Using groups and groupings in Moodle:
This tutorial explains how to organize students into groups as well as groupings to administer specific activities, assignments, quizzes, etc. to certain students that might not pertain to another set of students. For example, if a group of students needs to take a quiz at an alternate time, a group can be made so only those select students will be able to access the quiz at a certain time.

Creating Groups and Groupings:
First, log into Moodle and select the class that you would like to make groups in. On the left panel, choose “groups” under the Administration box. Once there, click on the “Create Group” button (figure 1). Create the name of your first group, and provide a description if you would like. At this point, you can ignore the Enrollment key option, but you may upload a picture for this group if you would like. When you are finished, click the “save changes” button. Continue this step for as many groups as you would like to create in your class.

When you have your groups made, it will be time to add students to those groups. Highlight the group in which you would like to add students, and click the “add/remove users” (figure 2) button. In the potential members field, highlight a student’s name and then click the “add” button to add them to the list (figure 3). Repeat this step until you have all of the students for this particular group added. When finished, click the “back to groups” button at the bottom of the page. Repeat this process until you have all of your groups filled with the appropriate students.

![Figure 1](image1.png)

![Figure 2](image2.png)
Once you have your students in their groups, it is now time for you to put them into groupings. In order to assign different tasks to your students, the group must be in a grouping. A grouping differs from a group in the sense that they are sub-groups. Students need to be in a group before they can be put into a grouping. To illustrate, let’s use the Olympics as an example. First an athlete must be a citizen of a specific country; then, as a citizen they compete as part of a team or sport, such as hockey. Within Moodle, your course is on par with the Olympics, your groups would be similar to the countries, and the groupings would be the specific sports, such as hockey.

Click on the “groupings” tab at the top of the screen (figure 4) once you are back on your groups page. Click on the “create grouping” button (figure 5). Name your grouping, give it a description if you would like, and then click the “save changes” button below. Repeat this step until you have all of your groupings made. Now, you must add your groups into the correct groupings. To do this, click on the little three-person icon under the ‘edit’ column. Then, as you did before when you added your students to groups, add your groups to their specific groupings. When finished, click the “back to groupings” button below. Repeat this step to fill each of your groupings.

Assigning specific groups to specific assignments:
Go back to the main page for the class you just created these groups for. Turn on editing in the top right corner of the page. Go to the week that you would like to add your activity in, and select your activity from the dropdown menu.

Now you will be at the page to create your new activity. Modify the details as you wish. In order to select your groups, scroll down to the “Common Module Settings” section of the page (figure 5). The first option, Group Mode, is where you will select what kind of groups you want. There are three choices: no groups, separate groups, and visible groups. ‘No groups’ means that there are no sub groups, and that everyone is
part of one big community. ‘Separate groups’ means that each group can only see their own group, while other groups remain invisible. And finally, ‘visible groups’ means that each group works in their own group, but can also see other groups as well. Then, choose which group you would like to assign this activity to from the grouping dropdown menu – remember, this is the *grouping name*, the name you provided when you put your groups into groupings.

![Figure 5](image)

If you choose to check the "Available for group members only" checkbox, then the activity (or resource) will only be available to users assigned to groups within the selected grouping, or to any group if no grouping is selected.

Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field can be left blank. The ID number can also be set on the edit grade calculation page in the gradebook, though it can only be edited on the update activity page.

And the final setting, ‘grade category”, can be selected accordingly if your gradebook is categorized.

When finished, click on the “Save and return to course” button at the bottom of the page. You will now be back at your chosen course, and the students will be able to access the activity according to the group settings you have just set up.

You can repeat these steps to assign different activities to different groups of students in your class, depending on how many groups you decide to use.

For further information or questions you might have about groups and groupings, please visit this link: http://docs.moodle.org/en/Groups_FAQ