LMS Groups

Guide

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.

LMS Groups

For activities, such as assignments and quizzes, setting the group allows teachers to **filter results** so they only see their own students' work. To **hide resources or activities** from all those not in particular groups of students, you can use **Groupings**, which are based on groups.

GROUPS

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.

Guide

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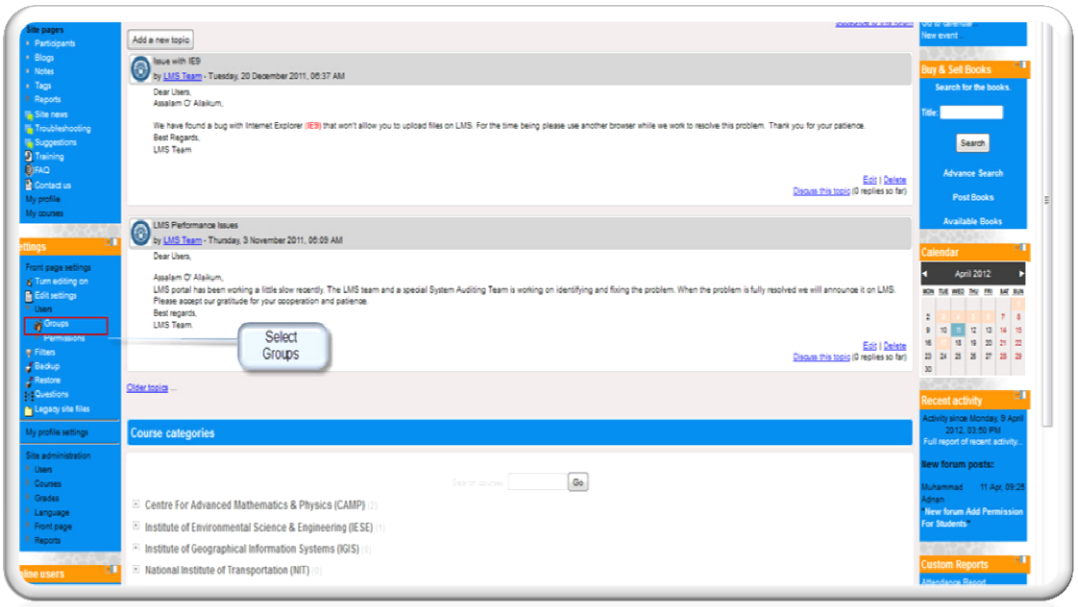
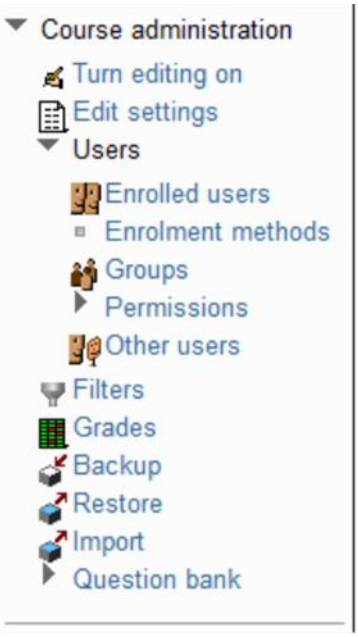
3. Visible groups

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

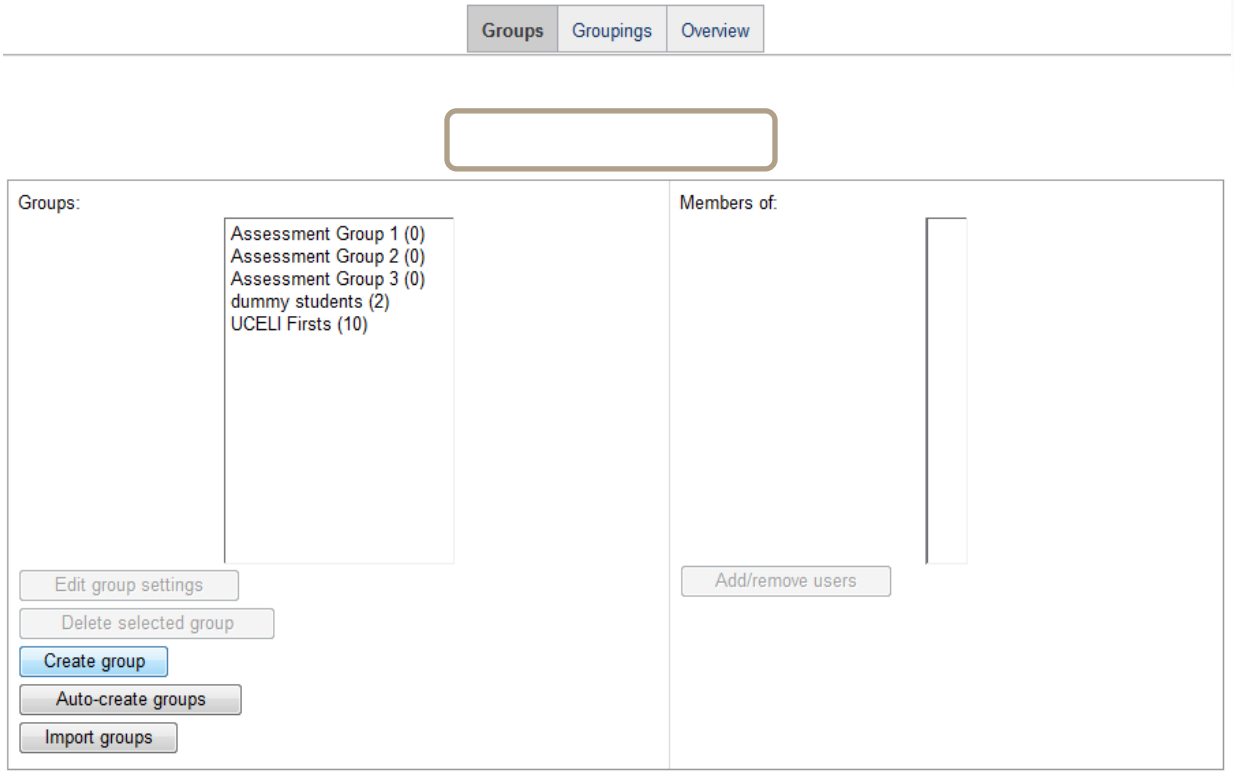
ADD A GROUP

- To add a group to your course, in the **Settings** block click on **Groups**.



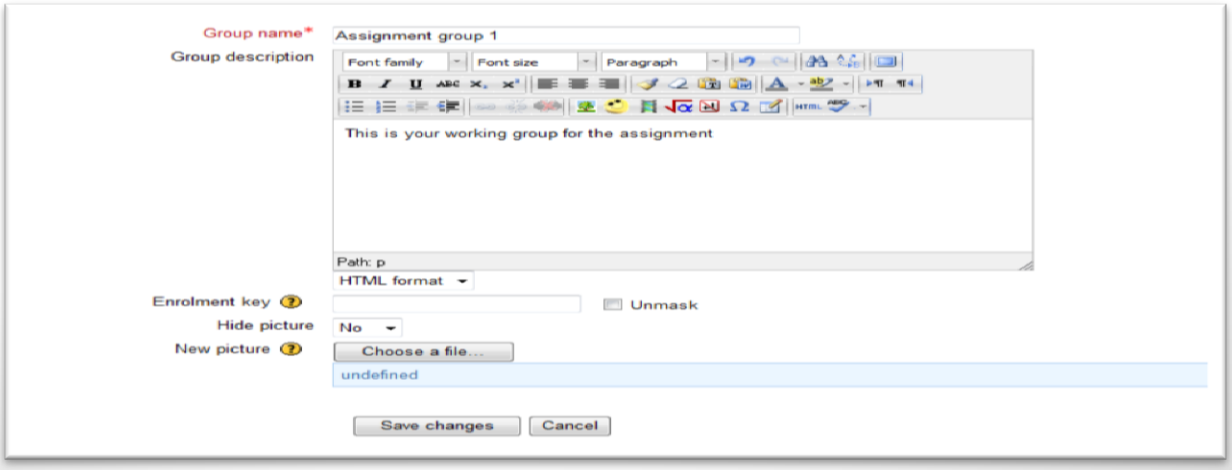


- No groups should be displayed yet so click **Create group**.

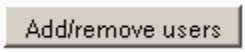


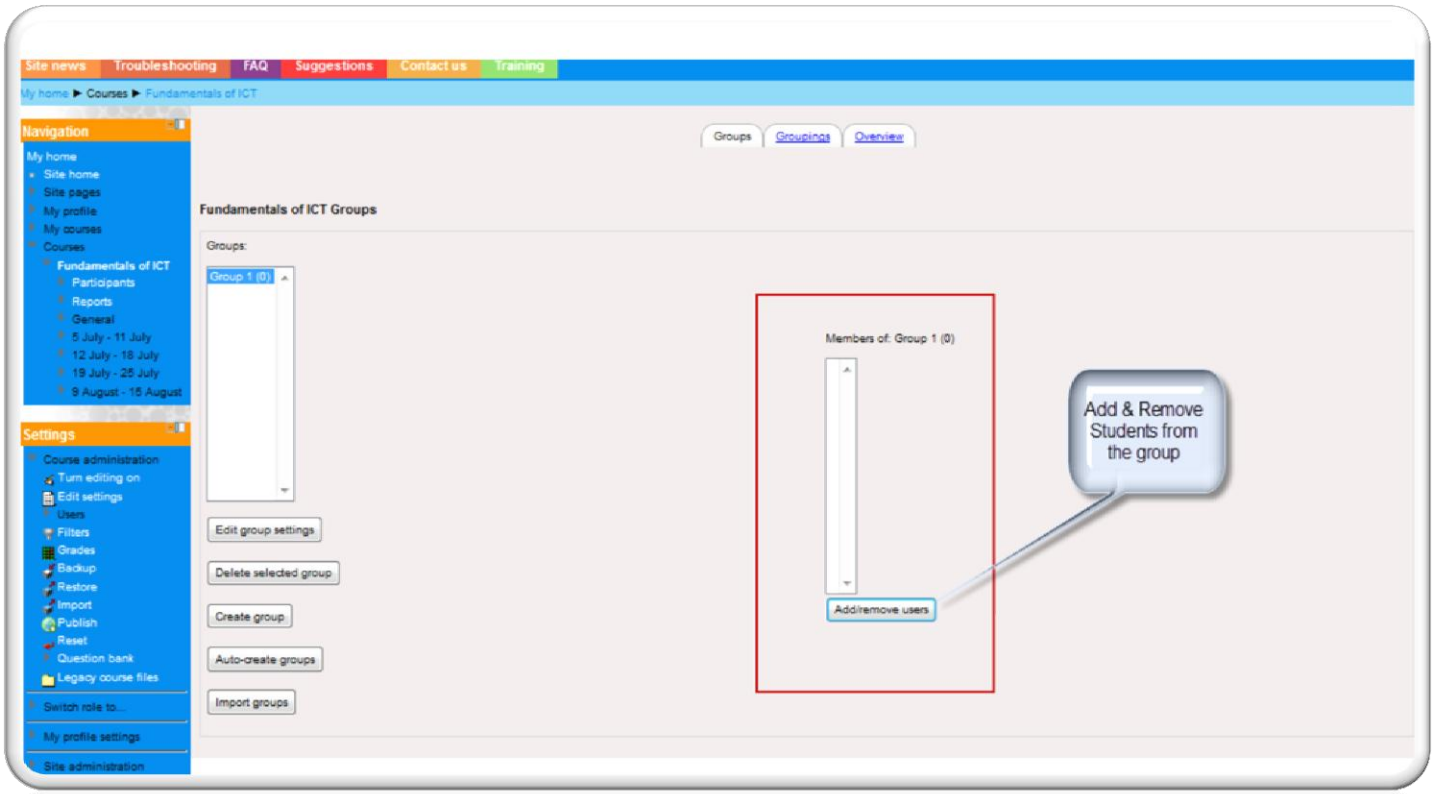
- Add the **Group name** and optionally a **Group description**.
- An **Enrolment key** enables access to the course to be restricted to only those who know the key. If a group enrolment key is specified, then not only will entering that key let the user into the course, but it will also automatically 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.

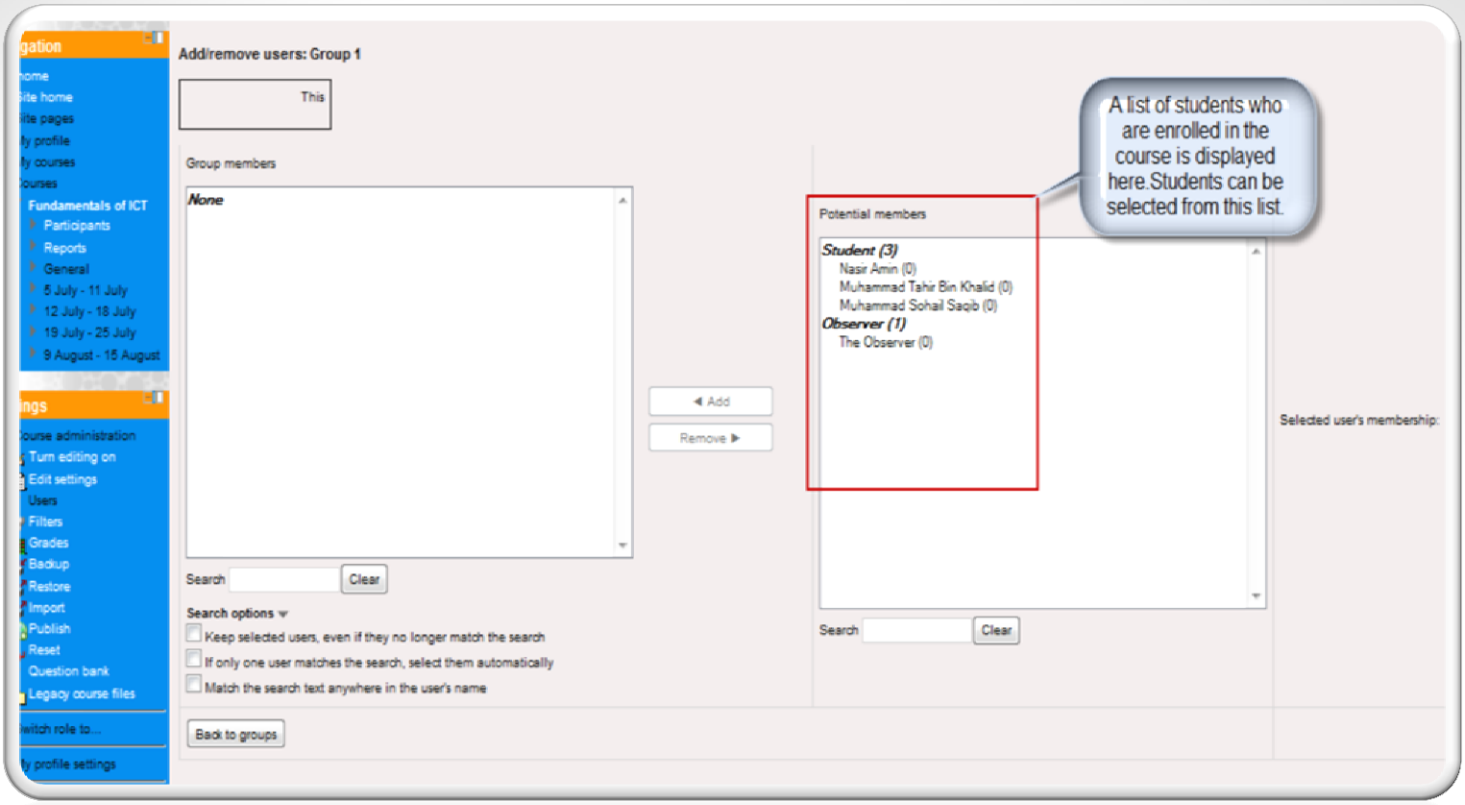
- Click **Save changes**.



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



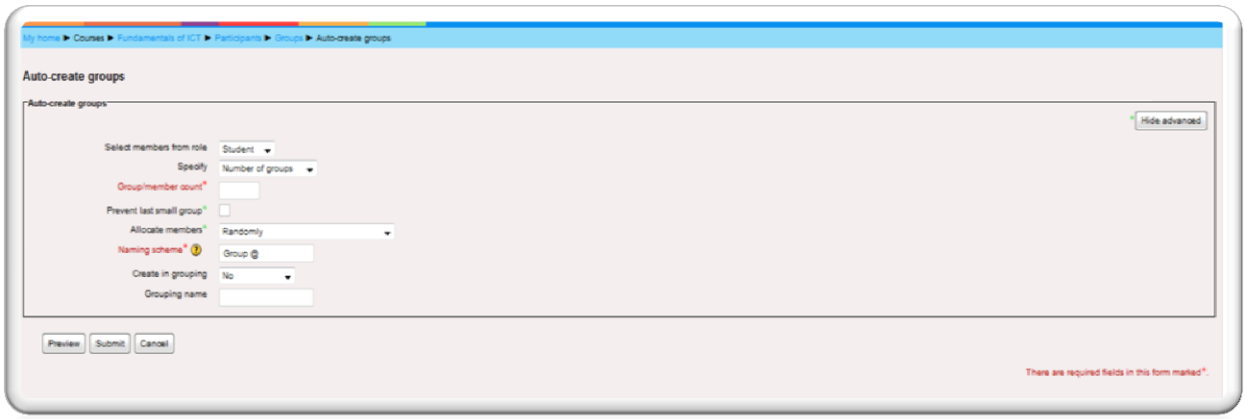




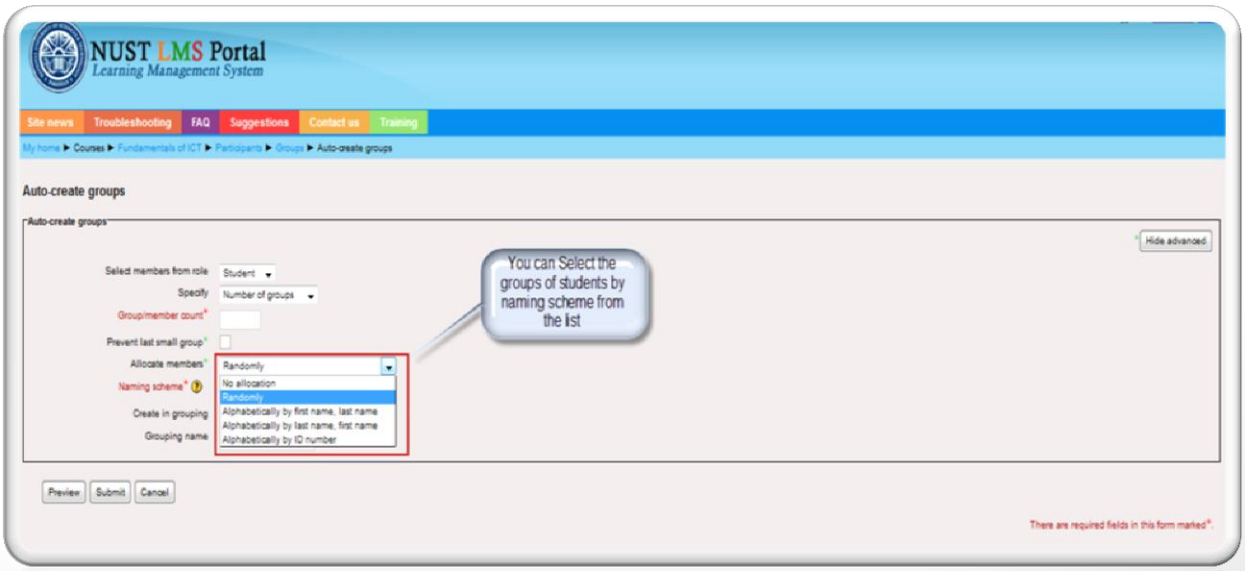
- Use **Search** (name or email) to find the student, select and click ◀ **Add**.
- Once you have finished adding people to the group, click **back to groups**.

AUTO-CREATE GROUP

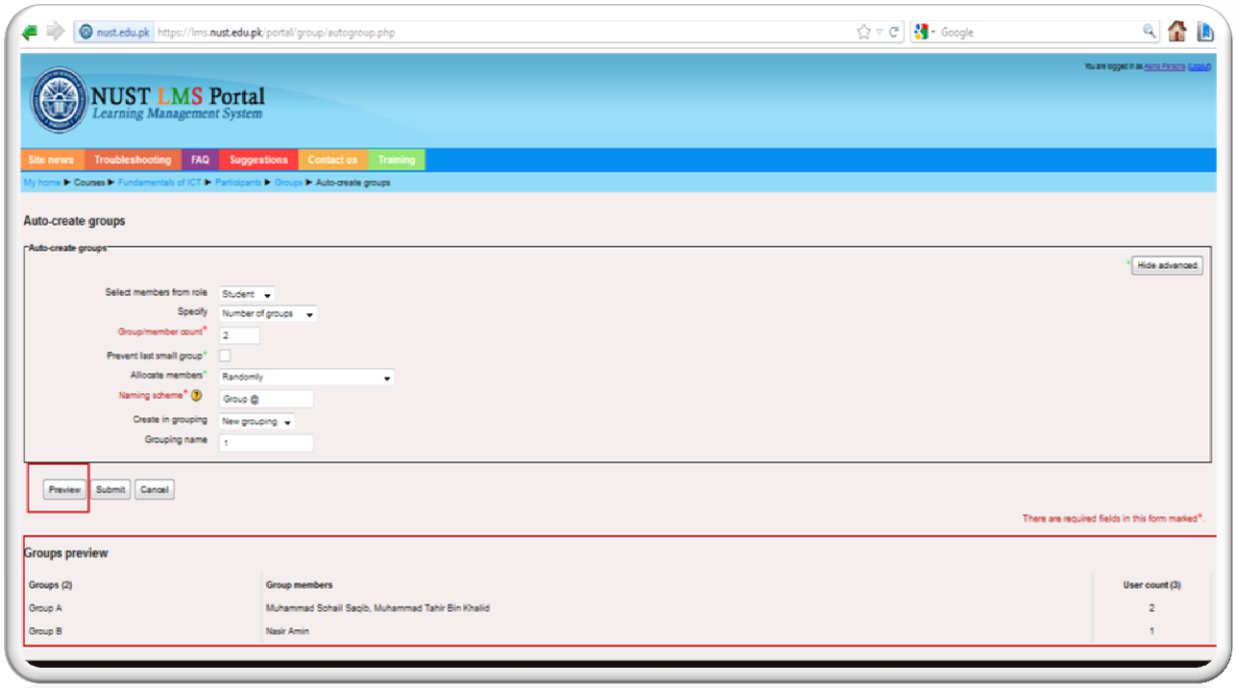
You can also create groups automatically randomly or based on ID or alphabetically. Once created this adds students from the enrolled group or manually added group and names them. Groups can still be edited as normal.



By using the naming scheme, the teacher can sort the students according to the student's first name, last name or Registration No.



You can preview the groups selected.



IMPORT A GROUP

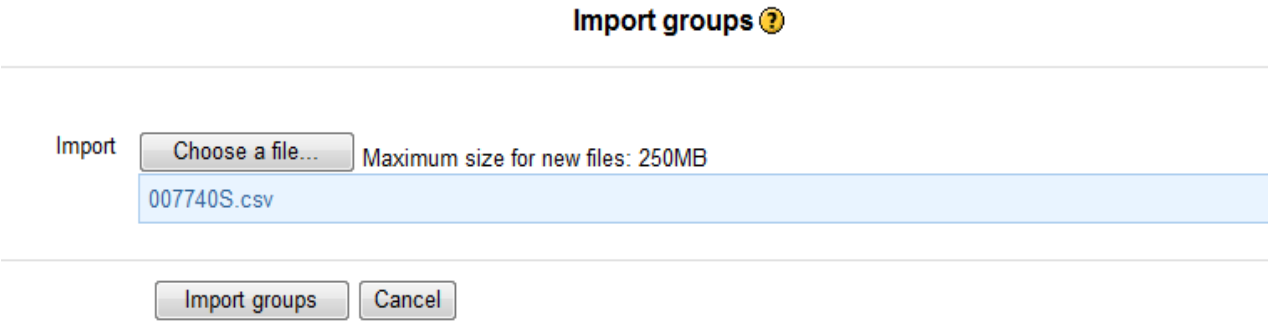
You can also import groups from a.csv file, such as the student list which you might have created in .txt file.

Import groups

Groups may be imported via text file. The format of the file should be as follows:

- Each line of the file contains one record
- Each record is a series of data separated by commas
- The first record contains a list of fieldnames defining the format of the rest of the file

- Required fieldname is group name
- Optional fieldnames are description, enrolment key, picture, hide picture

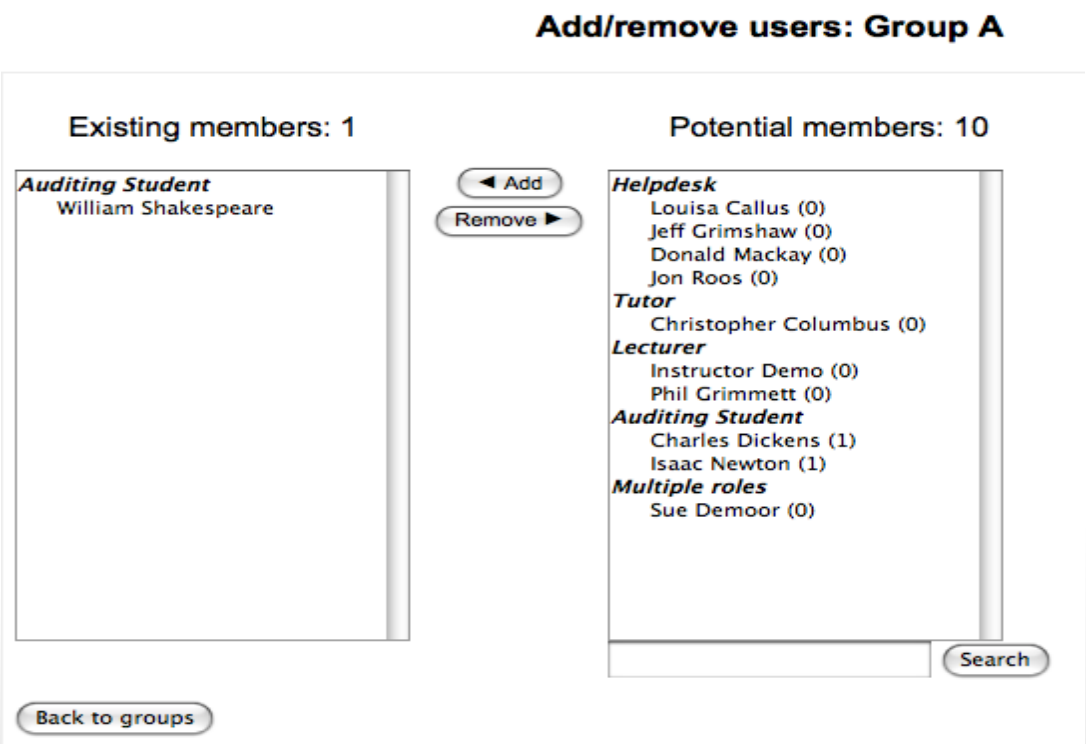


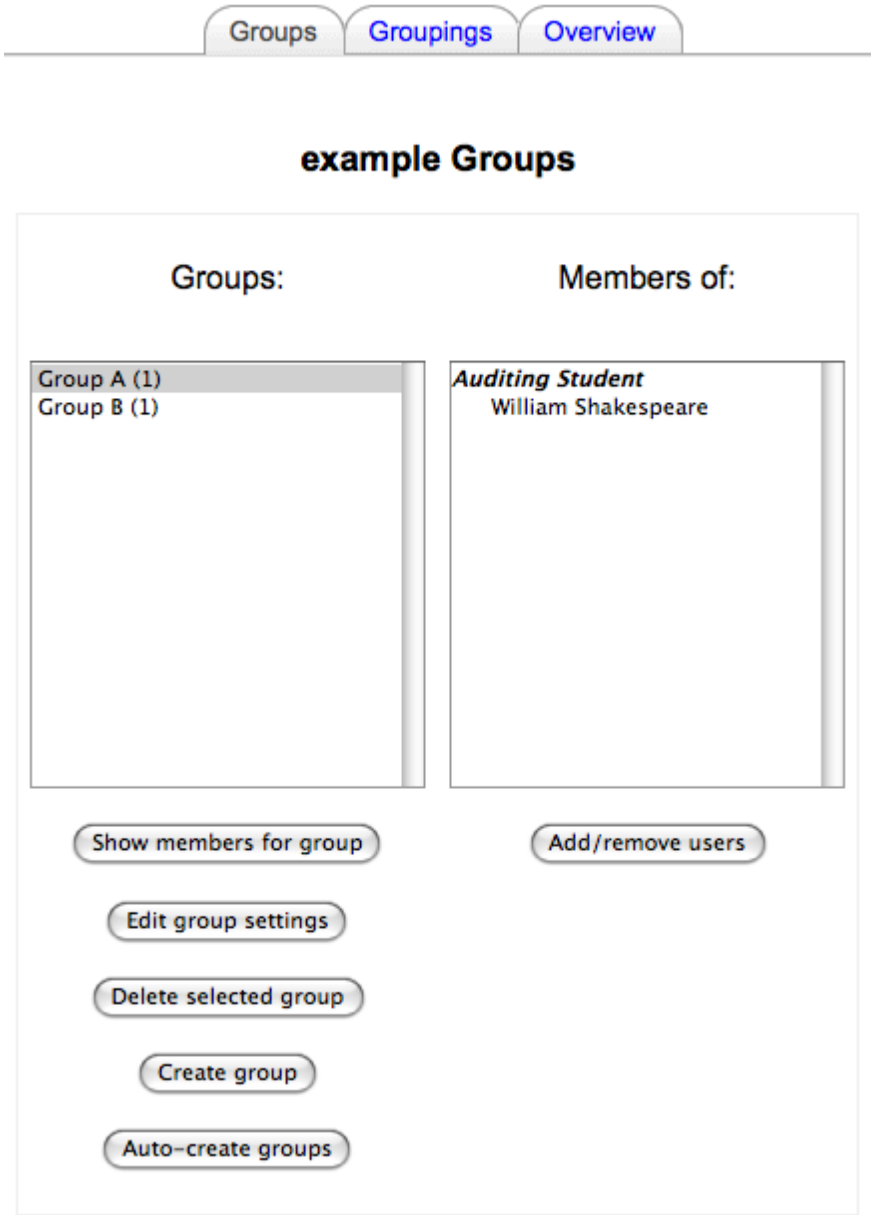
ADDING/REMOVING GROUP MEMBERS:

1. Select a group from the left column and click **show members for group**.

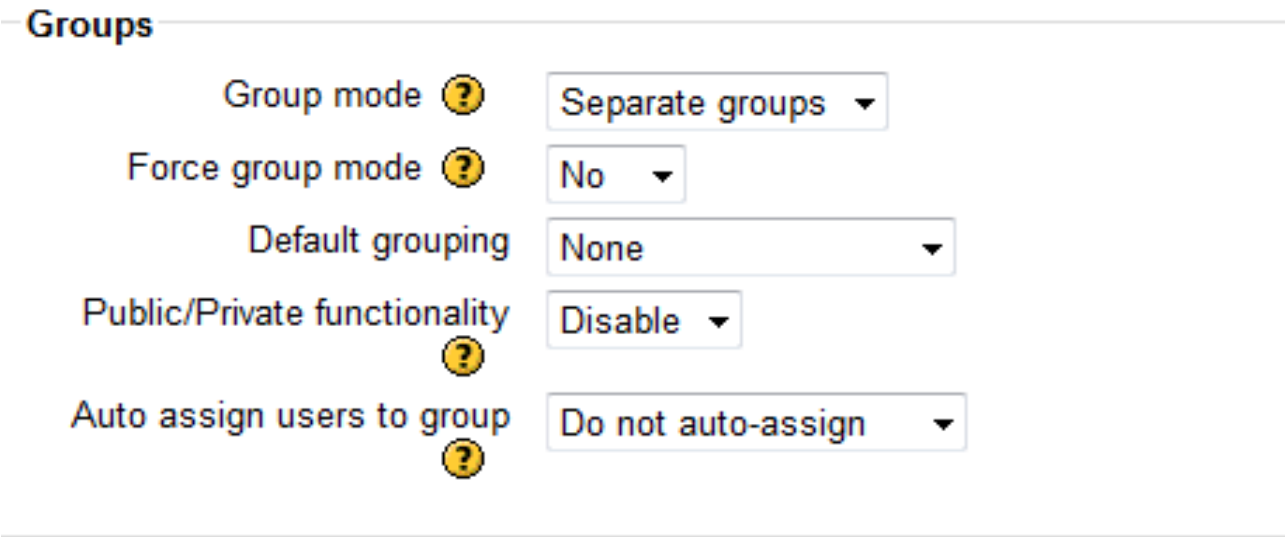
2. Click the **Add/Remove users'** button.

3. Select a potential member from the right column, and then click **Add**.




Groups
Groupings
Overview
example Groups
Groups:
Members of:
Group A (1)
Group B (1)
Auditing Student
William Shakespeare
Show members for group
Add/remove users
Edit group settings
Delete selected group
Create group
Auto-create groups

GROUP SETTINGS AT A SITE LEVEL
To set a site level groups default follow these steps:
1. Click **Edit Settings** in the **Settings** block. Choose **no, separate or visible** groups



2. Under Group settings select a default grouping (none, separate or visible)

3. Click **Save settings.**

FILTERING GROUPS IN A FORUM
When an instructor logs into LMS and enters a group-enabled activity such as a forum they have the ability to filter group discussions. For example, if a forum contains messages by students in group A and B, the site instructor can choose to view only messages written by students within group A, while hiding those from group B.
To filter the content of particular group:
1. Click on a group-enable activity on the site homepage.

2. Go to the **Separate group's** drop-down box at the top left hand of your activity page

3. Select the group you are interested in filtering.

GROUPINGS

Groups may be organized into groupings. Activities and resources may then be assigned to particular groupings. The result of this is that only users assigned to the groups within the grouping will see the activity or resource, whereas it will be hidden to others.

Groups | Groupings | Overview

Groupings

Grouping	Groups	Activities	Edit
Assessment Groups	Assessment Group 1, Assessment Group 2, Assessment Group 3	2	
Guinea Pigs	None	0	

TO ORGANISE GROUPS INTO A GROUPING:

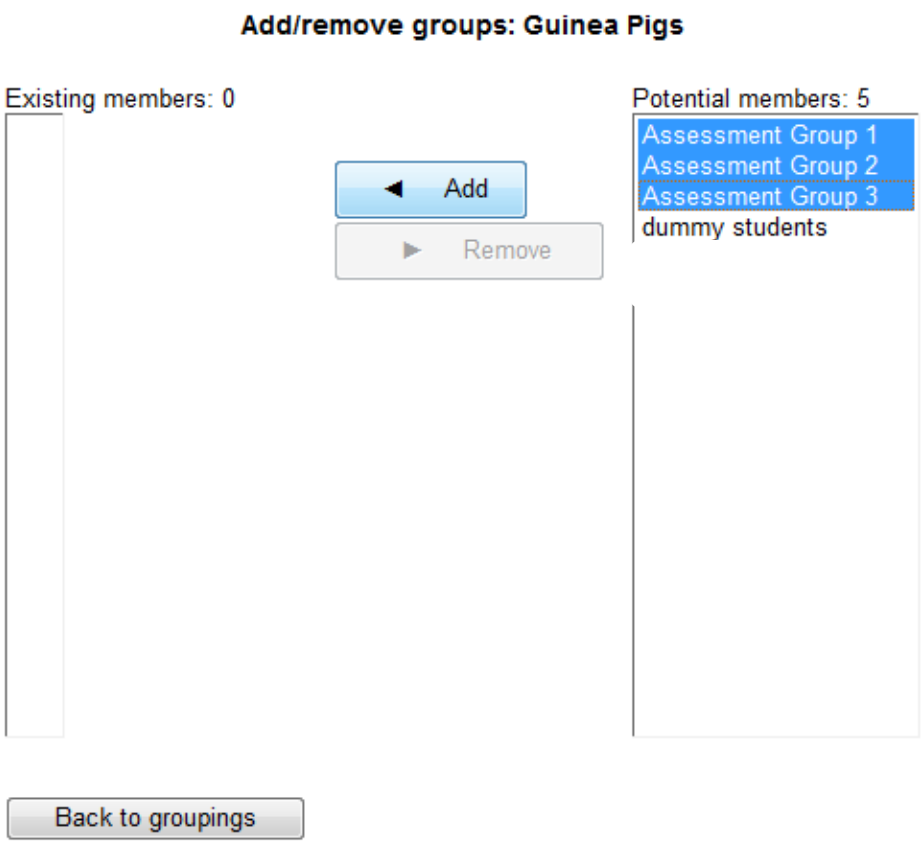
1. Click the groupings tab on the Groups page.

2. Create a grouping using the **Create grouping** button on the groupings page.

3. Click the **Show groups in grouping** people icon in the edit column of the table on the groupings page.

4. On the add/remove Groups page, select the group(s) you want to add to the grouping from the **Potential members** list.

5. Click the arrow button that points towards the **Existing members** list.



6. Click the "Back to groupings" button. The group(s) you added to the grouping will now be listed in the table on the groupings page.

Existing groupings can be edited and/or deleted using the appropriate icons in the edit column of the table on the groupings page.

TO ASSIGN AN ACTIVITY TO A GROUPING:

1. On the settings page of a supported activity or resource, click the **Show advanced** button in the common module settings section.

2. Click the **Available for group members only** checkbox.

3. Select the particular grouping from the grouping dropdown menu.

4. Click the **Save changes** button at the bottom of the page.

The name of the grouping will then appear in brackets after the activity name on the course page.

A count of activities assigned to each grouping is kept on the groupings page.