



Instructor's Guide to Create Groups and Groupings

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Overview

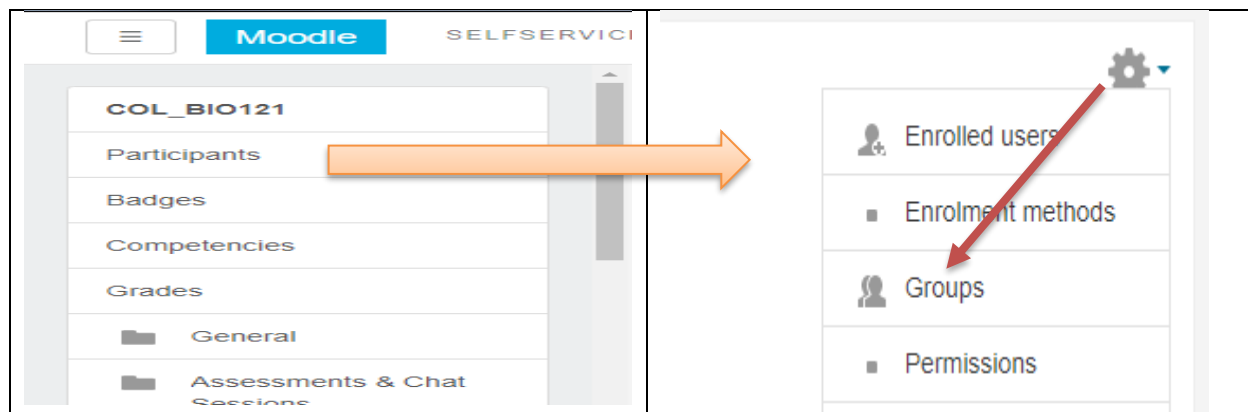
This guide was developed for instructors to create online collaborative activities using the “Groupings” option in Moodle. The Groupings also allow to direct tasks at one or more groups in the course with different group membership. The groups can work within their grouping focused on respective areas of one project (e.g., using larger groups for forum discussions, and smaller groups for peer review activities). In addition, groups of students can each be assigned separate activities. This can be especially helpful for managing a course with multiple instructors.

Guiding Steps for Groups

Create individual groups using the following steps.

Step 1:

Login to the page, go to “Participants”.>> “Settings” >> “Groups”.



Step 2:

Click Create Group >> Give a name – “Test Group” >> Save.

The screenshot displays the 'COL_BIO121 Groups' interface. On the left, under 'Groups:', there is a list with 'BIO121_M02 course (5)' and 'Test Group (0)'. The 'Test Group (0)' is highlighted, and a red arrow points to it from a blue box containing the text 'Select the group and add members'. Below the list are buttons for 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. A red arrow points to the 'Create group' button. On the right, under 'Members of: Test Group (0)', there is an empty box and an 'Add/remove users' button. A red arrow points from the 'Add/remove users' button back to the 'Test Group (0)' entry in the list.

Step 3:

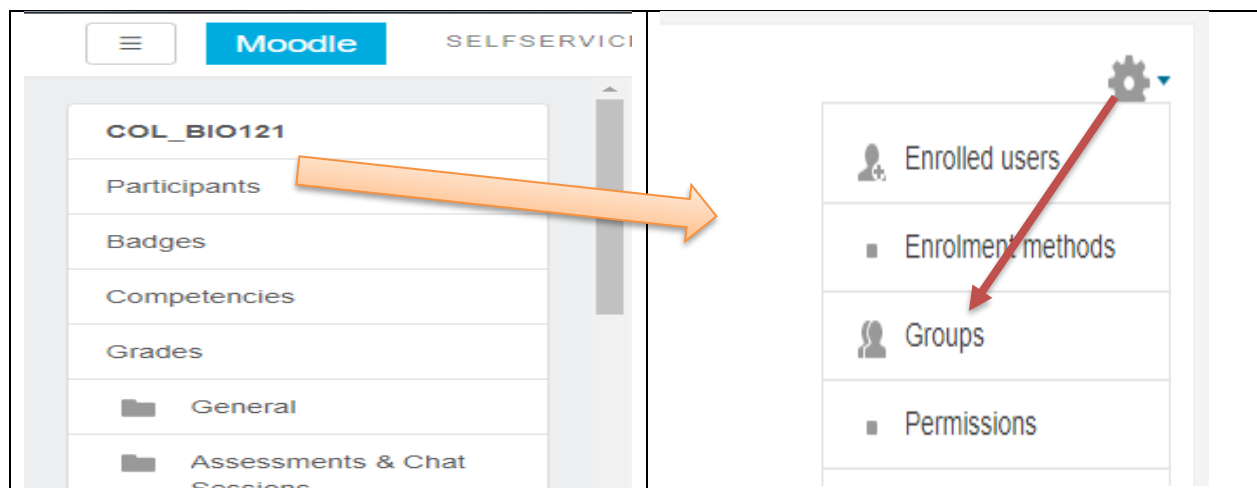
Select the “Test Group” >> Add members to the group “Add/ Remove users’ option” to fill groups with members.

Guiding Steps for Groupings

Groupings is done using few steps that can be followed to group students based on the instructors' preference. Before proceeding with the steps, ensure that at least one assignment that requires grouping is created in a selected Moodle page.

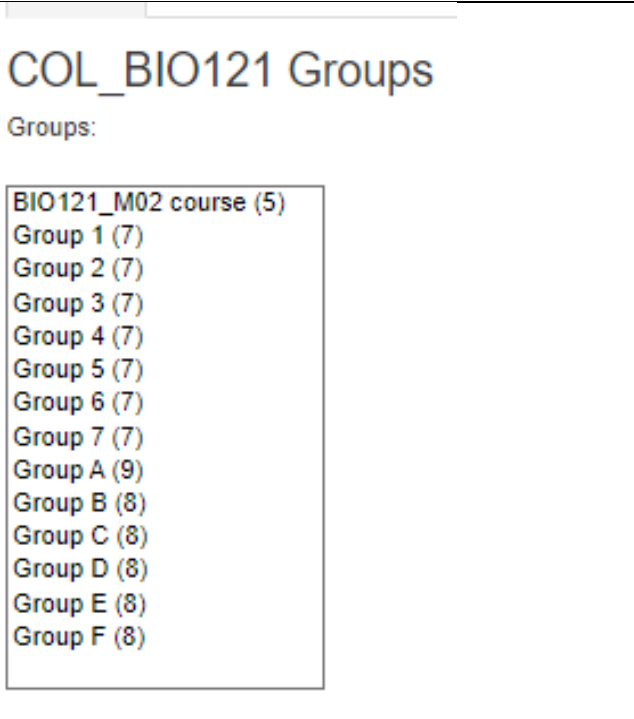
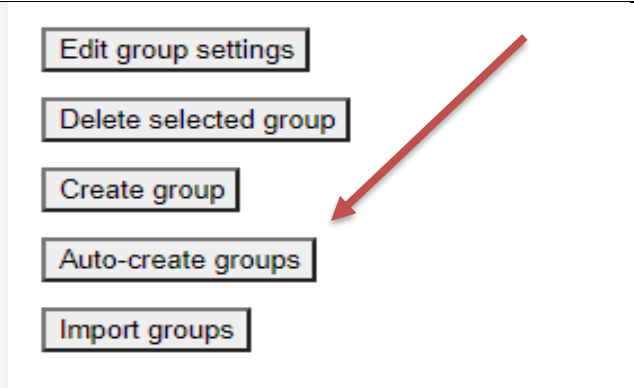
Step 1:

Login to the page, go to “Participants”.>> “Settings” >> “Groups”.



Step 2:

Select, “Auto-create groups” to create a new group

<p>Already there are some groups within the class. Let’s find out how these groups are created.</p>	 <p>COL_BIO121 Groups</p> <p>Groups:</p> <ul style="list-style-type: none"> BIO121_M02 course (5) Group 1 (7) Group 2 (7) Group 3 (7) Group 4 (7) Group 5 (7) Group 6 (7) Group 7 (7) Group A (9) Group B (8) Group C (8) Group D (8) Group E (8) Group F (8)
<p>To create a new group, click “Auto-create groups”</p>	 <p> <input type="button" value="Edit group settings"/> <input type="button" value="Delete selected group"/> <input type="button" value="Create group"/> <input type="button" value="Auto-create groups"/> <input type="button" value="Import groups"/> </p>

Step 3:

Fill the mandatory information. Decide the “**Naming Scheme**” with **Group @** to name groups with alphabets or **Group #** to name groups with numbers.

Decide the group type from “**Number of groups**” or “**Number of participants**” .

General

Naming scheme Type Group @ OR #

Auto create based on Group type and number here

Group/member count

Group members

Select members with role

Select members from group

Allocate members

Prevent last small group

Ignore users in groups

Grouping

Step 4:

New groups can be named with preferred name. Example: Training Assignment TWO

Grouping

Grouping of auto-created groups

Grouping name →

Step 5:

Click “**Preview**” to see how the groups are formed and then “**Submit**”.

There are required fields in this form marked *

Groups preview

Groups (7)	Group members	User count (49)
Group 1	Hussain Nazim, Ramza Najeeb, Thameem Abdul Razzaq, Ibrahim Adhil, Sheeza Rashid, Aminath Muneeba Ali, Hawwa Areesha	7
Group 2	Zaama Ali Zahir, Abdul Ganee Abdul Gafoor, Hassan Moosa, Shadhila Thaufeeg, Imran Mohamed, Ibrahim Waleed, Asmaa Abdul Sattar	7
Group 3	Ummu Saudha, Shamha Habeeb, Aminath Safa, Yoosuf Gasim, Mariyam Inasha, Mohamed Nazeeh, Khadheer Mohamed	7
Group 4	Fathimath Suna Salim, Aishath Mauroofa, Mohamed Shareef, Mohamed Waheed Abdulla, Aminath Jumana, Aminath Jameela, Afsal Ahmed Aboobakur	7
Group 5	Aishath Sudhuna, Sham'aa Abdulla Naseer, Ahmed Shazeel, Nimal Ahmed, Aminath Farsana, Sakha Hassan, Hassan Shah	7
Group 6	Mariyam Shiruaa Mohamed, Aishath Shamila, Adam Zaidhu, Mohamed Ali, Mariyam Nadheema, Ahmed Naseer, Saudiyya Abdul Rahman	7
Group 7	Aishath Ali, Hassan Shahid, Mariyam Nasha, Fathimath Azmeena, Abdul Rasheed Ahmed, Hussain Afshal, Hassan Thasleem	7

Step 6:






Click “**Groupings**” to find the new groups created.

[Dashboard](#) / [My courses](#) / [COL_BIO121](#) / [Users](#) / [Groups](#)

[Groups](#) [Groupings](#) [Overview](#)

COL_BIO121 Groups

Groupings

Grouping	Groups	Activities	Edit
Training Assignment ONE	Group A, Group B, Group C, Group D, Group E, Group F	0	  
Training Assignment TWO	Group 1, Group 2, Group 3, Group 4, Group 5, Group 6	0	  

[Create grouping](#)

Step 7:

Go to “**Overview**” to see the students in each group.

COL_BIO121 Overview

Filter groups by: Grouping Group

Training Assignments

- All
- Training Assignment ONE
- Training Assignment TWO
- No grouping

Groups (7)	Group members	User count
Group 1	Thameem Abdul Razzaq, Ibrahim Adhil, Hawwa Areesha, Aminath Muneeba Ali, Ramza Najeeb, Hussain Nazim, Sheeza Rashid	7
Group 2	Abdul Ganee Abdul Gafoor, Asmaa Abdul Sattar, Zaama Ali Zahir, Imran Mohamed, Hassan Moosa, Shadhila Thaufeeg, Ibrahim Waleed	7
Group 3	Yousuf Gasim, Shamha Habeeb, Mariyam Inasha, Khadheeja Mohamed, Mohamed Nazeeh, Aminath Safa, Ummu Saudha	7
Group 4	Afsal Ahmed Aboobakur, Aminath Jameela, Aminath Jumana, Aishath Mauroofa, Mohamed Shareef, Fathimath Suna Salim, Mohamed Waheed Abdulla	7

Step 8:

Now “**Go to**” the assignment >>Training Assignment ONE>> Edit Settings.

Select “**Separate Groups**” from Common module setting. Select **Training Assignment ONE** from **Restrict Access** >> **Grouping**. “**Save**”

▼ **Common module settings**

Visible

ID number

Group mode

Grouping

▼ **Restrict access**

Access restrictions

Student match the following

Grouping

- Choose...
- Training Assignment ONE
- Training Assignment TWO

-End-