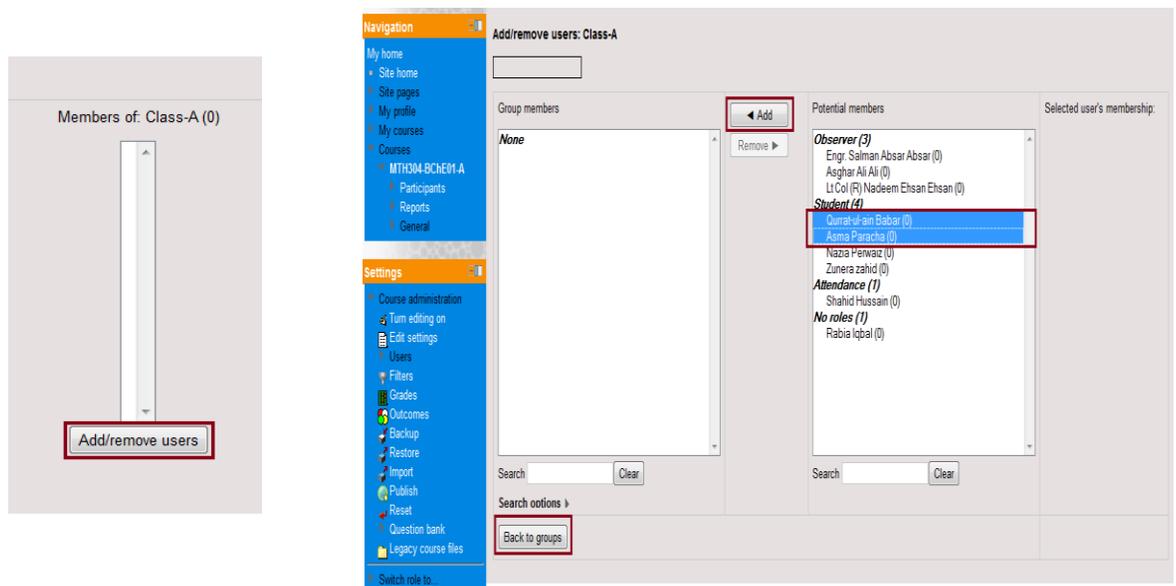
4. Give group a name and a description and click Save Changes button. Other group options can be set as:

- i) Group Name: Gives name of the group
- ii) Group Descriptions: Describes what group is about.
- iii) Enrollment Key: A password to be the part of the group
- iv) Hide Picture: Lets you hide/show group picture
- v) New Picture: Lets you upload picture of the group

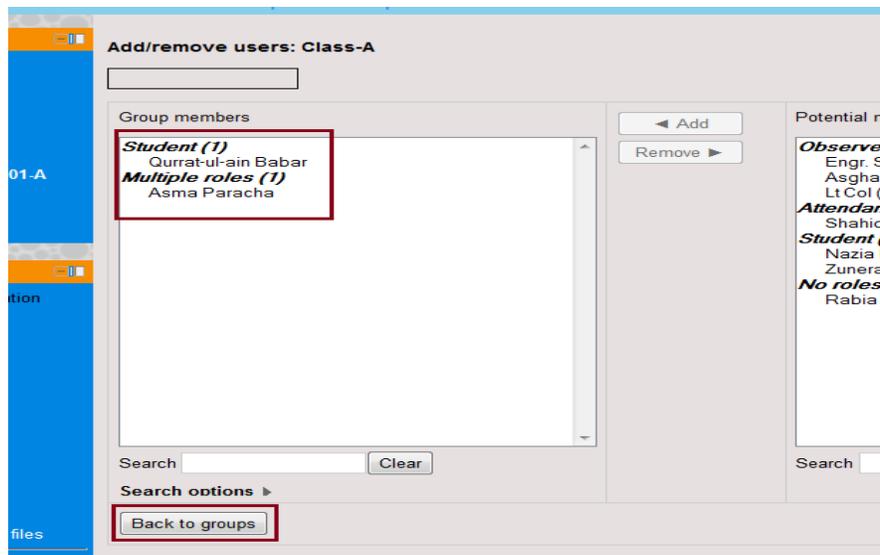
5. This will create a group under Groups. Now to add members to the group select the group and click "Show members for Group" button



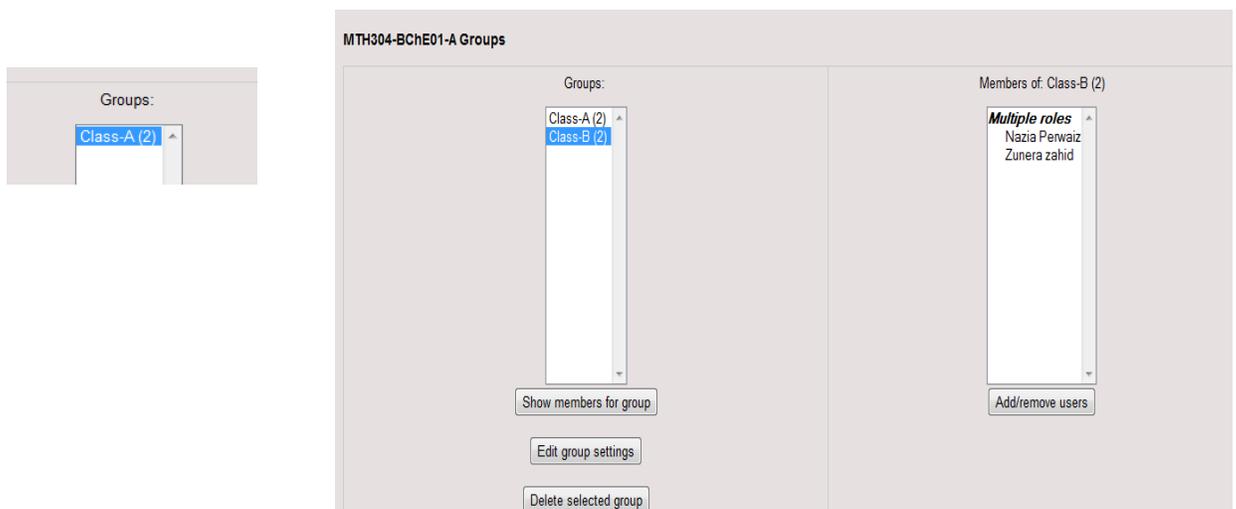
6. This will enable the Add/Remove users options on the right panel. Then click Add/Remove Users to add users to the group.



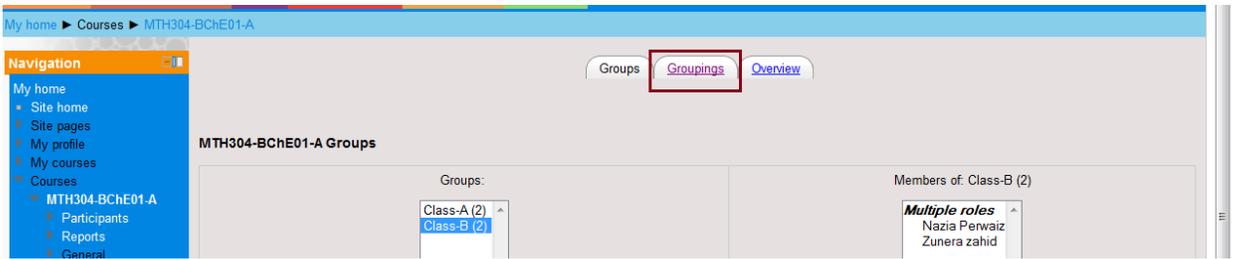
- Select users in the Potential Users list and click add button. Once all required users are added click “Back to groups” button.



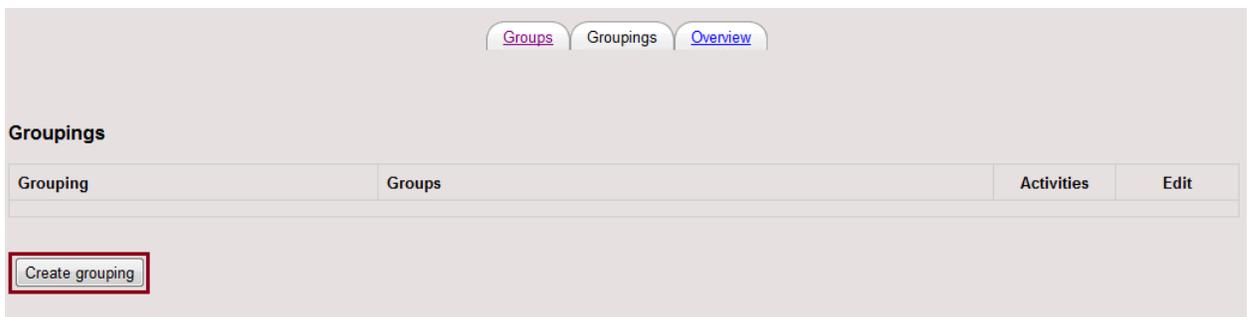
- You’ll see now the number of users in brackets against your group. Similarly create another group.



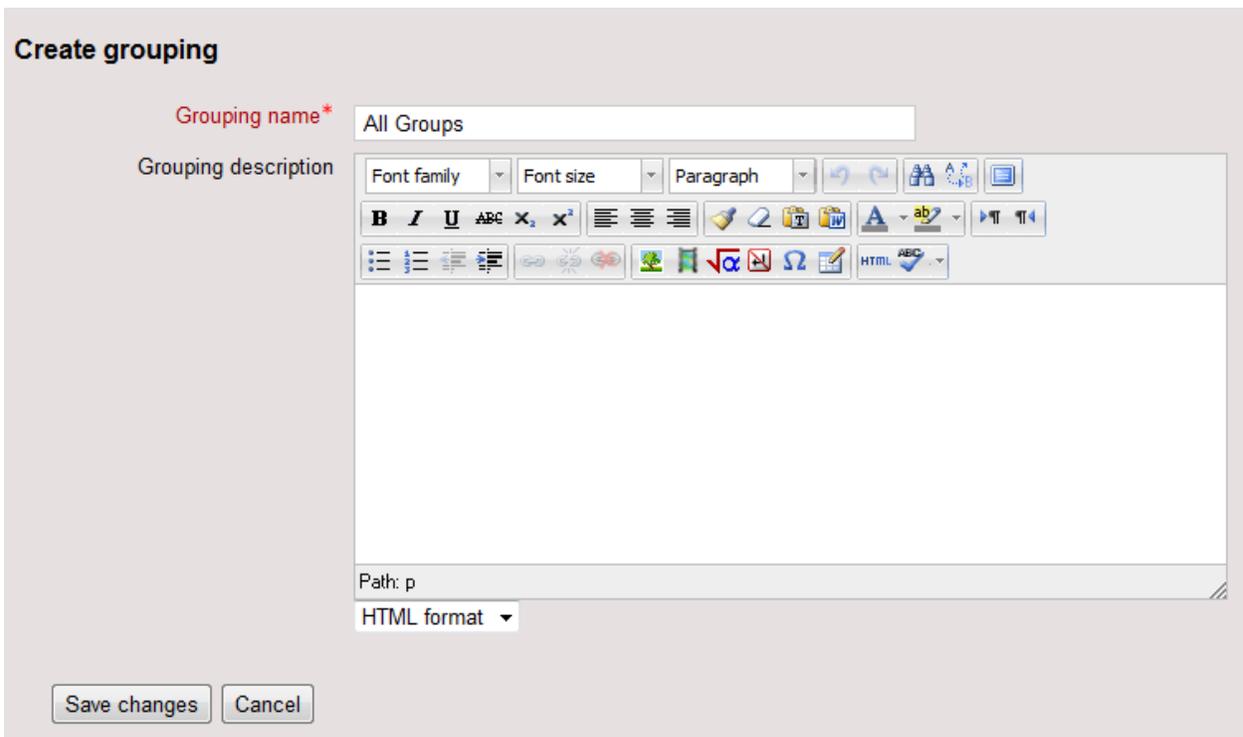
- To make use of these groups you have to do ‘grouping’ of these groups. Click on Grouping tab.



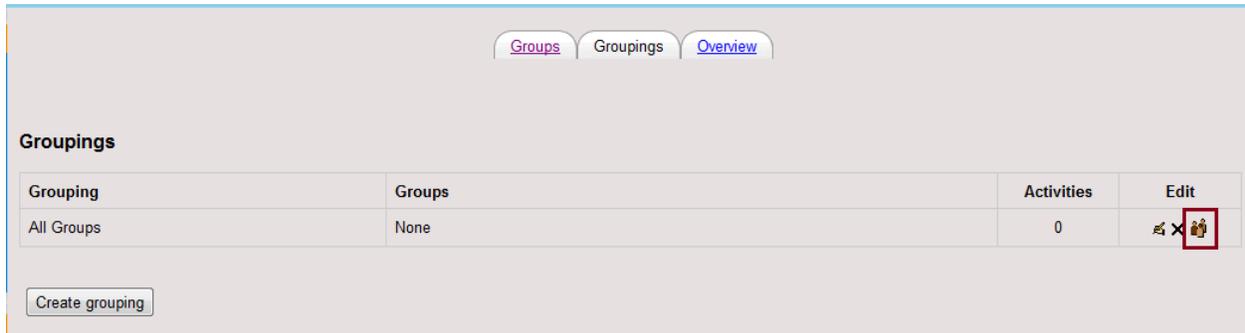
10. Click Create Grouping.



11. Give name to the Grouping. And Click Save Changes below.



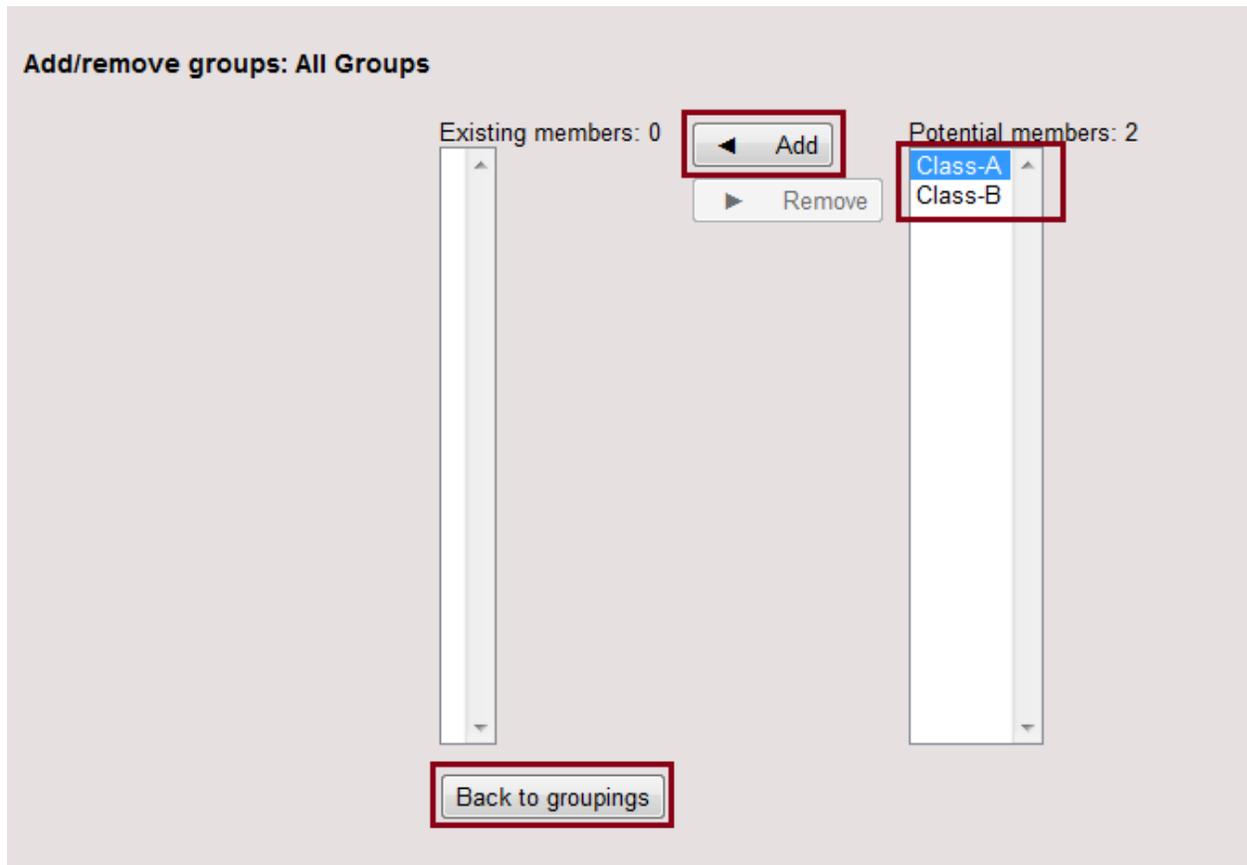
12. To add groups in the created Grouping, click “Show groups in grouping” icon in front of the grouping.



The screenshot shows a web interface with three tabs: 'Groups', 'Groupings', and 'Overview'. Below the tabs is a section titled 'Groupings' containing a table. The table has four columns: 'Grouping', 'Groups', 'Activities', and 'Edit'. The first row of the table shows 'All Groups' in the 'Grouping' column, 'None' in the 'Groups' column, '0' in the 'Activities' column, and an icon in the 'Edit' column. This icon, which represents 'Show groups in grouping', is highlighted with a red box. Below the table is a 'Create grouping' button.

Grouping	Groups	Activities	Edit
All Groups	None	0	

13. Here select the group(s) you want to add in this grouping and click Add button. Once added all click “Back to Groupings” button.



The screenshot shows a web interface titled 'Add/remove groups: All Groups'. It features two vertical lists. The left list is labeled 'Existing members: 0' and is currently empty. The right list is labeled 'Potential members: 2' and contains two items: 'Class-A' and 'Class-B'. Between the two lists are two buttons: 'Add' (with a left-pointing arrow) and 'Remove' (with a right-pointing arrow). Both the 'Add' button and the 'Class-A' item in the 'Potential members' list are highlighted with red boxes. At the bottom of the interface is a 'Back to groupings' button, also highlighted with a red box.

14. Similarly create other groupings according to your plan activities (assignments/quizzes or projects).

[Groups](#) [Groupings](#) [Overview](#)

Groupings

Grouping	Groups	Activities	Edit
All Groups	Class-A, Class-B	0	
Group A	Class-A	0	
Group B	Class-B	0	

[Create grouping](#)

15. Now in the course, in which groupings have been created. Upload a file to see the effect of grouping. After checking the checkbox of Available to Groups you can see all three groupings created in the course.

The screenshot shows the Moodle course interface. On the left is a navigation menu with options like 'Edit settings', 'Users', 'Filters', 'Grades', 'Outcomes', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', 'Question bank', 'Legacy course files', 'Switch role to...', 'My profile settings', and 'Site administration'. Below this is an 'Add a block' section with an 'Add...' dropdown. The main content area is titled 'Common module settings' and contains the following fields:

- Grouping***: A dropdown menu with options: None, All Groups, Group A, Group B.
- Available for group members only***: A checked checkbox.
- Visible**: A checked checkbox.
- ID number**: An empty text input field.

At the bottom of the settings section are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red text note at the bottom right states: 'There are required fields in this form marked*.'

16. Now you can share the content with Group A, B or All groups. Similarly you can divide a class according to their projects or assignments.