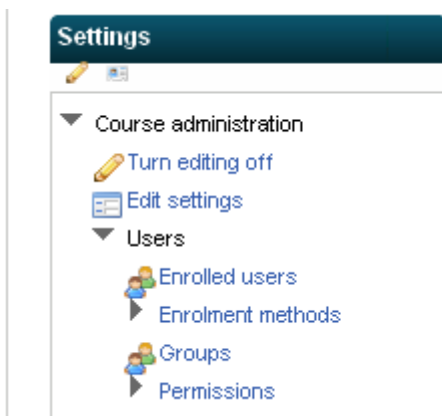# RNCMMOODLE
E-LEARNING & MORE…
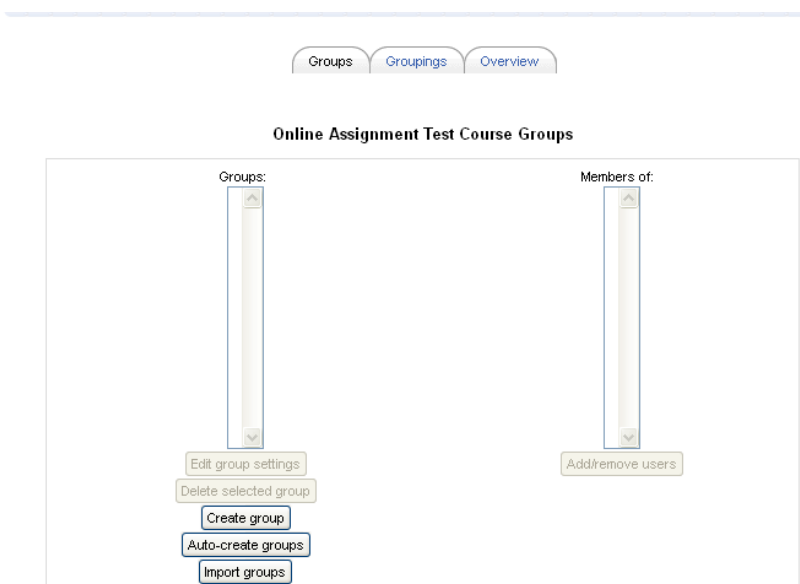
Setting up Groups and Groupings in Moodle

Moodle allows you to set up groups of students within a course so that you can e.g restrict access to a resource or activity to that group. This can be particularly useful in courses where there are multiple tutorial groups. It can also be applied to the News forum so that you can send a message just to your group.
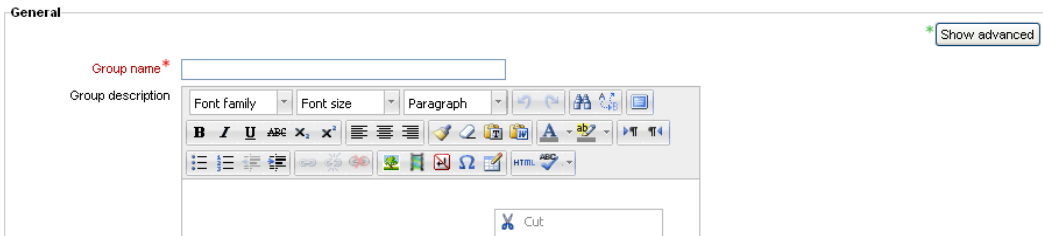
How to set up a group.

In the 'Settings' box , on the left hand side of the page (towards the bottom) click on 'Users' (under 'Course Administration' and then on 'Groups'.
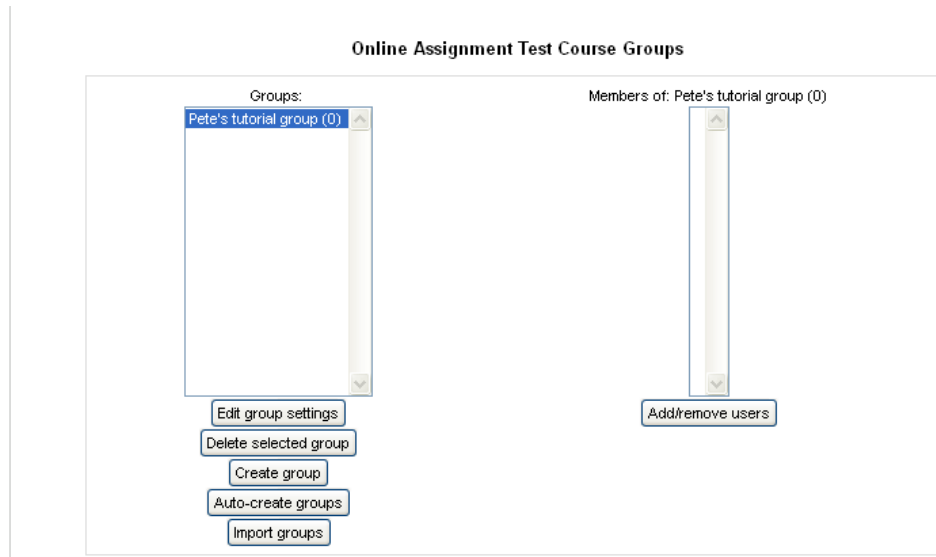
This will take you to the 'Groups' page.
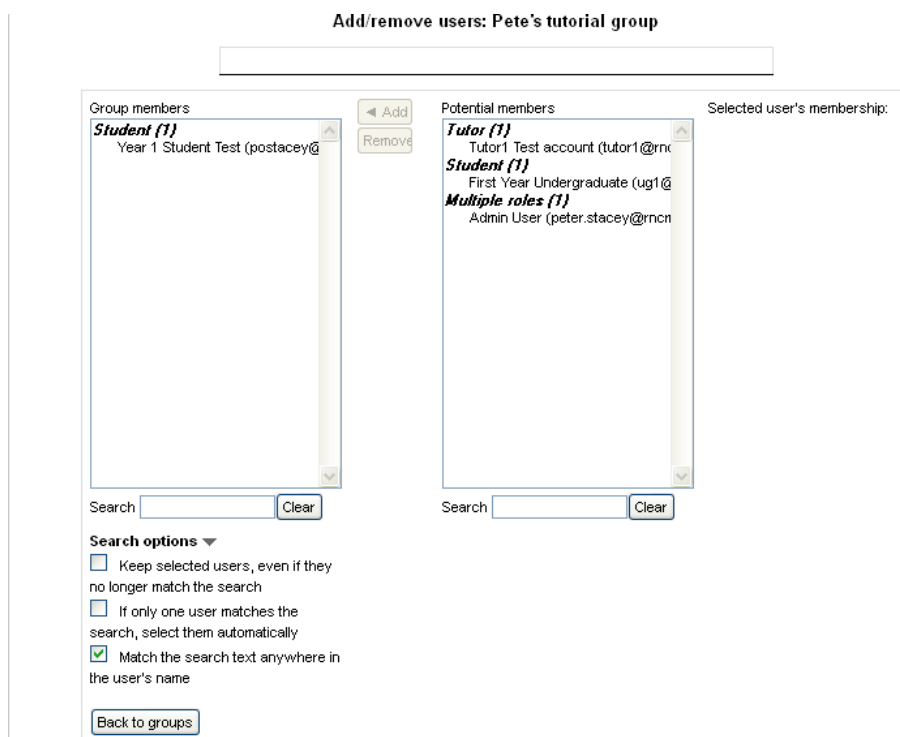
Click on 'Create group'

In this page enter a Group name (e.g. 'Peter's tutorial group') and click Save at the bottom of the page.

[In most circumstances you won't need to worry about the other settings on the page]

You will then be taken back to the Group page.

Click on the name of your group to select it and then click on 'Add/remove users'.

Add students to your group by selecting them in the 'Potential members' column and clicking on 'Add'
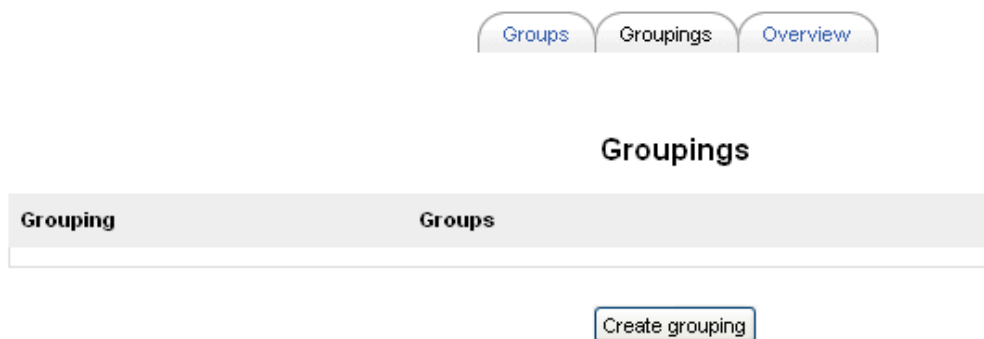
When you have finished adding students, click on 'Back to groups' to return to the main Groups page.

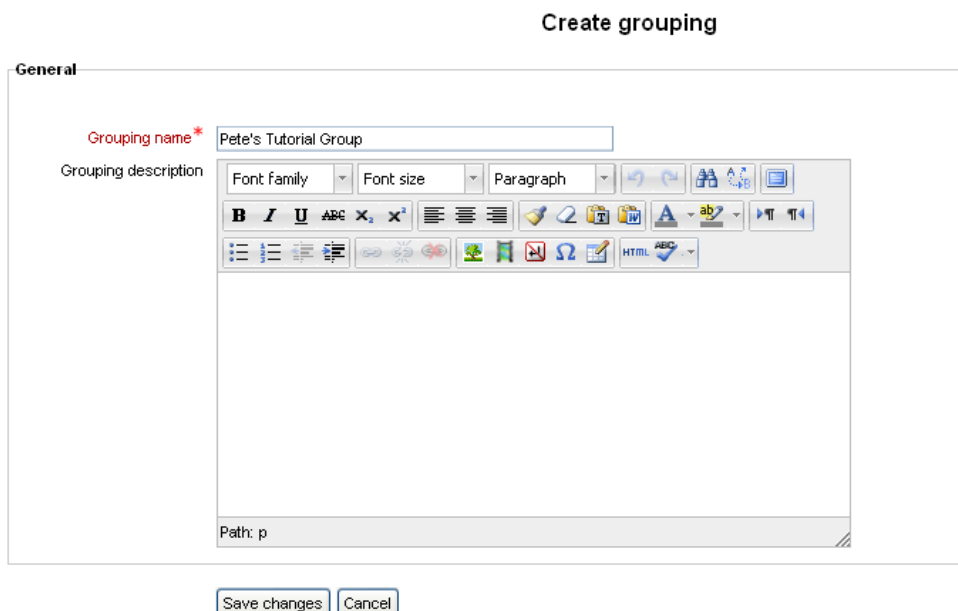[You can come back and add or remove students from a group at any time]

Finally you need to create a 'Grouping' and add your group to it. A grouping is a group of groups. This may seem a bit unnecessary and overcomplicated but it can make things more flexible. For example if 2 tutorial groups where working on a joint project it would be easy to create a grouping containing both groups.

In most cases you will just need to create a grouping with the same name as your group and add only your group to it.

This is very similar to creating a group and adding students to it:

Click on the 'Groupings' tab and then on the 'Create grouping' button.

Enter a name for the Grouping (and optionally a description) and click on 'Save changes'

Click on the 🧑‍🤝‍🧑 symbol to add groups to the grouping you've just created.

Select the name of your group and then click on 'Add' to add it to your grouping.

You have now created your group and grouping and are ready to start using it to control access to activities and resources in your course.

Using the grouping you have created to control access to resources and activities.

When adding resources (such as files, labels or links) to your Moodle course on the settings page you will see a box like below.
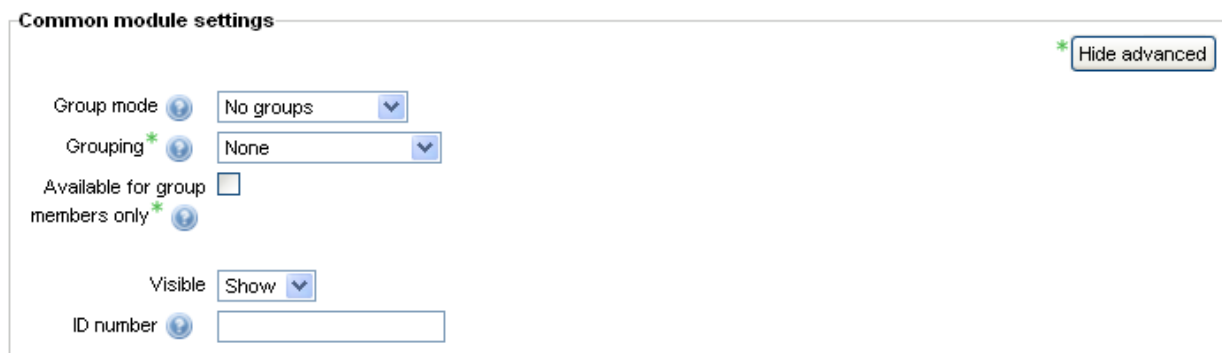
(If you can't see all the options click on the 'Show advanced' button.)

To make the resource visible only to your group just tick the 'Available for group members only' box and select your grouping from the 'Grouping' drop down list. (and Save at the bottom of the page.)

When adding Activities (such as choices or forums) to your course it is very similar except that you will have an additional option drop down list 'Group mode'

   No groups - There are no sub groups, everyone is part of one big community
   Separate groups - Each group can only see their own group, others are invisible.
   Visible groups - Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

[If you just want to make your activity only available to your group you can just ignore this and check 'Only available for group members']

For example, enabling either separate or visible groups on an assignment drop-box enables staff to filter the student submissions to see only those from a particular tutor group. With visible groups, students can see which other groups are doing the same activities as they are; with separate groups, they do not know which other groups are doing the same activities.

Using groups with discussion forums allow teachers to restrict interaction between students. Separate groups mean only students in the same group can see and participate in discussions within a particular forum. Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.