

Groups Manual

A short manual on groups

Site: [HSU Moodle](#)
Course: The HSU Faculty Guide to Moodle-Spring 2006
Book: Groups Manual
Printed by: Guest User
Date: Monday, May 29 2006, 12:35 PM

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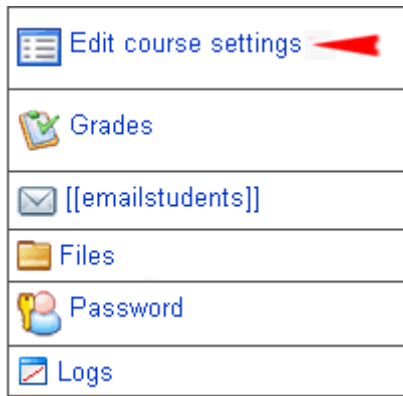
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1 Introduction

Groups can be used to divide up your course among several groups of students. These groups can be set up in several ways. You may have groups that are separate coursewide, so that students will only be able to interact with other students in their group. You can have groups that are separate yet can choose to interact with other groups. Or you can have a mix, where some activities the groups are separate while in others the groups may interact.

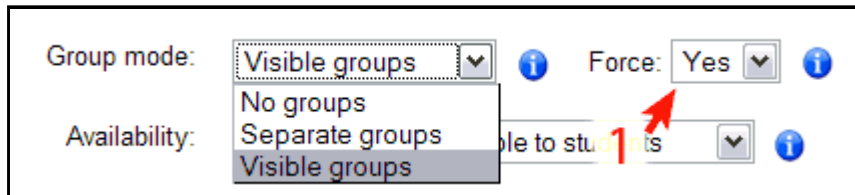


In all cases, to use groups you must turn groups on in the course settings, found in the [control panel](#).

2 Enabling Groups in Course Settings

If you choose Separate groups, by default each group will be able to see their own group, but not other groups.

If you chose Visible groups, each group works in their own group, but can also see other groups.



These settings can be overridden using the groups button next to each [activity](#) (see [section 4](#)).

Setting "Force" to Yes (1) will override all other settings with the settings in Group Mode (Visible or Separate).

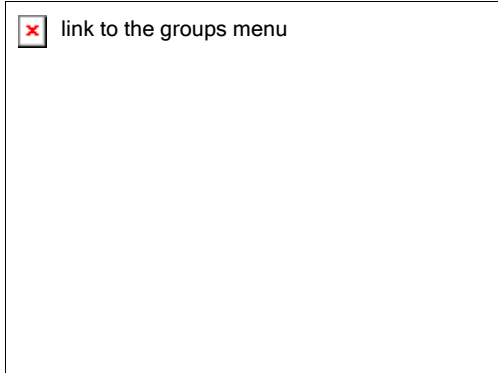
This is useful when, for example, one wants to set up a course for a number of completely separate cohorts.

If it is set to "No", then you can set the group mode on each activity that uses groups (see next page).

3 Putting Students into Groups

Once groups are enabled, you will be able to put students into the groups.

To do this, click the Groups link in your [Control Panel](#).



This will bring you to the group creation screen.

3.1 Creating a group

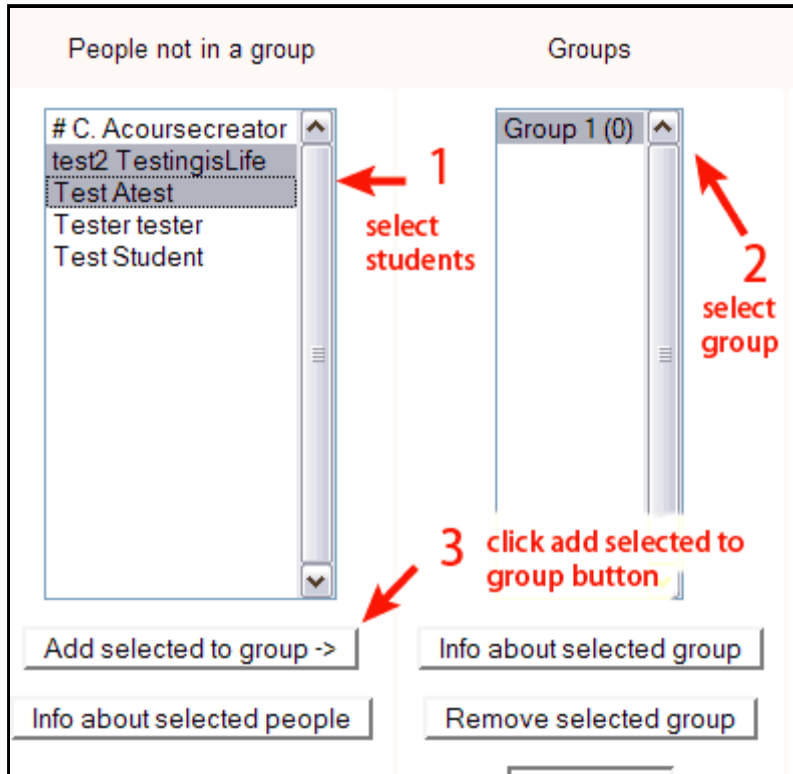
Clicking the groups link will bring you to this screen (if you do not see this screen, click "Turn editing on" in the upper right of your screen). Here you will see the students and teachers in your course in the left box (1). At the bottom of the screen, you will see the "Add new group" box (2). Type a name for your first group into this box and click the "Add new group" button.

People not in a group	Groups	Members of selected group
# C. Acoursecreator test2 TestingisLife Test Atest Tester tester Test Student		
Add selected to group -> Info about selected people	Info about selected group Remove selected group	Info about selected members Remove selected members
	Add new group	

3.2 Adding Users to a group

To add students to a group, select the students you want to add in the left column (1) (to select multiple students, hold down the shift key while selecting their names).

Then select the group to add students to (2). Finally, click the 'add selected to group' button (3).



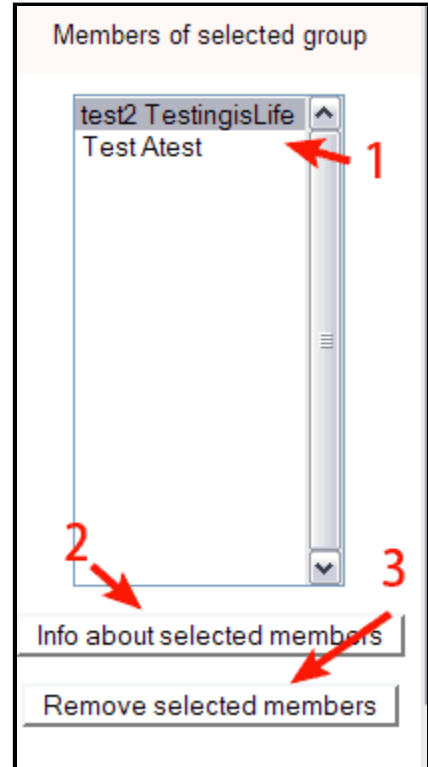
3.3 Adding Users to a group part 2

Now you will see the students you selected show up in the "Members of selected groups" table (1).

If you would like to see information (such as how many posts a person has started) about a student in a group, select the student and click the "Info about selected members" button (2).

To remove a student from a group, select the student and click the "Remove selected members" button (3).

You may select multiple students by holding down the shift key when you click their names.



3.4 Adding users to the next group

To add students to another group, create the group as before.

Next, select the students from the "People not in a group" table (1) (note that the students in group 1 are no longer visible here).

Select your next group's name (2).

Finally, click the "Add selected to group" button again.

Repeat this process for your total number of groups.

The screenshot illustrates the process of adding students to a group. It shows two panels: "People not in a group" and "Groups".

- People not in a group:** A list of users is shown, including "# C. Acoursecreator", "Tester tester", and "Test Student". A red arrow labeled "1" points to the selected users with the text "select students".
- Groups:** A list of groups is shown, including "Group 1 (2)" and "Group2 (0)". A red arrow labeled "2" points to "Group2 (0)" with the text "select group".
- Buttons:** Below the "People not in a group" panel, a red arrow labeled "3" points to the "Add selected to group ->" button with the text "click button". Other buttons include "Info about selected people", "Info about selected group", and "Remove selected group".

3.5 Using Groups

Overview:

Now that you have set groups up, all group aware activities are ready to use groups. You do not need to add students manually to a group aware [activity](#), the system handles this for you. You can tell group aware activities because they will show the groups icon next to them when editing is turned on.



All groups you have created are added to all group aware activities automatically. Now students in different groups will be able to participate in Forum One in the above example.

With the settings shown (see the next page for how to use the group settings) students in one group will be able to see the postings of students in the other group(s), but will only be able to post replies to discussions started by students in their group as this forum is set to 'Visible Groups'. Other settings available are Separate Groups, where students can only see and reply to discussions started by members of their own group, and no groups, in which all students can see and reply to all discussions.

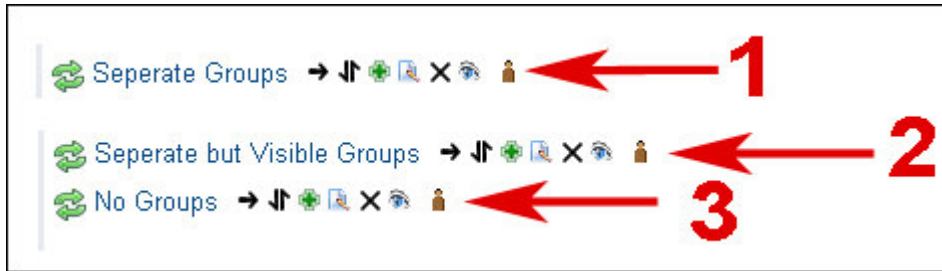
These modes may be mixed in a course, so that one forum may be set to use separate groups, another forum may use visible groups, and a third forum no groups.

Other collaborative group activities, such as chats and workshops, utilize groups the same way as forums do.

4 Setting the Group Mode on Activities

If you have "Force" set to "No" in the Course Settings menu, then you can set a separate group mode for each [activity](#). You do this by first turning editing on if it is not on, then clicking the groups icon next to the activity (if you do not see this icon, groups are not turned off in your settings menu), then clicking the icon through it's three sets of states.

In the image below, the first forum (1) is set to separate groups. Students will only see the postings of members of their own group.



In the second forum (2), groups are separate, but students may view the postings of groups other than their own, however they can

only reply to the postings of student's in their own group.

Finally, in the last forum, there are no groups, all students may read and respond to each other's posts.

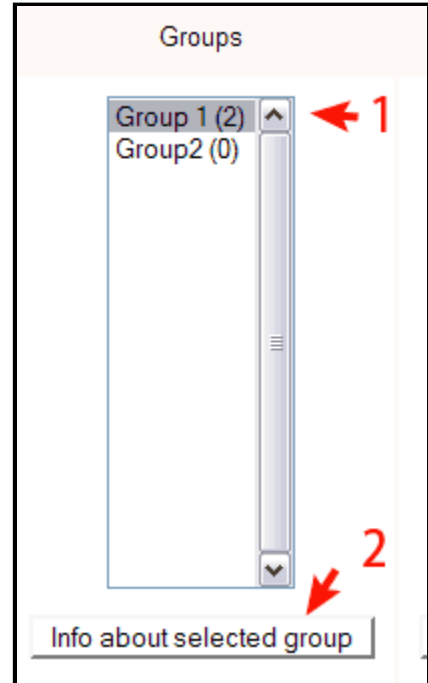
5 Optional settings: Creating a group profile

As an optional feature, you may want to create a group profile. Here you may put in information about the group, a group photo or icon, etc.

To create a group profile, select a group with students in it (1).

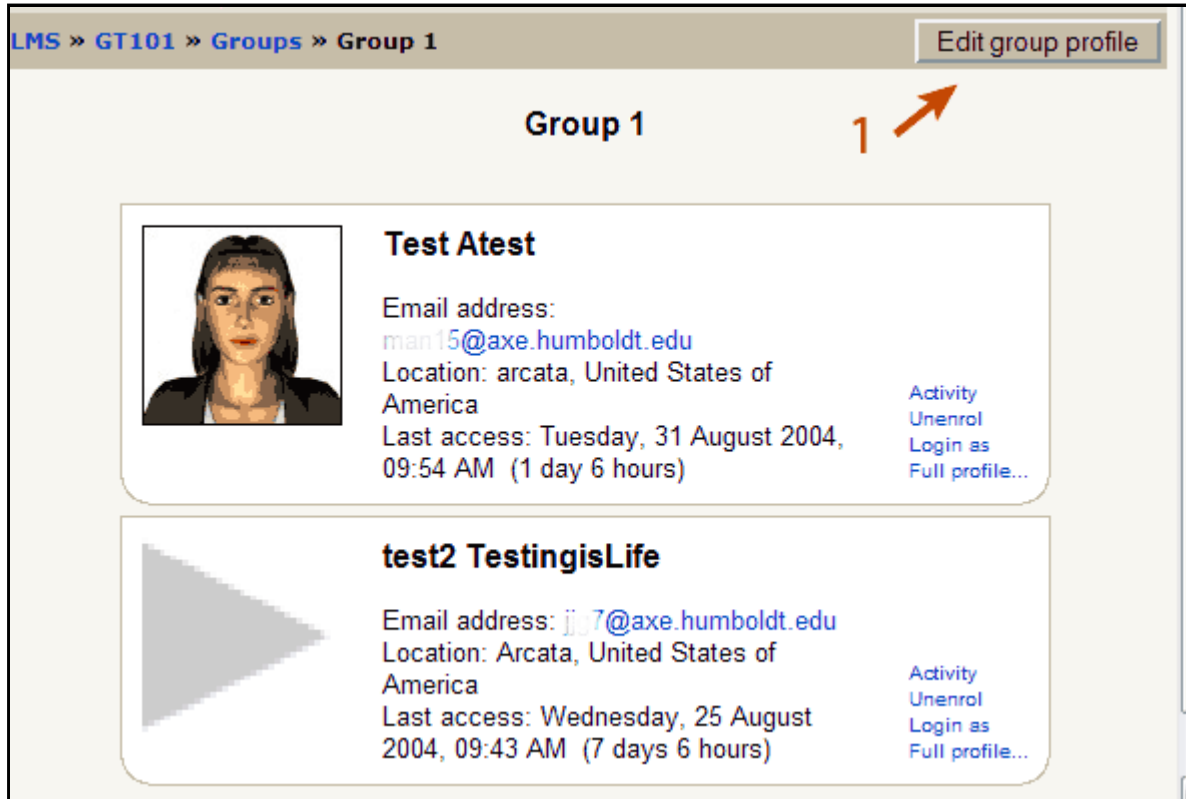
Next, click the "Info about selected groups" button (2).

This will open up a new window where you will see the brief profiles of the members of the group.



5.1 The group information page

On the group information page, you'll see the profiles of the students in the group. To create or edit the group's profile, click the "Edit group profile" button (1).



The screenshot shows the group information page for "Group 1". At the top, there is a breadcrumb trail: "LMS » GT101 » Groups » Group 1". In the top right corner, there is a button labeled "Edit group profile" with a red arrow pointing to it and the number "1" next to it. The main content area is titled "Group 1". Below the title, there are two student profiles. The first profile is for "Test Atest", featuring a photo of a woman. The second profile is for "test2 TestingisLife", featuring a grey triangle icon. Each profile includes the student's name, email address, location, last access date and time, and a set of links for "Activity", "Unenrol", "Login as", and "Full profile...".

LMS » GT101 » Groups » Group 1 Edit group profile

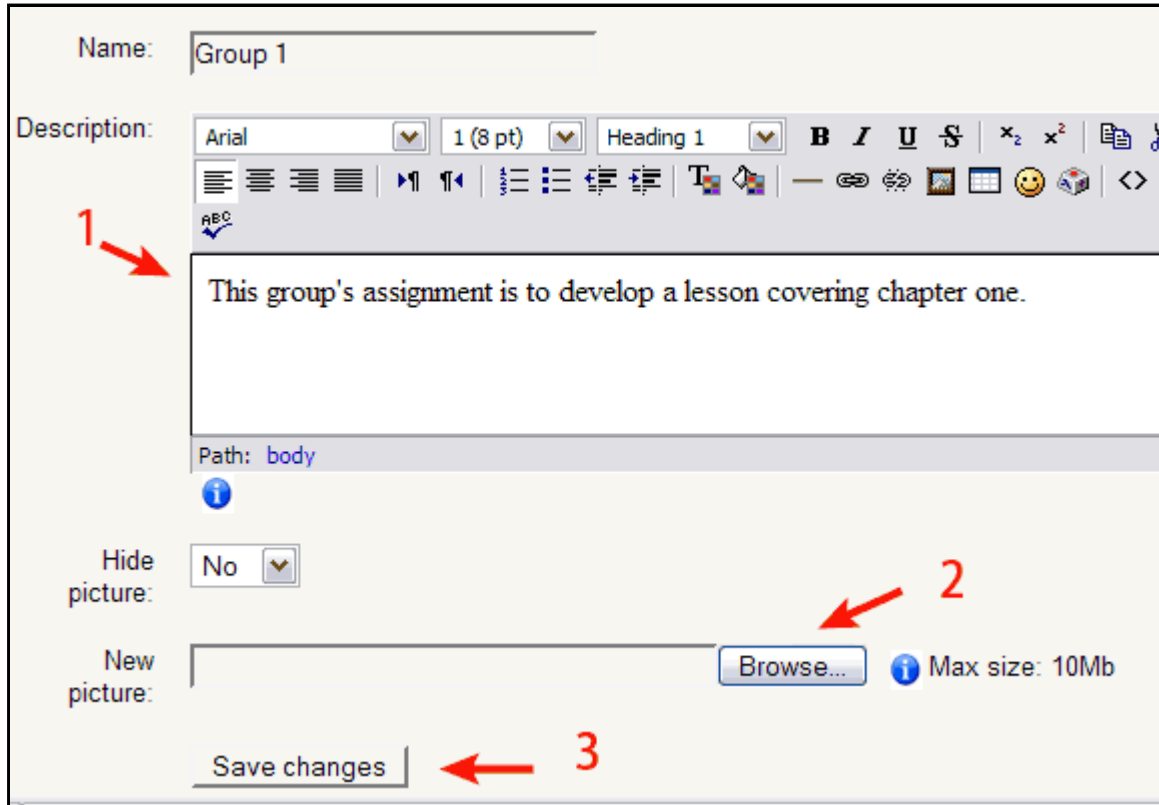
Group 1 1 ↗

Test Atest
Email address: man15@axe.humboldt.edu
Location: arcata, United States of America
Last access: Tuesday, 31 August 2004, 09:54 AM (1 day 6 hours)
[Activity](#)
[Unenrol](#)
[Login as](#)
[Full profile...](#)

test2 TestingisLife
Email address: jj_7@axe.humboldt.edu
Location: Arcata, United States of America
Last access: Wednesday, 25 August 2004, 09:43 AM (7 days 6 hours)
[Activity](#)
[Unenrol](#)
[Login as](#)
[Full profile...](#)

5.2 The group description

Enter a description in the 'Description' field (1). If you'd like to include a group picture, upload it here (2). Finally, click "Save Changes" to save the group's profile (3).



The screenshot shows a web form for editing a group's profile. At the top, the 'Name' field contains 'Group 1'. Below it is the 'Description' field, which has a rich text editor toolbar above it. The toolbar includes options for font (Arial), size (1 (8 pt)), style (Heading 1), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), bulleted list, numbered list, link, unlink, image, table, smiley, and code. A red arrow labeled '1' points to the description text area, which contains the text 'This group's assignment is to develop a lesson covering chapter one.' Below the description field is a 'Path' field with the value 'body'. To the left of the 'Hide picture' field is a 'No' dropdown menu. Below that is the 'New picture' field, which is empty. To its right is a 'Browse...' button and a 'Max size: 10Mb' indicator. A red arrow labeled '2' points to the 'Browse...' button. At the bottom of the form is a 'Save changes' button, with a red arrow labeled '3' pointing to it.