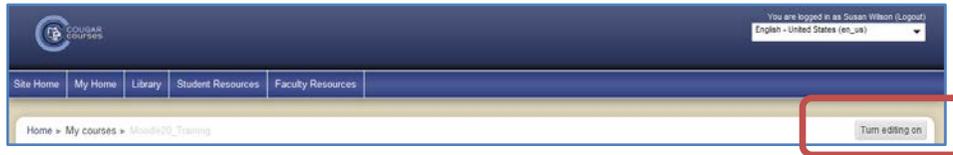


Why Do This

Using groups within the course or specific activities allows you to restrict the number of students working on a project, participating in the same forum discussion or other activities. Resources can be made available only to particular groups. Groups give students the opportunity for a greater voice and more original responses, particularly in forums. Groups can also be used to provide students with activity options. For example, the self-selection feature can be used to allow students to join the group assigned to the research project or forum in which they want to participate.

1. Log onto Cougar Courses and go to the main page of your course.
2. Click Turn editing on.



Overview

Moodle can auto-create groups based on the desired number of groups or the number of members within a group. Students can be allocated to these groups randomly, alphabetically or by ID number. Auto-created groups can use one of two naming schemes, numbered groups or alphabetical groups. If you wish to give your groups more descriptive names or to assign students to a specific group, you must create each group individually - See Section 2: Create Groups Manually below. You can then assign students to that group, or use the Add an Activity>Group Self-Selection to allow students to select the group in which they want to participate. See Faculty Resources/Activities/ How to Set Up Group Self-Selection for more information.

In Activities that support groups, such as quizzes and forums, there are three group modes:

- No groups
- Separate groups – Each group can only see their own group and group contributions.
- Visible groups – Students can only contribute to their own group work, but can also see (not contribute to) other groups work.

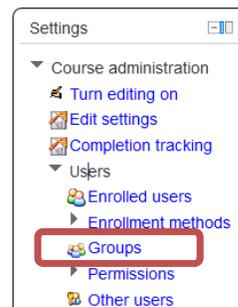
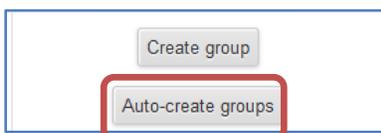
Groupings are used when you wish to have one set of groups for Activity A, and a different set of groups for Activity B. They are essentially a meta-group. See Section 3: Using Groupings.

Example



Section 1: Auto-create Groups

3. Go to the Settings block. Select **Course administration > Users > Groups**.
4. Click the **Auto-create groups** button.



- Use the *Specify* dropdown to select the **Number of Groups** to create, or the **Members per group** (number of students allowed in a group).
- In the Group/member count, **enter the number** of groups or number of **members per group**, based on your selection in the previous step.
- Click **Prevent last small group** to ensure students in a smaller than specified group are reallocated to another group.
- Select desired method to **Allocate members** into groups, either randomly or alphabetically.
- In *Naming scheme*, **type #** to name groups numerically, or **type @** to name groups alphabetically.

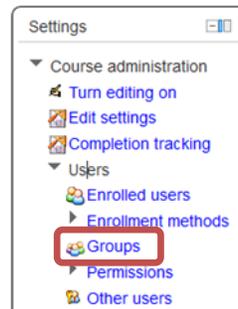
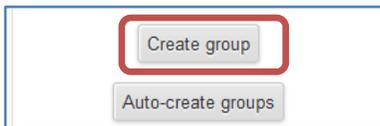
The screenshot shows the 'Auto-create groups' form. Callout 5 points to the 'Specify' dropdown menu set to 'Members per group'. Callout 6 points to the 'Group/member count*' input field containing the number '3'. Callout 7 points to the 'Prevent last small group*' checkbox, which is checked. Callout 8 points to the 'Allocate members*' dropdown menu set to 'Randomly'. Callout 9 points to the 'Naming scheme*' input field containing the '#' symbol. Other fields include 'Select members from role' (All), 'Create in grouping' (No), and 'Grouping name'.

- If you need to assign the groups to a grouping, use the *Create in grouping* field to select a previously created grouping, or create a new grouping.
 - If creating a new grouping, enter a descriptive name (e.g. Team Projects) in the *Grouping* name field.
- Click **Submit** or **Preview** button.

The screenshot shows the 'Create in grouping' dropdown menu set to 'New grouping'. Below it, the 'Grouping name' input field contains the text 'Team Project Groups'. 'Preview', 'Submit', and 'Cancel' buttons are visible at the bottom.

To Create Groups Manually

- Go to the *Settings* block. Select **Course administration > Users > Groups**.
- Click the **Create group** button.

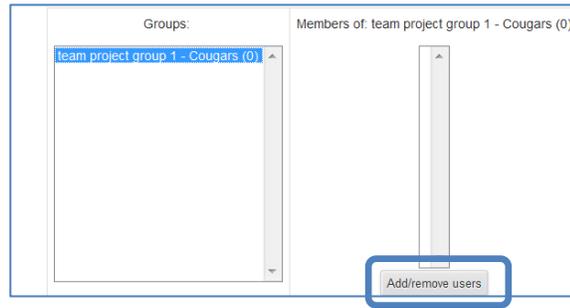


- Enter a **Group name** and **description**.
- To add a picture to the group:
 - Click **Choose a file**.
 - In the file picker window, choose **Upload a file**.
 - Click **Browse** and locate the picture file on your computer. Click the file name and click **Open**.
 - When the file name appears in the Attachment field, click **Upload this file**.

The screenshot shows the group creation form. A red arrow points to the 'Group name*' field containing 'team project group 1 - Cougars'. Below it is the 'Group description' field with a rich text editor containing the text: 'This group will investigate the habitat, habits and population status of the cougar population and create a GIS map displaying this information. [.]'. At the bottom, the 'New picture' section has a 'Choose a file...' button circled in red with the number '4' next to it. The file 'cougar-paw2.gif' is listed below.

Add Users to Manual Groups

- Click on the group name in the group list.
- Click **Add/remove users** button.

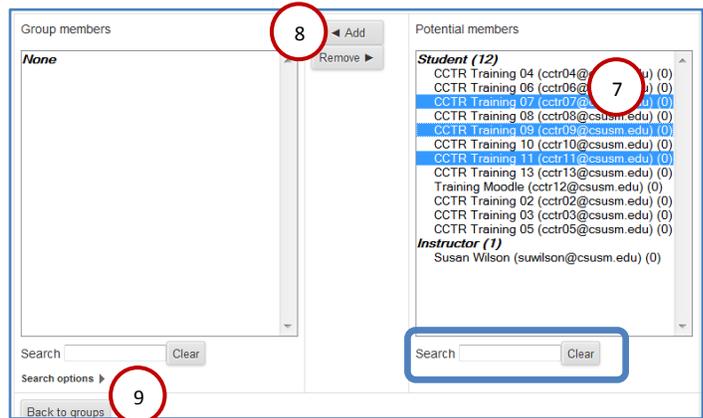


- In *Potential members window*, **click the students** to add to the group. To select multiple names, hold down the CTRL key while clicking the names (PC). Use the Command(Apple) key for a Mac.

Or

Type **student's name or email** in the Search field and hit **Enter key**. Then select student's name in Potential members window.

- Click **Add** button.
- To add additional groups and group members, click **Back to groups**. Repeat steps 1-8 as necessary.

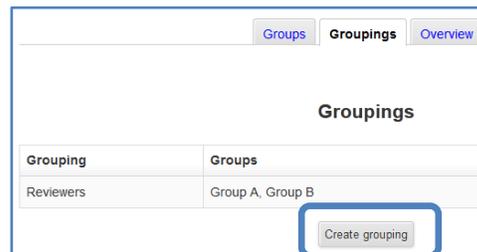


Using Groupings

Groupings are not required, but are used when you wish to have a different set of groups for different activities. When auto-creating groups, you have the option to put these groups into a grouping at that time. See section 1 above. If you have already created groups or want to create manual groups, you need to set up the groupings separately, and then put the desired groups into that grouping.

Create the Grouping

- Go to the *Settings* block in your course. Select **Course administration > Users > Groups**.
- Click the **Groupings** tab.
- Click **Create grouping** button.
- Enter **grouping name** and description.
- Click **Save changes**.

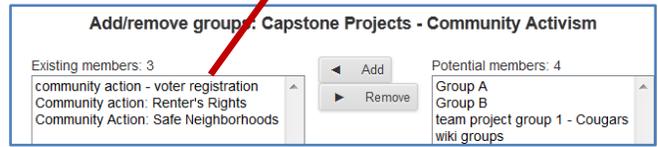
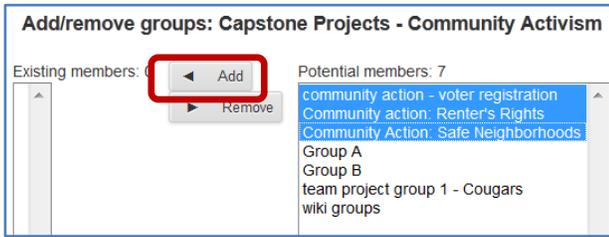


Add Groups to the Grouping

- In groupings screen, **click the groups icon** adjacent to the grouping

Groupings			
Grouping	Groups	Activities	Edit
Capstone Projects - Community Activism	None	0	

7. Click the **groups** you want to add to the grouping.
8. Click **Add**.



9. Click **Back to groupings** to create additional groupings.

