

Working with groups

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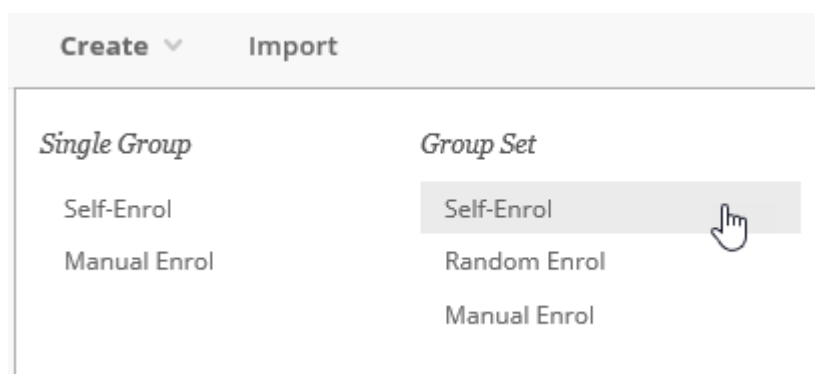
There are a number of ways to work with groups, in this manual we look at some of them.

You will find ”Groups” in the course menu to the left. Initially, there are no groups.

Register for Seminars

Here, three group types can be found where students are able to be members in one – and only one group.

Click on "Create" and then on "Self-Enrol" under "Group Set" to the right. A "Group Set" is a great way to create many groups of the same kind at once. This is, for instance, ideal if you want to create several seminar groups.



Give the group a relevant name, for example, the name of the seminar and describe what the purpose of the group is.

“Group is visible to students”

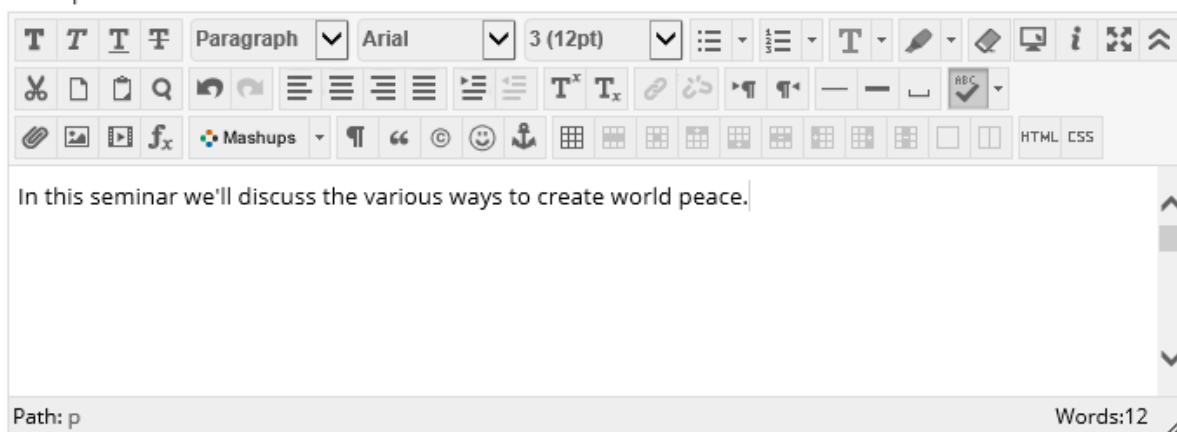
This means that the students can see their own group. If you choose “Sign-up Sheet Only”, then the students can only register themselves to the group but they cannot see which group they belong to. We recommend that you choose the alternative “Yes”.

GROUP INFORMATION

* Name

Seminar about World Peace

Description



The image shows a rich text editor interface. The top toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various alignment and formatting tools. The main text area contains the sentence: "In this seminar we'll discuss the various ways to create world peace." Below the text area, it shows "Path: p" and "Words:12".

* Group is visible to students

No Yes Sign-up Sheet Only

”Show Tool Availability”

Decide which tools/functions will be available to the students. You can leave them all ticked.

TOOL AVAILABILITY

- Blogs
 - No marking
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
 - No marking
 - Grade: Points possible:
- Content Market Tools
- Wikis
 - No marking
 - Grade: Points possible:

The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.

- Tasks
- Academic Materials

”Sign-up Options”

Here you decide how students will register in the courses.

”Name of Sign-up Sheet”

”Sign-up here” or something similar.

Students will then know what to do.

”Maximum Number of Members”

How many students that can be in each group.

”Show Members”

Students can see who else is in the group.

“Allow students to sign-up from the groups listing page” If you do not tick this, students cannot register via “Groups” in the course menu. The recommendation is to leave this ticked.

“Group Set Options”

“Number of Groups”

State the number of groups you want.

“Create Smart View for each group in set”

This option means that each group gets its own filter in the Grade Center. You can read more about Smart Views in the manual called “Results and Evaluations – Tips and Tricks”. The recommendation is to leave this ticked.

When you are finished, click on “Submit” at the bottom right.

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions

Rich text editor toolbar with options: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of Contents, etc.

Sign-up instructions comes here

Path: p Words:4

Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

Show Members

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.

Allow students to sign-up from the groups listing page.

GROUP SET OPTIONS

* Number of Groups

Create Smart View for each group in set.

Click **Submit** to proceed.

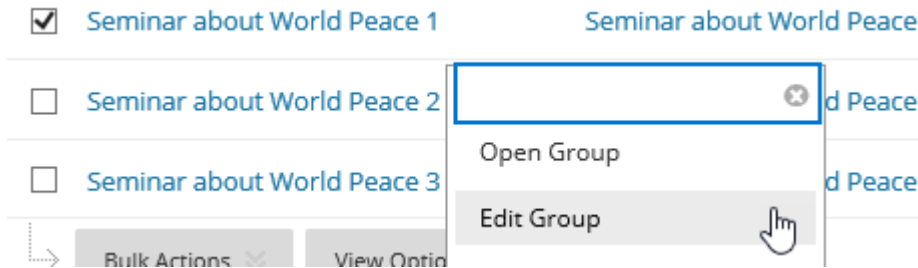
Cancel **Submit**

Once you have made the groups you will be able to see them.

Bulk Actions		View Options				
<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROL	AVAILABLE	
<input type="checkbox"/>	Group 1	Group	1	No	Yes	
<input type="checkbox"/>	Group 2	Group	1	No	Yes	
<input type="checkbox"/>	Seminar about World Peace 1	Seminar about World Peace	0	Yes	Yes	
<input type="checkbox"/>	Seminar about World Peace 2	Seminar about World Peace	0	Yes	Yes	
<input type="checkbox"/>	Seminar about World Peace 3	Seminar about World Peace	0	Yes	Yes	

Bulk Actions View Options
 Displaying 1 to 5 of 5 items Show All Edit Paging...

Click on the small arrow to the right of the group to edit it.



There you can change the name and write new instructions, such as where and when the group will meet.

GROUP INFORMATION

* Name

Seminar about World Peace 1

Description

Further down on the page, you will see "Membership". There, you yourself can add students, or take away students from the group.

MEMBERSHIP

Add Users

No users have been added.

Click **Submit** to proceed.

Cancel

Submit

When you are finished, click on "Submit" to save.

When students click on "Groups", they will see this.

Groups

Seminar about World Peace

In this seminar we'll discuss the various ways to create world peace.

[View Sign-up Sheet to Join a Group](#)

If you have several group sets or groups, the list will be longer. The student chooses the group that he/she wants to be in.

Sign-Up Sheet

Sign-Up Sheet Name: Sign-up here

Sign-Up Sheet Instructions:

Seminar about World Peace 1

In this seminar we'll discuss the various ways to create world peace.

[Sign Up](#)

Seminar about World Peace 2

In this seminar we'll discuss the various ways to create world peace.

[Sign Up](#)

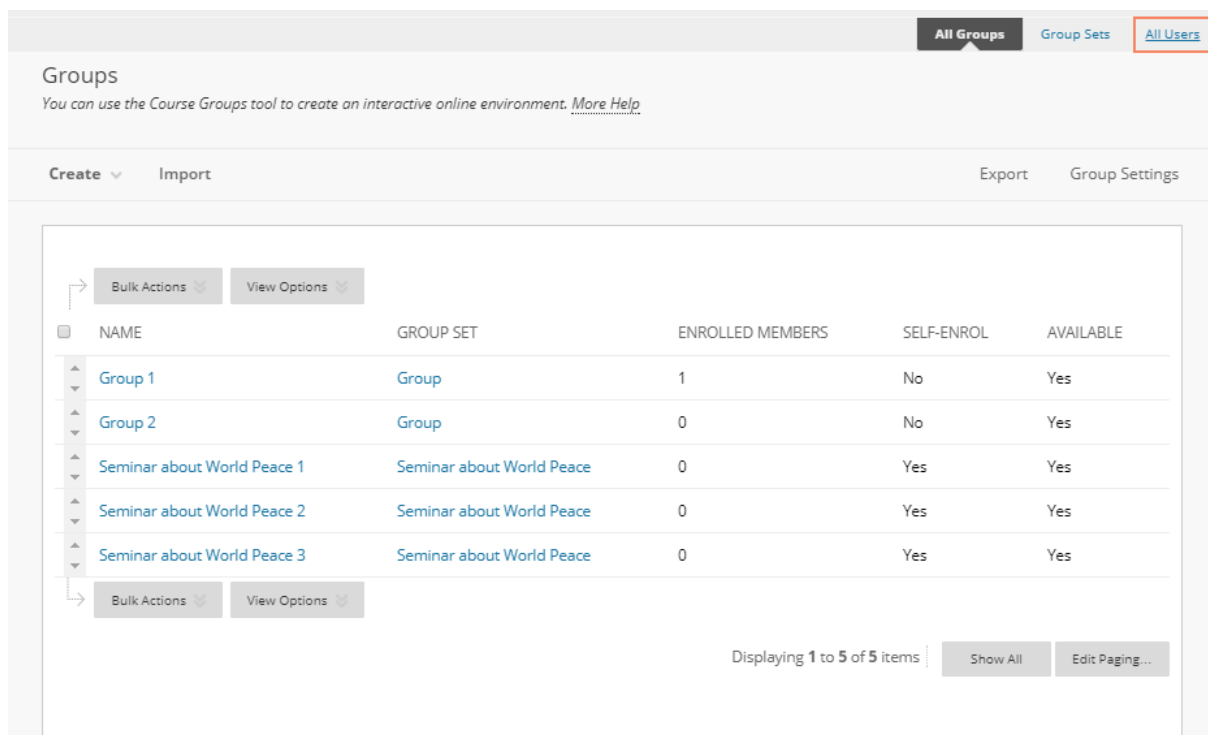
Seminar about World Peace 3

In this seminar we'll discuss the various ways to create world peace.

[Sign Up](#)

Move Group Members

Students cannot remove themselves from a group or move themselves to another group. However, teachers can do both of these things by clicking on “All Users”.



The screenshot shows the Moodle Groups management interface. At the top right, there are three tabs: 'All Groups', 'Group Sets', and 'All Users'. The 'All Users' tab is highlighted with a red border. Below the tabs, the page title is 'Groups' with a subtitle: 'You can use the Course Groups tool to create an interactive online environment. [More Help](#)'. There are buttons for 'Create', 'Import', 'Export', and 'Group Settings'. The main content area contains a table with the following data:

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROL	AVAILABLE
Group 1	Group	1	No	Yes
Group 2	Group	0	No	Yes
Seminar about World Peace 1	Seminar about World Peace	0	Yes	Yes
Seminar about World Peace 2	Seminar about World Peace	0	Yes	Yes
Seminar about World Peace 3	Seminar about World Peace	0	Yes	Yes

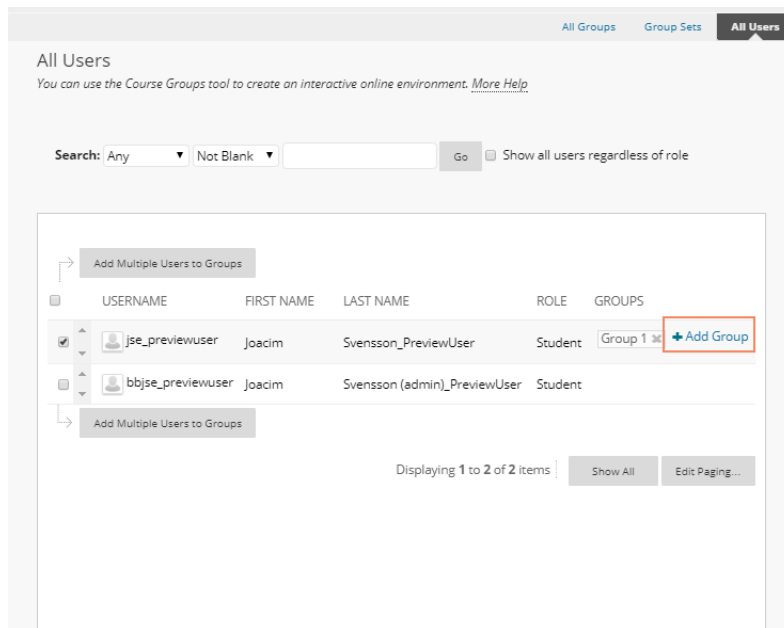
At the bottom of the table, there is a pagination control: 'Displaying 1 to 5 of 5 items' with buttons for 'Show All' and 'Edit Paging...'. There are also 'Bulk Actions' and 'View Options' buttons at the top and bottom of the table.

Remove user from the group

Click on the small cross to the right of the group name.

Add a user to a group

Drag the mouse over the column GROUPS and click on “+ Add Group”.



Choose group by clicking on the drop-down menu and then click on “Submit”.

