



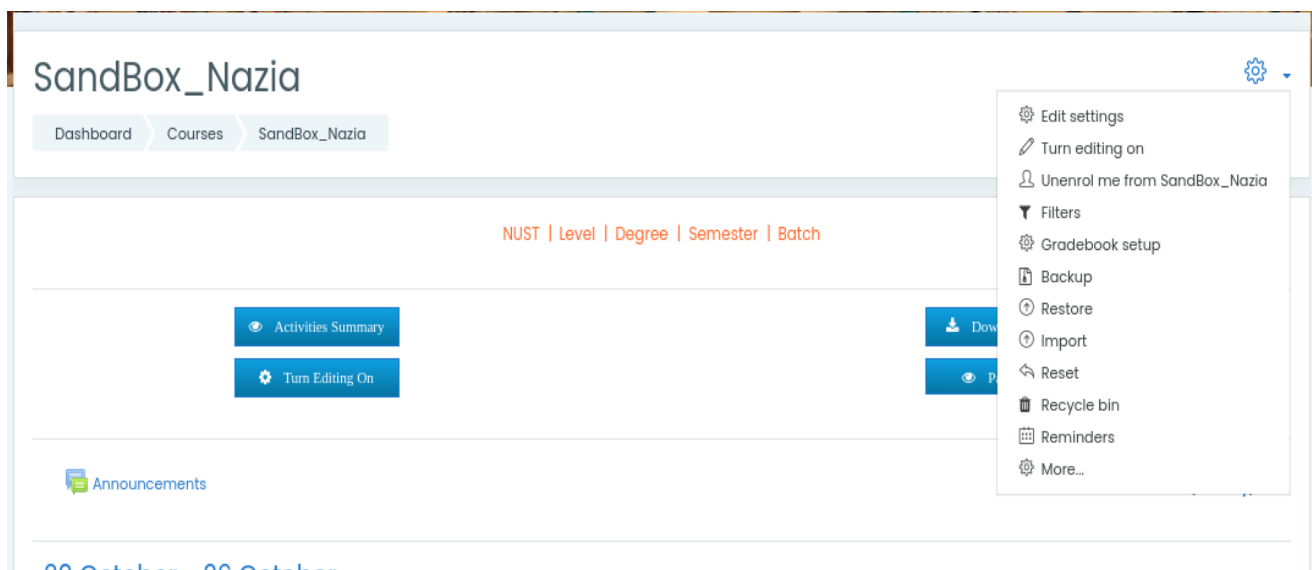
Using Groups in LMS

LMS groups can be used when:

- 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 want to allocate a particular activity, resource or topic section to just one class or set of users and you don't want others to see it.

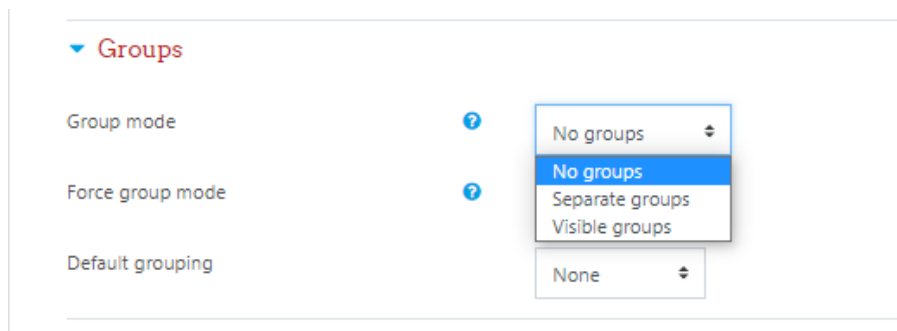
A group or grouping can be used at two levels:

1. Course level - The group mode defined at the course level is the default mode for all activities defined within that course. To use groups you need first to set a group mode through *Course > Edit settings*.
2. Click on the “Actions Menu” icon available in the top right of the course page. Click on the link “Edit Settings” from the dropdown menu.





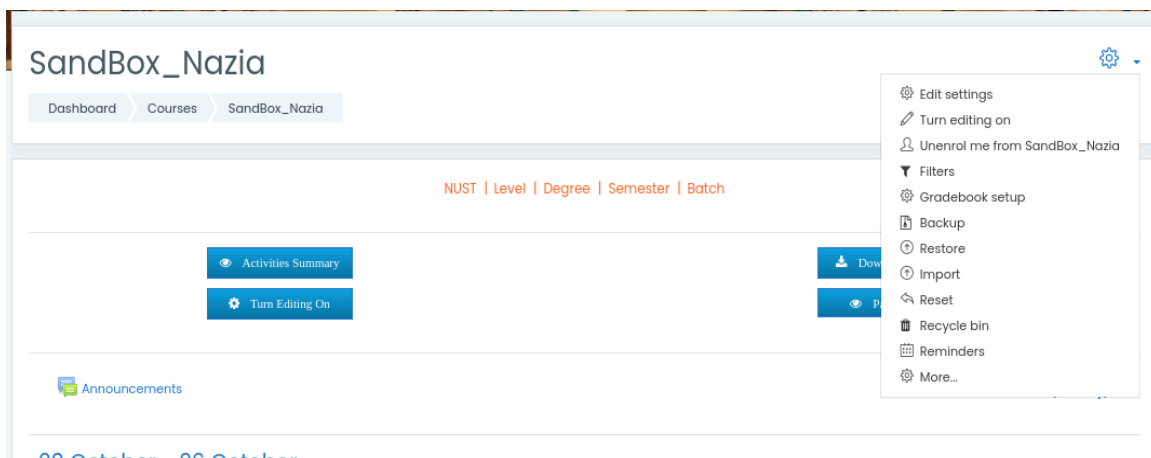
- Enable course level group settings if you want to apply group mode to all activities of the course, otherwise you may choose group mode in the settings of individual activities.



- Activity level - Each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the option to define the group mode for individual activities is not available. If it is set to "No", then the teacher may change the group mode within activities.

1. Creating a Group

1. Click on the "Actions Menu" icon available in the top right of the course page. Click on the link "More" from the dropdown menu.





2. Select the “Users” tab and click on the link “Groups”.

SandBox_Nazia

Dashboard > Courses > SandBox_Nazia > Turn editing on > Course administration

Course administration

Course administration | **Users**

Users	Enrolled users Groups Other users
Enrolment methods	Self enrolment (Student) Manual enrolments
Permissions	Check permissions

New group creation and the existing groups’ editing and deletion can be done using this interface.

Groups | Groupings | Overview

SandBox_Nazia Groups

Groups

Class A group (0)
Quiz Extension Group (1)

EDIT GROUP SETTINGS
DELETE SELECTED GROUP
CREATE GROUP
AUTO-CREATE GROUPS
IMPORT GROUPS

Members of:

ADD/REMOVE USERS



3. For a new group creation, click on the “Create group”, add a group name and its optional description in respective fields.

SandBox_Nazia: Groups
Dashboard / Courses / SandBox_Nazia / Users / Groups / Participants / Groups / Create group

General

Group name: Section A

Group ID number: [Empty]

Group description: This group is for the students of section-A.

4. Enable group messaging if you wish to engage in group conversations. You will then be able to send group messages from the messaging drawer. Click the 'Save changes' button.

Enrolment key: [Empty]

Group messaging:

Hide picture:

New picture: CHOOSE A FILE...

You can drag and drop files here to add them.

SAVE CHANGES **CANCEL**

5. Select the group to which you want to add participants, then click the 'Add/remove users' button.



The screenshot shows the 'SandBox_Nazia Groups' page. At the top, there are tabs for 'Groups', 'Groupings', and 'Overview'. Below the tabs, the page title is 'SandBox_Nazia Groups'. Underneath, there are two main sections: 'Groups' and 'Members of: Section A (0)'. The 'Groups' section contains a list with one item, 'Section A (0)'. Below this list are several blue buttons: 'EDIT GROUP SETTINGS', 'DELETE SELECTED GROUP', 'CREATE GROUP', 'AUTO-CREATE GROUPS', and 'IMPORT GROUPS'. The 'Members of: Section A (0)' section is currently empty and has an 'ADD/REMOVE USERS' button below it.

6. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key. If the students list is too long for display, search the individual students using their names or registration numbers.

The screenshot shows the 'Add/remove users: Section A' interface. At the top, it says 'Section A' and 'This group is for the students of section-A.'. Below this, there are two main sections: 'Group members' and 'Potential members'. The 'Group members' section is currently empty and has a 'None' label. The 'Potential members' section contains a list of users, including 'Student (9)', 'Teacher (2)', and 'Multiple roles (9)'. A search bar is located below the 'Potential members' list. There are 'Add' and 'Remove' buttons between the two sections. At the bottom, there is a 'BACK TO GROUPS' button.

7. Add the users to the selected group using the "Add" button.



Add/remove users: Section A

Section A
This group is for the students of section-A.

Group members

Student (3)
Hamza Hummam (hhummam)
User Test (test.user, 2000-NU)
Inam Ullah (jullah1.seecs, 00)

Potential members

Student (6)
Damiya Aamir (05beedaamir)
Sina Sameti (ssameti.phdcs)
Test 1 Student (test.student1)
Dr. Muhammad Ali Tahir (ma)
Muhammad Waqas (muham)
Herman Zahid (hzahideep18)

Teacher (2)
Nazia 1 Perwaiz (nazia.perw)
Test Teacher (test.teacher, .)

Multiple roles (9)
Ahsan Gul (ahsan.gul, . .) (0)
Rida Hafeez (rida.hafeez, . . .)
Osman Hasan (osman.hasan)
Tahir Javed (tahir.javed, . . M)
Mudasir Irfan Ali Kharal (muc)
Nazia Perwaiz (nazia.perwai)
Saad Rafique (saad.rafiqae, .)
Ghulam Hassan Shami (hasi)
Muhammad Sheraz (mshera)

Search CLEAR

Search options ▶

BACK TO GROUPS

2. Groupings

A grouping is a collection of groups within a course. Using groupings allows you to direct tasks at one or more groups in your course, so that they can work together on the tasks.

Adding groups to grouping (Mandatory step)

1. Click the “Groupings” tab.
2. Create a new grouping by clicking the “Create grouping” button on the groupings page.



SandBox_Nazia

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

Groupings

Grouping	Groups
CREATE GROUPING	

3. Add grouping name and its description. (A grouping might contain single or multiple groups)

SandBox_Nazia: Groupings

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Create grouping

General

Grouping name !

Grouping ID number ?

Grouping description

A B I

[SAVE CHANGES](#) [CANCEL](#)

4. Click on the “Show groups in grouping” icon (the rightmost icon in a particular row) to add groups into the selected grouping.



Grouping	Groups	Activities	Edit
G - Section-A	None	0	

CREATE GROUPING

5. All groups of the course will be listed in potential members. Select and add a group into the grouping. Multiple groups can be selected using the ctrl button.

Add/remove groups: G - Section-A

Existing members: 0

Potential members: 1

Section A

← Add

Remove →

BACK TO GROUPINGS

6. Click on the button “Back to groupings”.

3. Apply groups/ grouping for an activity

To use a particular grouping in an activity:

1. Click the 'Edit settings' link for the activity
2. In the “Common module settings” section, set a group mode “Separate groups”
3. Select the grouping from the grouping dropdown menu.



▼ **Common module settings**

Availability	?	Show on course page ▾
ID number	?	<input type="text"/>
Group mode	?	Separate groups ▾
Grouping	?	G - Section-A ▾

ADD GROUP/GROUPING ACCESS RESTRICTION

▶ **Restrict access**

SAVE AND RETURN TO COURSE **SAVE AND DISPLAY** **CANCEL**

4. Click the button “Add Group/ Grouping Access Restriction”. This will grey-out the button as shown in the following figure.
5. Save the changes by clicking on “Save and return to course”.

▼ **Common module settings**

Availability	?	Show on course page ▾
ID number	?	<input type="text"/>
Group mode	?	Separate groups ▾
Grouping	?	G - Section-A ▾

ADD GROUP/GROUPING ACCESS RESTRICTION

▶ **Restrict access**

SAVE AND RETURN TO COURSE **SAVE AND DISPLAY** **CANCEL**

If the group mode is set to separate groups, students will only see the activities they have been assigned to. Teachers will see the name of the grouping in brackets after the activity name on the course page. A count of activities assigned to each grouping is kept on the groupings page.