



Training Manual: How to Create Groups

Document Detail

Category	Information
Document	How to create Groups
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Disclaimer	This document contains confidential information. It should not be distributed without prior approval from LMS National University of Science and Technology

Document History

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Mr. Saeedullah Khan Khattak	29 November, 2014	1.0	Initial Draft according to LMS version 2.4

Groups

Moodle Groups allow a tutor to assign tutors and students to one or more groups within a course. Groups are defined at course level and you then set the group mode (no groups, visible groups, separate groups) for each activity.

The group mode can be defined at two levels:

1. Site level the group mode defined at the site level is the default mode for all activities defined within that site. For example, if groups are set to **separate** (see below) at a site level all new activities will by default **separate** group activity.

2. Activity level each activity that supports groups can also have its own group mode defined. If the site setting **Force group mode** is set to **Yes** then the option to define the group mode for individual activities is not available i.e. there is no Groups icon next to activities on the course page.

There are three levels of visibility available for groups – these are:

1. No groups

There are no sub groups - everyone is part of one big community.

2. Separate groups

Each group can only see their own group, while others are invisible.

3. Visible groups

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

ADD A GROUP

- To add a group to your course, in the **Users** drop down menu and then click on **Groups**.
- Open your browser (Chrome or Firefox).
- Enter <https://lms.nust.edu.pk/portal> in your browser.
- LMS login block will appear. Enter your user name and password provided by LMS team.

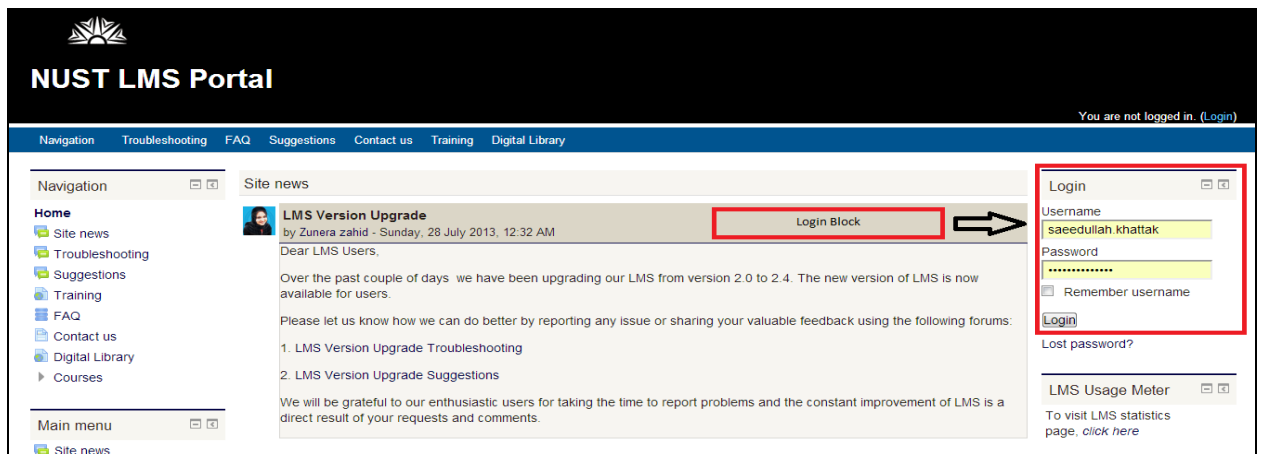


Figure 01

- LMS My Home Page will appear. Courses in which a teacher is enrolled will be shown on My Home Page.
- Select and click upon the course you wish to import from.

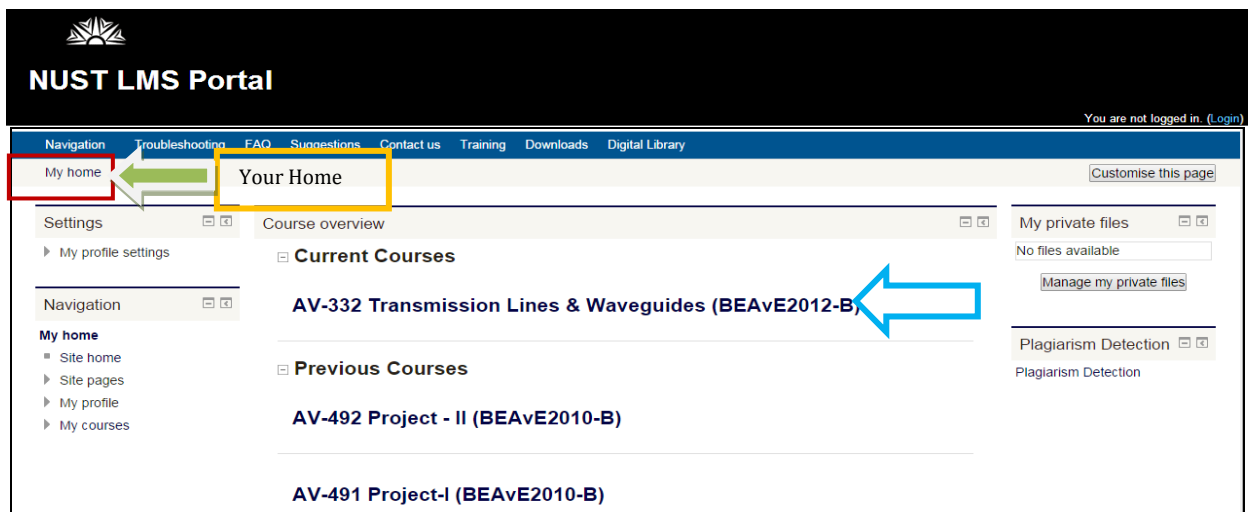


Figure 02

- You will enter into the course and course administration will be appeared.

The screenshot shows the LMS interface for the course 'AV-332 Transmission Lines & Waveguides (BEAvE2012-B)'. The user is logged in as Azhar Hasan. The main content area displays a 'Download Course Material' section with items like Attendance, Student Course Evaluation, Faculty Course Overview Report, News forum, and two Student Feedback items. Below this is a calendar view for the month of October and the start of November, with the 13th of November highlighted. The left sidebar contains 'Settings' and 'Navigation' menus. The right sidebar includes 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'.

Figure 03

- In the Users drop down menu click on groups on the left side of your LMS course page.

This screenshot is similar to Figure 03 but focuses on the 'Users' menu in the left sidebar. The 'Users' menu is expanded, showing options like 'Enrolled users', 'Enrolment methods', 'Groups', 'Permissions', and 'Other users'. The 'Groups' option is highlighted with an orange box. The rest of the page content, including the 'Download Course Material' section and the right sidebar, remains the same as in Figure 03.

Figure 04

- No groups should be displayed yet so click **Create group**



Figure 05

- Add the **Group name** and optionally a **Group description**.
- An **Enrolment key** enables access to the course to be restricted to only those who know the key. If a group enrolment key is specified, then not only will entering that key let the user into the course, but it will also automatically make them a member of this group.
- If you want you can enter an **Enrolment key**. A group enrolment key will let the user into the whole course, and it will automatically make them a member of this group.
- Click **Save changes**.

General * Show advanced

Group name*

Group description

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- Your group should now appear on the Groups page.
- Make sure the group is highlighted then click **Add/remove users**.

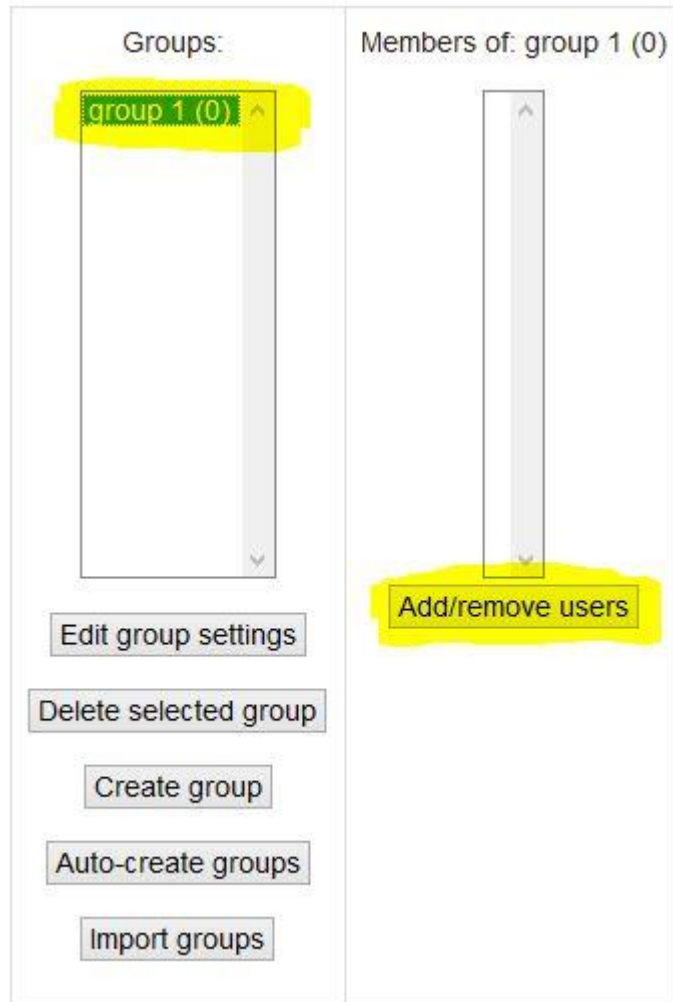


Figure 07

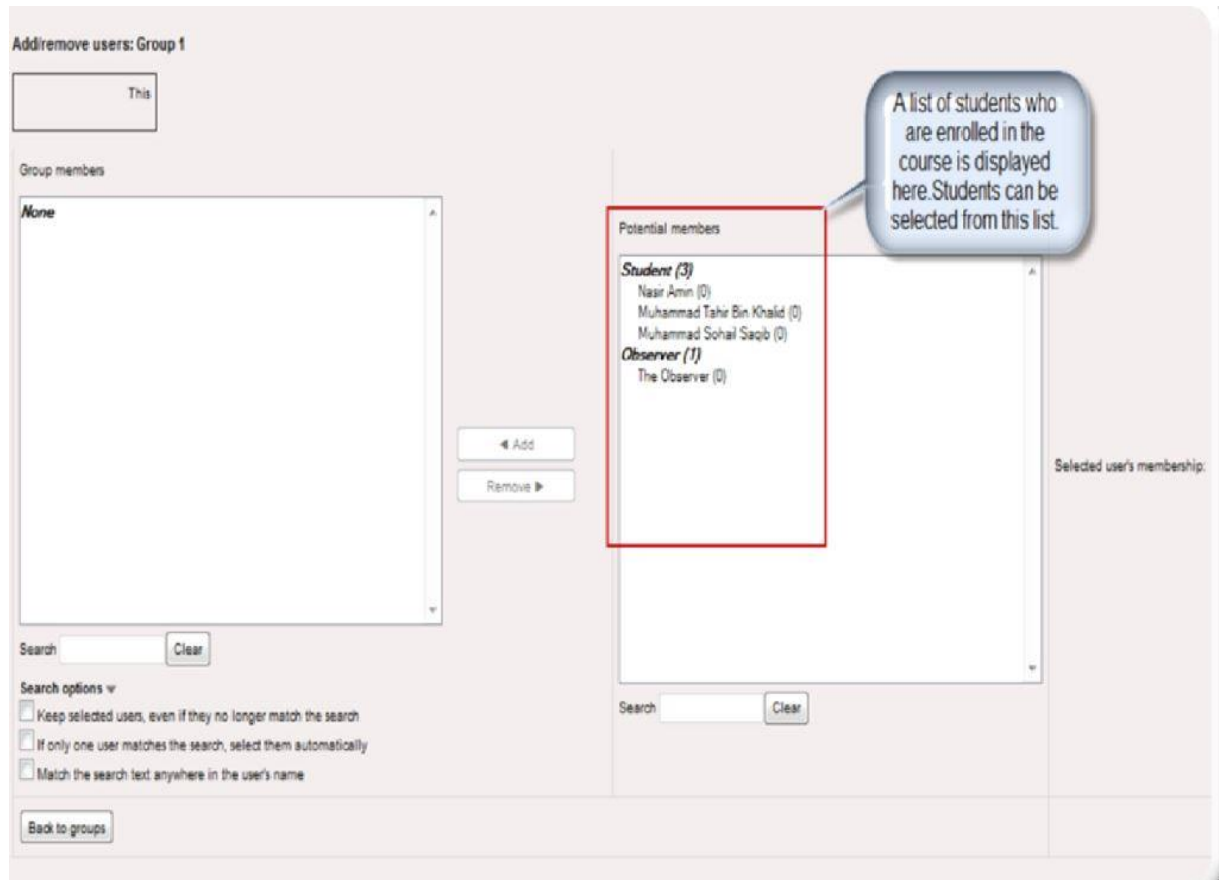


Figure 08

- Use **Search** (name or email) to find the student, select and click ◀ **Add**.
- Once you have finished adding people to the group, click **back to groups**.