

# MOODLE : Tutorial no 10b

## How to Choose a Group

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

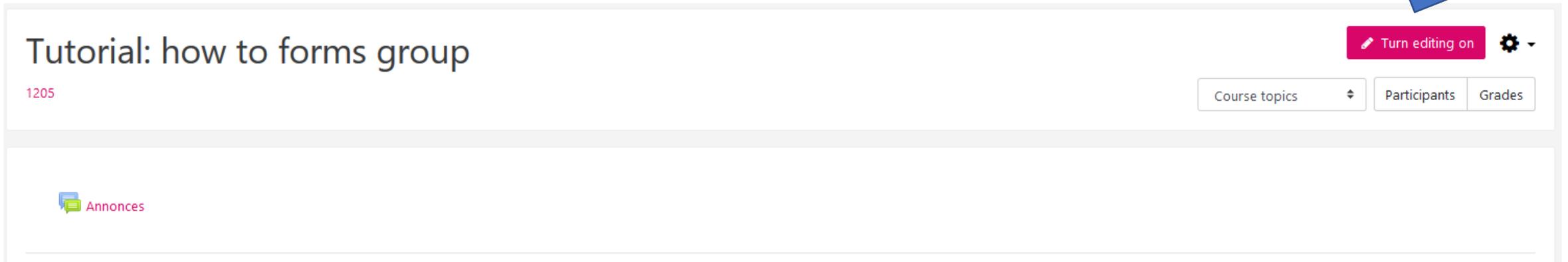


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# Step1: before creating a group choice resource

- Before a “Group Choice” resource can be created, groups must have been created upstream
- See Moodle tutorial "Create and form a working group on the dedicated page"

# Step 2 Enable edit mode



The screenshot shows a course page titled "Tutorial: how to forms group" with the number "1205" below it. In the top right corner, there is a pink button labeled "Turn editing on" with a pencil icon, which is pointed to by a large blue arrow. To the right of this button is a gear icon. Below the main title, there are three buttons: "Course topics" with a dropdown arrow, "Participants", and "Grades". At the bottom left, there is a section titled "Annonces" with a speech bubble icon.

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

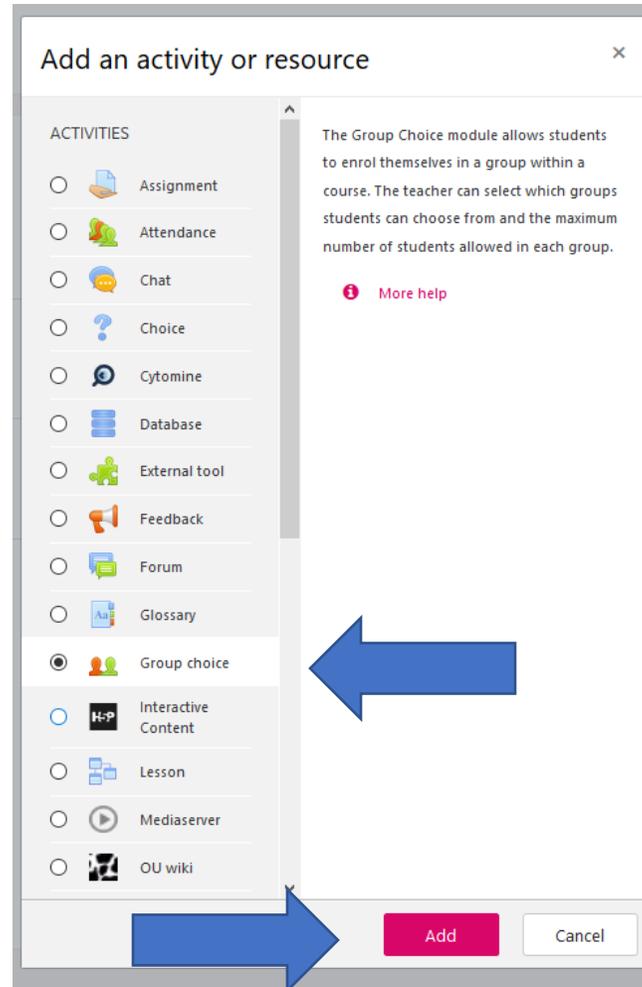
# Step 3 Add an activity or resource

The screenshot displays a course management interface with two sections:

- Annonces**: Includes a plus icon, a speech bubble icon, the text "Annonces", and an edit icon. On the right, there is an "Edit" dropdown menu, a user icon, and a plus icon followed by the text "Add an activity or resource".
- Travaux de groupe**: Includes a plus icon, the text "Travaux de groupe", and an edit icon. On the right, there is an "Edit" dropdown menu and a plus icon followed by the text "Add an activity or resource".

A blue arrow points to the "Add an activity or resource" button for the "Travaux de groupe" section.

# Step 4 Select the activity «Group choice» and click on «Add»



# Step 5 Name group selection

Adding a new Group choice to Travaux de groupe ?

Expand all

## General

Group choice name



group choice



Description



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

Display description on course page ?

You can write a description but it is not mandatory

# Step 6 Configure the group

You need to set these settings using the drop-down strip

## ▼ Miscellaneous settings

Publish results

Allow enrollment to multiple groups

Always show results to students

Privacy of results

Publish full results, showing names and their choices

Allow choice to be updated

No

Show column for unanswered

No

Limit the number of responses allowed



Enable

To limit the number of participants: activate

General limitation

5

Define a limit

Apply to all groups

# Step 7 Select the available groups

1. Select the group

The screenshot shows a 'Groups' management interface. At the top, there is a 'Groups' header with a help icon. Below it, the interface is divided into two main sections: 'Available Groups' and 'Selected Groups'. In the 'Available Groups' section, a list contains 'vignette 1' and 'Vignette 2', with 'vignette 1' selected. Below this list are two buttons: 'Expand All Groupings' and 'Collapse All Groupings'. In the 'Selected Groups' section, a list contains 'vignette 1 (5)'. Between these two sections are two buttons: 'Add Group' and 'Remove'. At the bottom of the interface, there is a 'Sort groups by' dropdown menu currently set to 'System Default (currently Group creation date)'. Three blue arrows with numbers 1, 2, and 3 point to specific elements: arrow 1 points to 'vignette 1' in the 'Available Groups' list; arrow 2 points to the 'Add Group' button; and arrow 3 points to 'vignette 1 (5)' in the 'Selected Groups' list.

NB: Repeat the action for the groups you want to make available to students

# Step 8 Set period and current settings

Check to change the period

## Restrict answering to this time period

Restrict answering to this time period

Open

28

May

2020

12

04



Until

28

May

2020

12

04



Use drop-down strips to change settings

## Common module settings

Availability



Show on course page

ID number



Group mode



No groups

Grouping



None



3 possibilities

Add group/grouping access restriction

# Step 9 Add restrictions (not mandatory)

Click on add restriction, if necessary

The screenshot shows a software interface with a sidebar on the left containing the following menu items: 'Groups', 'Restrict answering to this time period', 'Common module settings', 'Restrict access' (expanded), and 'Competencies'. Under 'Restrict access', there is a sub-section 'Access restrictions' with a 'None' button and an 'Add restriction...' button. A blue arrow points from the text 'Click on add restriction, if necessary' to the 'Add restriction...' button. A modal dialog box titled 'Add restriction...' is open, listing five options: 'Date', 'Grade', 'Group', 'User profile', and 'Restriction set'. Each option has a brief description of its function. A 'Cancel' button is at the bottom of the dialog. A blue bracket on the right side of the dialog points to the text 'Click on each item to set it'.

None

Add restriction...

Save and return to c

There are required fields in this form marked **!** .

### Add restriction...

|                 |   |
|-----------------|---|
| Date            | Prevent access until (or from) a specified date and time.           |
| Grade           | Require students to achieve a specified grade.                      |
| Group           | Allow only students who belong to a specified group, or all groups. |
| User profile    | Control access based on fields within the student's profile.        |
| Restriction set | Add a set of nested restrictions to apply complex logic.            |

Cancel

Click on each item to set it

# Step 10 Competencies (not mandatory)

Select the parameter



Click Save and Return to Course



▼ **Competencies**

Course competencies ? No selection

Search ▼

Upon activity completion: Do nothing ▾

Save and return to course Save and display Cancel

There are required fields in this form marked **!** .

# Step 11 Activity: “Group Choice” was created

+ Travaux de groupe ✎

Edit ▾

+ 👤 group choice ✎

Edit ▾ 👤

+ Add an activity or resource

**You created group choice**

**Now head to the rest of the Tutorial no 10c**

**«Managing groups in activities» available on our  
dedicated page**



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