

MOODLE : Tutorial no 10a

How to create working groups

*To Support Online and Blended Teaching & Learning at the
University of Geneva*



**UNIVERSITÉ
DE GENÈVE**

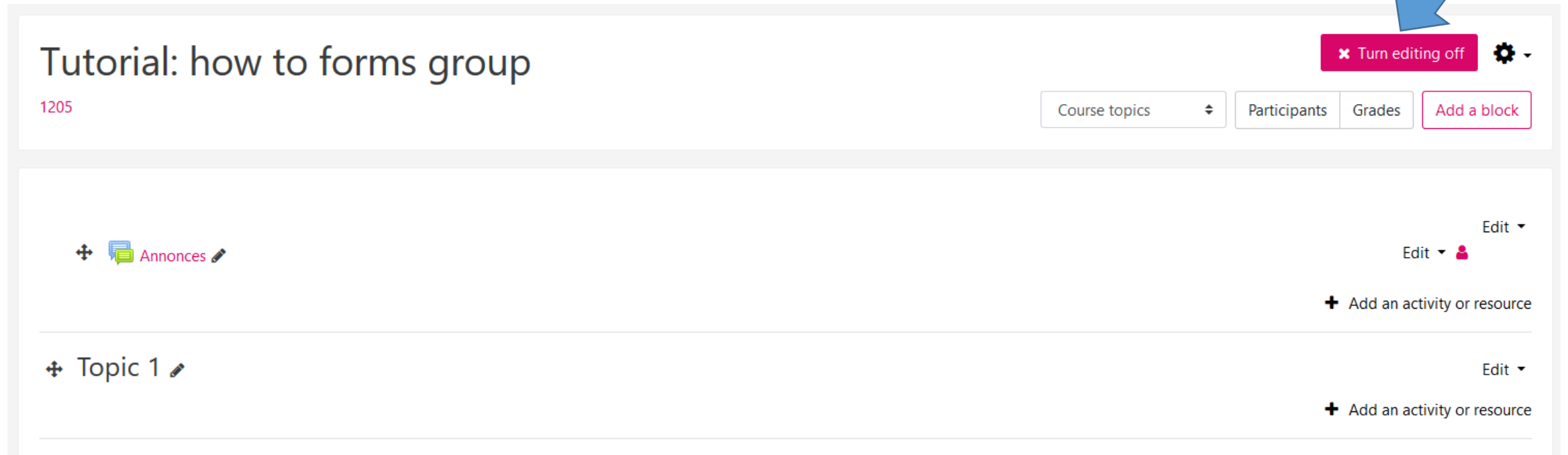
Why use groups ?

The Groups feature allows a teacher to create groups of students within a course and assign teachers or tutors to those groups.

Course participants can belong to several groups. Some activities can be attributed to certain groups.

- You have several classes in your class and you want to filter the activities and the notebook to see only one class at a time;
- You share your class with other teachers and you want to filter the activities and the notebook so that you don't see other teachers' students;
- You want to assign an activity, a resource or a section to a class or a group of participants, without the others being able to see it.

Step 1 Activate edit mode



Tutorial: how to forms group
1205

Course topics Participants Grades Add a block

Turn editing off

Annonces

Topic 1

Edit Edit

+ Add an activity or resource + Add an activity or resource

NB by default, each course space to a forum called Announcements

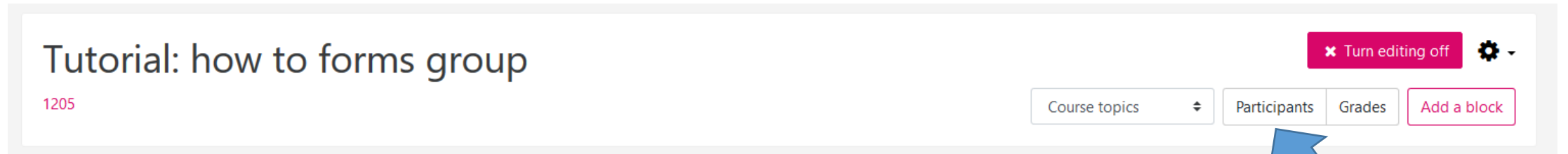
Step 2 Create groups

Tutorial: how to forms group

1205

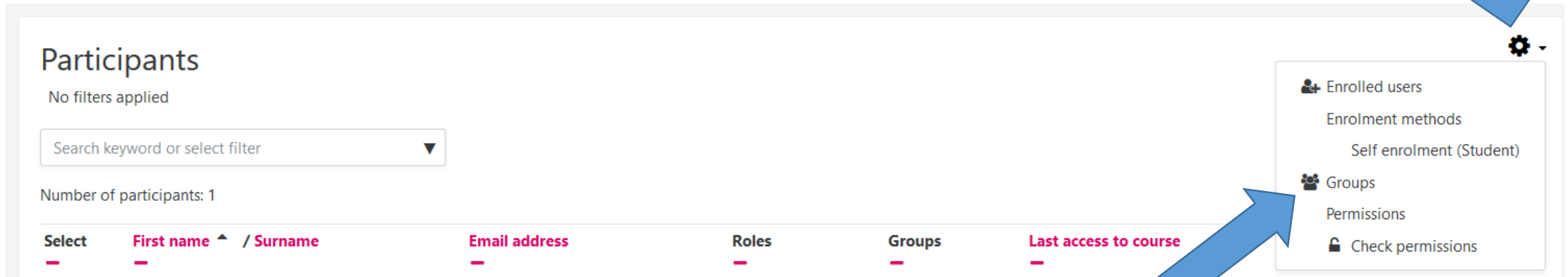
Course topics ▾ Participants Grades Add a block

✕ Turn editing off ⚙ ▾

A screenshot of a Moodle course page. The page title is "Tutorial: how to forms group" with a course ID of "1205". On the right side, there is a navigation bar with buttons for "Course topics", "Participants", and "Grades", along with an "Add a block" button. Above these buttons, there is a pink button that says "Turn editing off" and a gear icon for settings. A large blue arrow points to the "Participants" button.

Step 3 Create groups

1. Click on the gear wheel



The screenshot shows a 'Participants' page with a search bar and a table of participants. A settings menu is open, showing options like 'Enrolled users', 'Groups', and 'Check permissions'. A blue arrow points to the gear icon in the top right corner, and another blue arrow points to the 'Groups' option in the settings menu.

Participants

No filters applied

Search keyword or select filter

Number of participants: 1

Select	First name [▲] / Surname	Email address	Roles	Groups	Last access to course
--------	-----------------------------------	---------------	-------	--------	-----------------------

- Enrolled users
 - Enrolment methods
 - Self enrolment (Student)
 - Groups
 - Permissions
 - Check permissions

2. Choose groups

2 possibilities

- Create groups automatically because a large number of students:
follow step A
- Create groups manually: follow step B
 - Registration:
 - With inscription key
 - Manually
 - Choose groupe (cf tutorial)

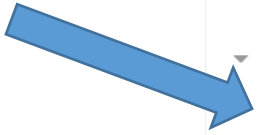
Step A.1 Create groupe automatically

The screenshot displays a web interface for managing groups. At the top, there are three tabs: 'Groups', 'Groupings', and 'Overview'. Below the tabs, the text '1205 Groups' is visible. The main area is divided into two columns: 'Groups' on the left and 'Members of:' on the right. Below the 'Groups' column, there are five buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. A large blue arrow points to the 'Auto-create groups' button. Below the 'Members of:' column, there is a button labeled 'Add/remove users'.

Step A.2 Create groups automatically

Group @ = A, B, C ...

Group # = 1, 2, 3...



Auto-create groups

General

Naming scheme



Group @

Auto create based on

Number of groups

Group/member count



Group members

Select members with role

All

Allocate members

Randomly

Prevent last small group

Ignore users in groups

Include only active enrolments

Not possible with
choice: number
of group



Grouping



Preview

Submit

Cancel

There are required fields in this form marked .

▶ Expand all

Step A.3 Create groups automatically

Auto-create groups ▶ Expand all

▼ **General**

Naming scheme ! ?

Auto create based on ←

Group/member count !

▼ **Group members**

Select members with role

Allocate members

Prevent last small group

Ignore users in groups

Include only active enrolments ?

▶ **Grouping**

There are required fields in this form marked !.

Step B.1 Create groups manually

Groups Groupings Overview

1205 Groups

Groups

Members of:

Edit group settings

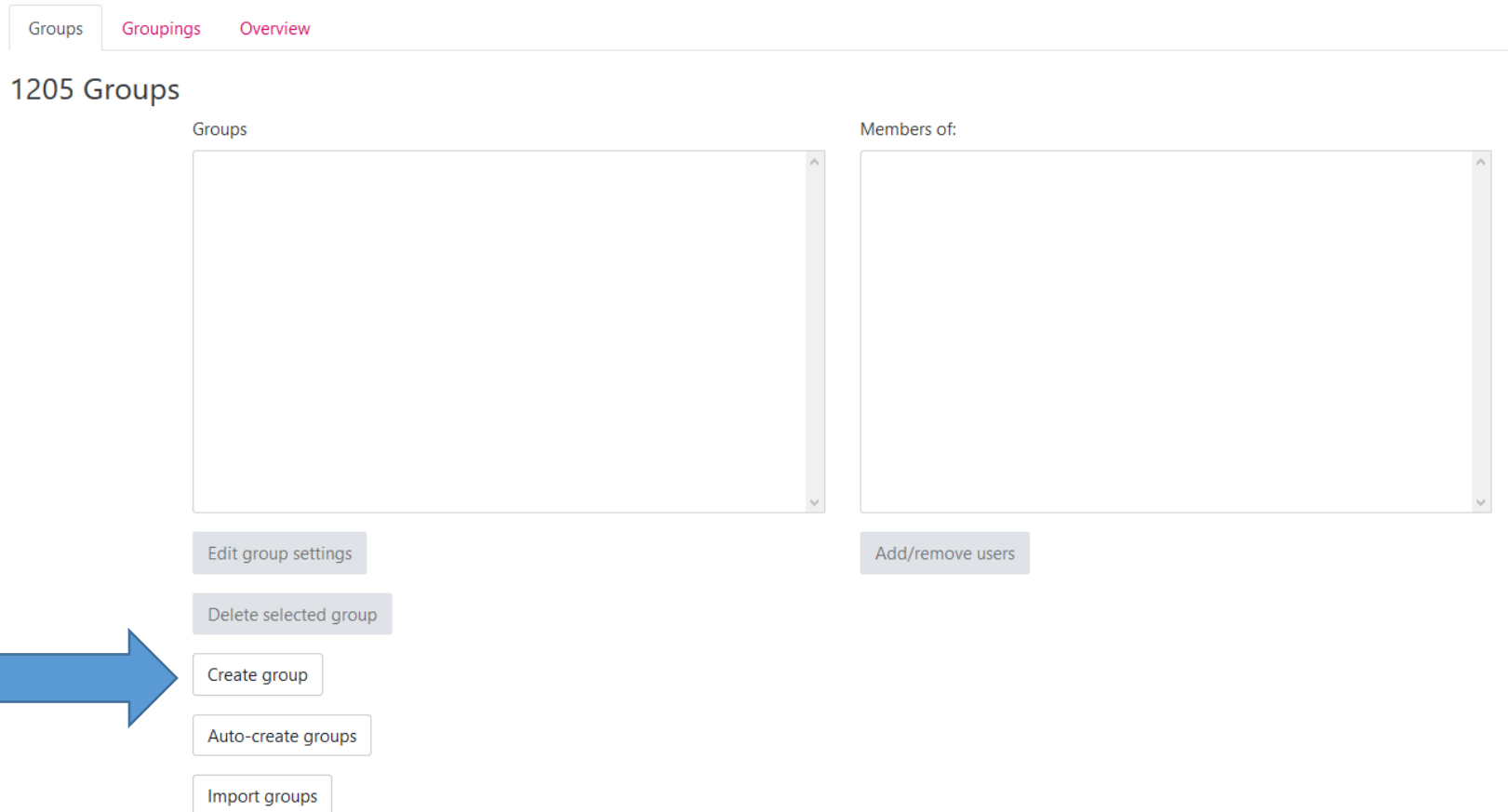
Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

The image shows a screenshot of a web application interface for managing groups. At the top, there are three tabs: 'Groups', 'Groupings', and 'Overview'. Below the tabs, it says '1205 Groups'. The main area is divided into two columns: 'Groups' on the left and 'Members of:' on the right. Below the 'Groups' column, there are five buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. A large blue arrow points to the 'Create group' button. Below the 'Members of:' column, there is one button: 'Add/remove users'.

Step B 1.2 Create groups manually

General

Group name

Group ID number

Group description

Enrolment key

Hide picture

New picture

Vignette 3



Name it

Rich text editor toolbar with icons for undo, bold, italic, font color, text color, bulleted list, numbered list, link, and unlink. Below the toolbar is a large empty text area for the group description.

Click to enter text

No

Choose a file... Maximum size for new files: 100MB

Drop zone for files with a dashed border and a blue arrow pointing down. Text below the border reads: "You can drag and drop files here to add them."



Save changes

Cancel

Step B.2. Create many groups manually

Groups Groupings Overview

1205 Groups

Groups

vignette 1 (0)

Members of:

Edit group settings

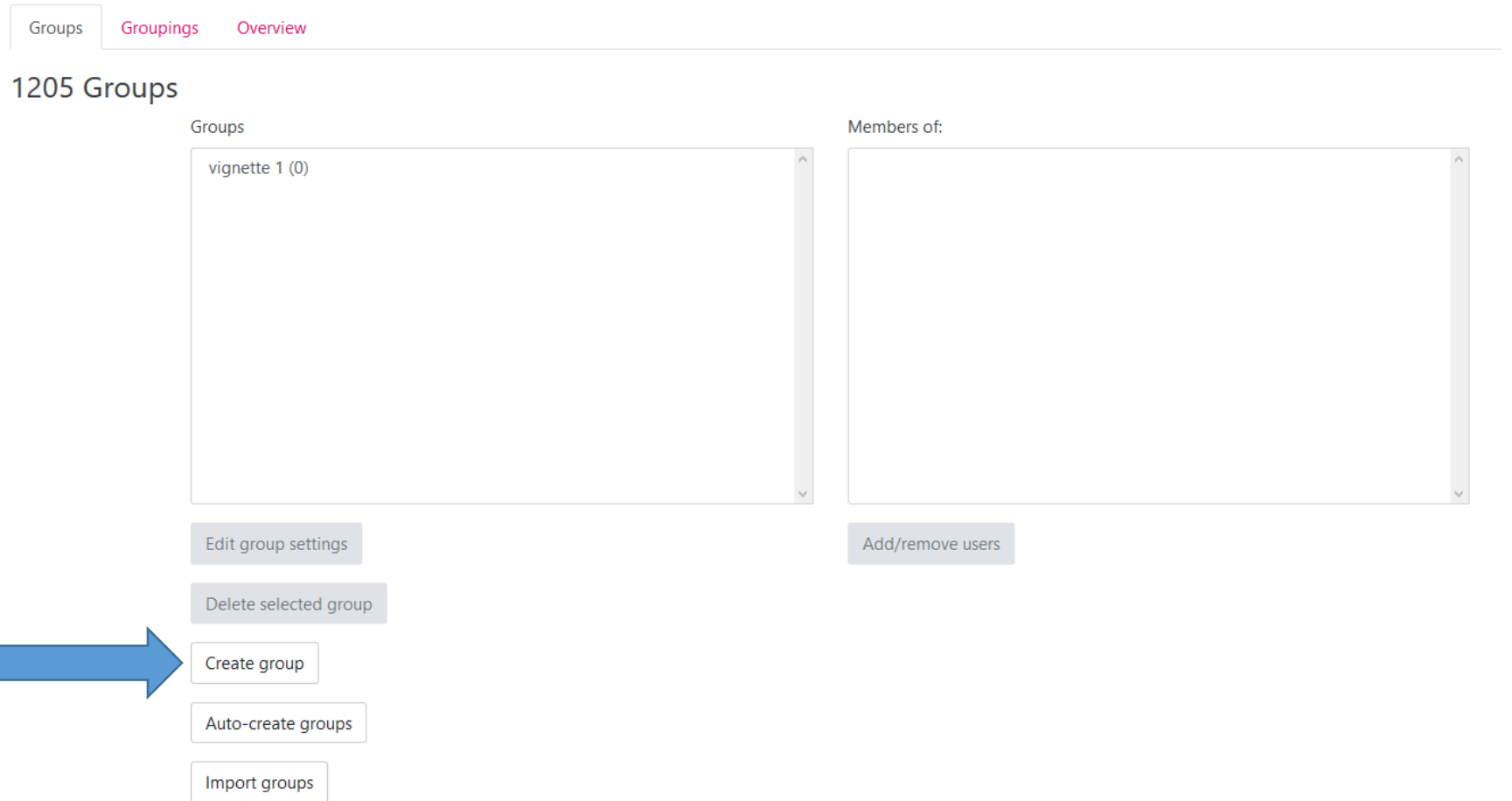
Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

The screenshot shows a web interface for managing groups. At the top, there are three tabs: 'Groups' (selected), 'Groupings', and 'Overview'. Below the tabs, it says '1205 Groups'. The main area is split into two columns. The left column is titled 'Groups' and contains a list with one item: 'vignette 1 (0)'. Below this list are four buttons: 'Edit group settings', 'Delete selected group', 'Create group', and 'Auto-create groups'. The right column is titled 'Members of:' and is currently empty. Below it is a button labeled 'Add/remove users'. A blue arrow points from the text 'To create many groups, repeat the action' to the 'Create group' button.

To create many groups,
repeat the action

Step B.3 Change the rules groups

Groups Groupings Overview

1205 Groups

a) cliquez sur un groupe

b) cliquez

Groups

- vignette 1 (0)
- Vignette 2 (0)

Members of: vignette 1 (0)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

Step B.4 Registration of students with registration key

▼ **General**

Group name

Group ID number

Group description

Enrolment key

Current picture

Hide picture

New picture Maximum size for new files: 100MB

Automatic registration by the registration key for this group



Step B.5 Manual student registration

1. Select

Groups Groupings Overview

1205 Groups

Groups

- vignette 1 (0)
- Vignette 2 (0)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Members of: vignette 1 (0)

Add/remove users

2. Click

Step 4 your groups are created

Groups Groupings Overview

1205 Overview

Filter groups by: Grouping Group

[Not in a grouping]

Groups (2)	Group members	User count
vignette 1		0
Vignette 2		0

You created “working groups”

Now head to the sequel of the tutorials 10

«Choice of group»

And «managing groups in activities» available on our dedicated

page

*Conception/rédaction: Joëlle Graf (SEA) et Jue
Wang Szilas (CFCD)*

*Relecture/édition: Patrizia Birchler Emery &
Raphaël Zaffran (CFCD)*



**UNIVERSITÉ
DE GENÈVE**