Teacher can divide students into groups then process group discussion or group assignment. By grouping, only the students in specific grouping can access the specific resource or activity.

I. Group Mode

There are two levels with Group mode in Moodle, course level and activity level.

- **Course level**
  The group mode defined at course level is global setting, it contains all activities within the course. If “Force group mode” is set “Yes”, this “Group mode” setting is applied to all activities.

- **Activity level**
  This group mode is set by every activity. However, it is limited by the “Force group mode” of course level.
This setting has 3 options:

- **No groups**
  There are no groups.
- **Separate groups**
  Each group member can only see their own group, others are invisible.
- **Visible groups**
  Each group member works in their own group, but can also see other groups.

### II. Group

1. Manually create group and assign member
   
   (1) Administration block → Users → Groups
(2) Enter group page, click “Groups” tag then click “Create group” button
(3) Enter setting page
- **Group name**
  The name of group
  
- **Enrolment key**
  An enrolment key enables access to the course those who knows the key. If a group enrolment key is specified, then it will not only let the user access to the course, but also automatically make them a member of this group.

  【Note】 Group enrolment keys must be enabled in the self-enrolment settings and an enrolment key for the course must also be specified.

Click “Save changes” button to save the configuration then group is created.

(4) Click the group name and click “add/remove users” button
(5) Select the member from “Potential members” block you want to add in group and click "add" button. The “Group members” block display the member in group.
2. Import group member

It allows teacher import a CSV file to automatically assign students into group.

(1) The first row must be "field name": groupname, useridnumber.

The import file example is show as below:

(2) Enter grouping page, click “Import group member” tag. To upload a CSV file then click “Import group member” button
(3) Import successfully, click “Continue” button back to group page.

(4) Click “Groups” tag to show the groups and the member.
3. Automatically create groups

The system automatically created groups and add member based on the conditions.

(1) Enter grouping page, click “Groups” tag then click "Auto-create group" button
(2) Enter setting page
**Naming scheme**

The symbol (@) is used to create groups with names containing letters. For example Group @ will generate groups named Group A, Group B, Group C, ...etc. Symble “#” is used to create groups with name containing numeral. For example Group1, Group2...etc.

**Auto create base on**

The method to create the groups. It need to compatible with “Group/member count”.

**Group/member count**

To set the number of group or the number of member in group.

**Select members with role**

Select the member’s role when is added to group.

**Allocate members**

Select the allocate member method.

(3) Click “preview” button to preview group member list and click “submit” button if you confirm.
III. Create Groupings and Add Groups

1. Enter groups page, click “Groupings” tag then click “Create grouping” button

2. Enter setting page and input the grouping name. Then click “Save changes” button to save setting.
3. Add the groups to grouping by clicking the icon.

4. Select the group you want to add and click “add” button.
5. After adding the group, click “Back to groupings” button and it will show the groupings list.

IV. Overview of the Groups

Overview page display the summary of group and grouping.
V. The Application of groups

1. Group discussion - Teacher add discussion topic to different group

   (1) Enter forum page then click “Add a new discussion topic” button

   ![Add a new discussion topic button](image)

   (2) Input the “Subject” and “Message” and select group from the group select menu then click the “Post to forum” button.

   ![Course Forum](image)
(3) After posting, teacher can view the different group topic by select from the select menu.
2. Group discussion - Separate group forum

The forum set as separate group mode. Only the member in same group can see each other's topic or reply.

(1) The forum set as separate group mode

(2) The members only discuss in group they belong to.

3. Group discussion - Visible group forum

The forum set as visible group mode. The member in different group can see other's topic but can't reply.

(1) The forum set as visible group mode

4. Group assignment

The way to set group homework is the same as setting general homework. You just need to enable “Students submit in groups” feature at the “Group submission settings” block
(1) Students submit in groups
If enabled, students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other’s changes to the submission.

(2) Grouping for student groups
This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.

VI. The Application of groupings

1. Assign different activity to the student in same course.
Grouping can let teacher assign different activity to the student. For example, assign homework A to student in grouping A but assign homework B to student in grouping B. Students only view the activity which belong to their grouping.

By selecting the grouping and check the “Available for group members only” checkbox so that only the same grouping member can see the activity.
VII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024, 61029.