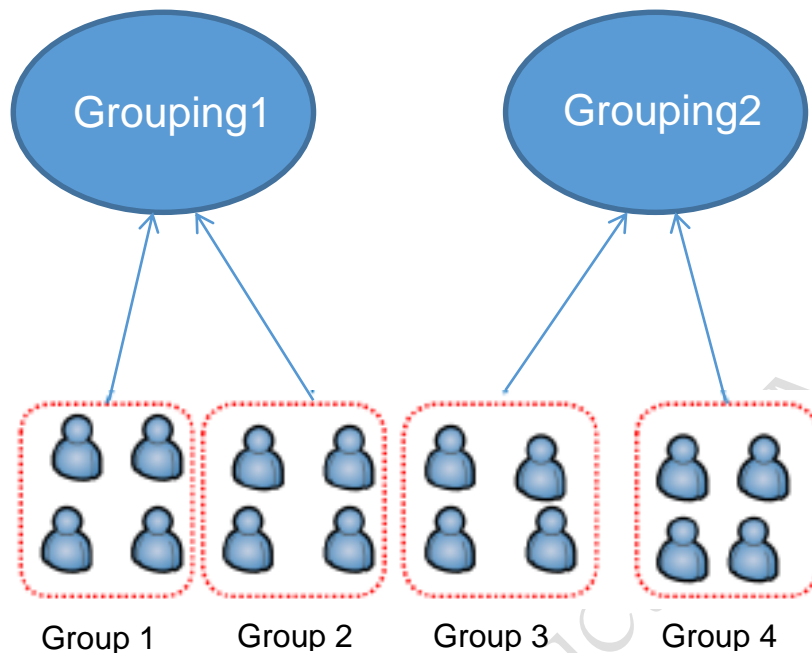


NCKU Moodle Instruction Manual – Course Groups

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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.

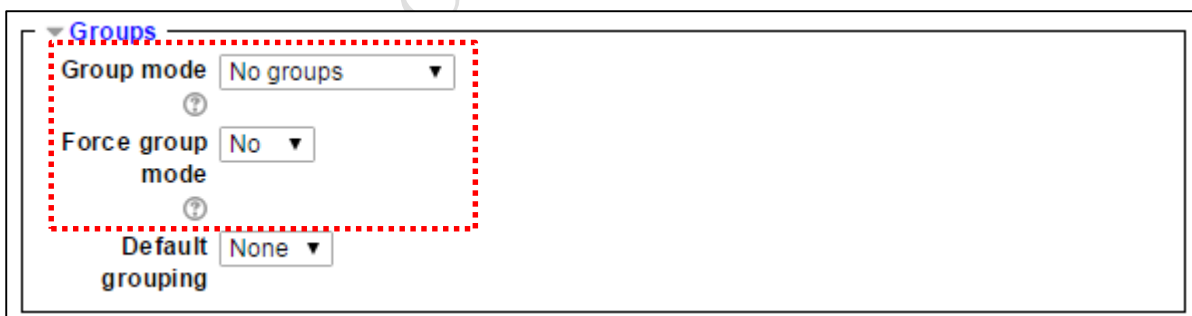


I. Group Mode

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.

▼ **Common module settings**

Visible Show ▾

ID number ?

Group mode ? No groups ▾

Grouping ? None ▾

Available for

group

members only ?

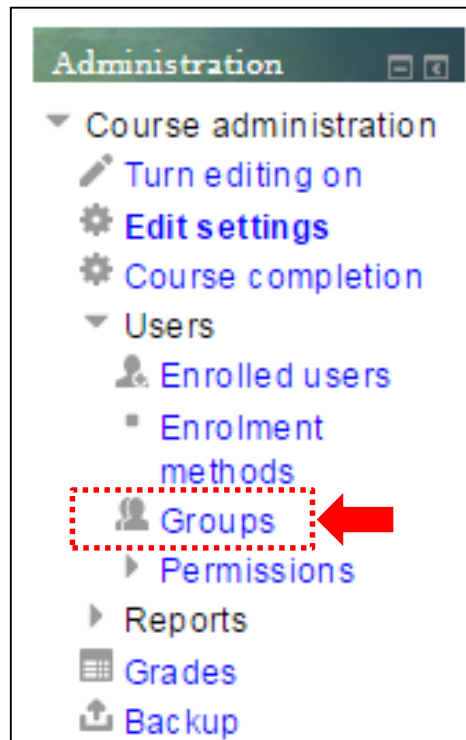
This setting has 3 options:

- 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.

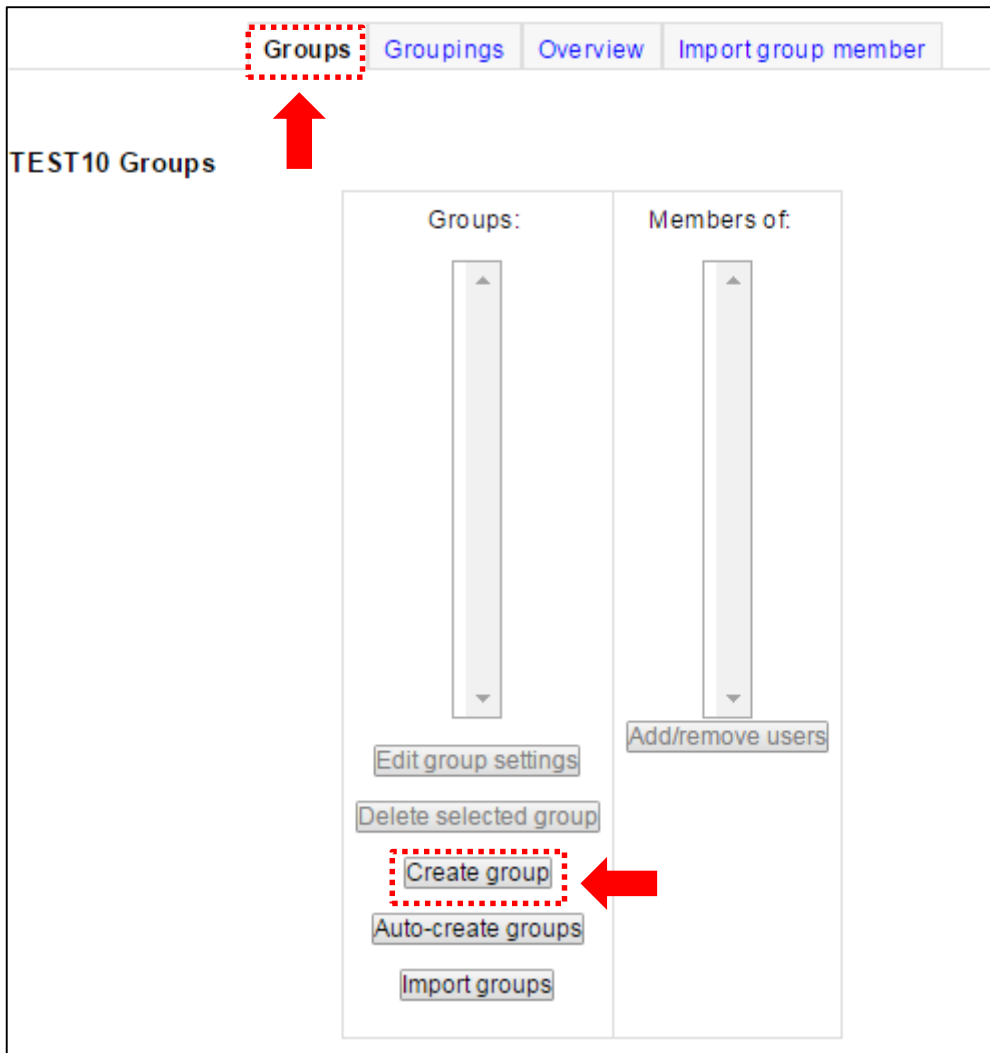
II. Group

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

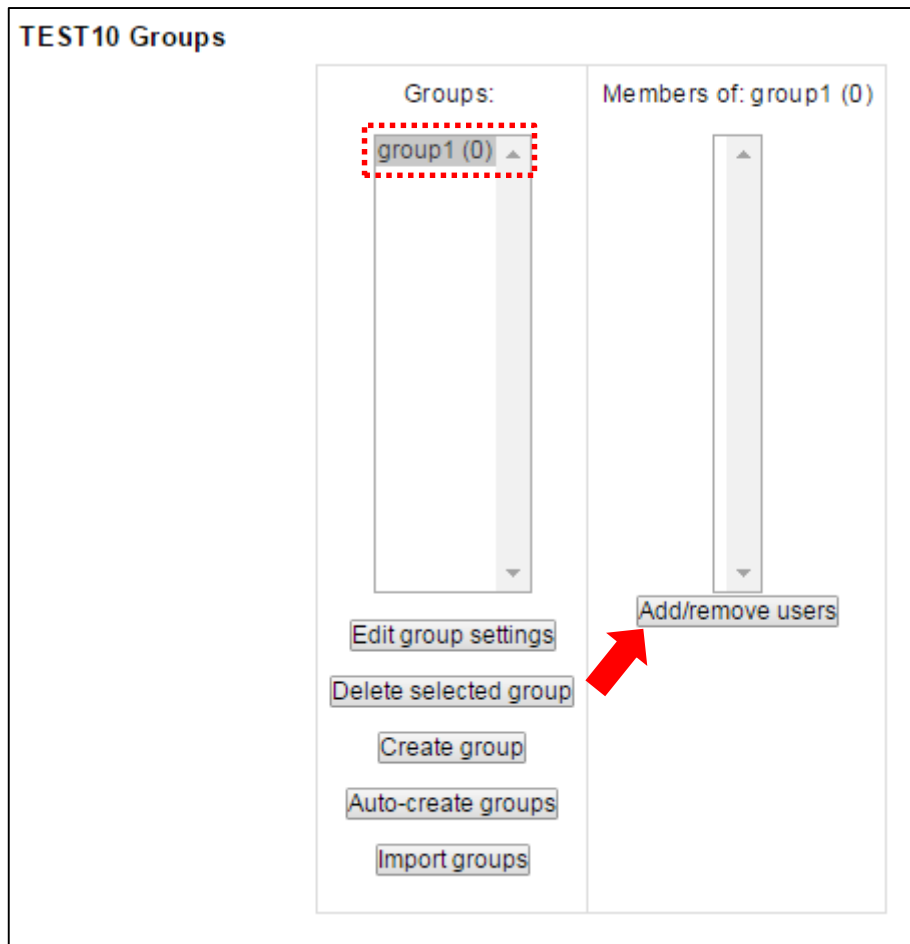
- Enrolment key

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.

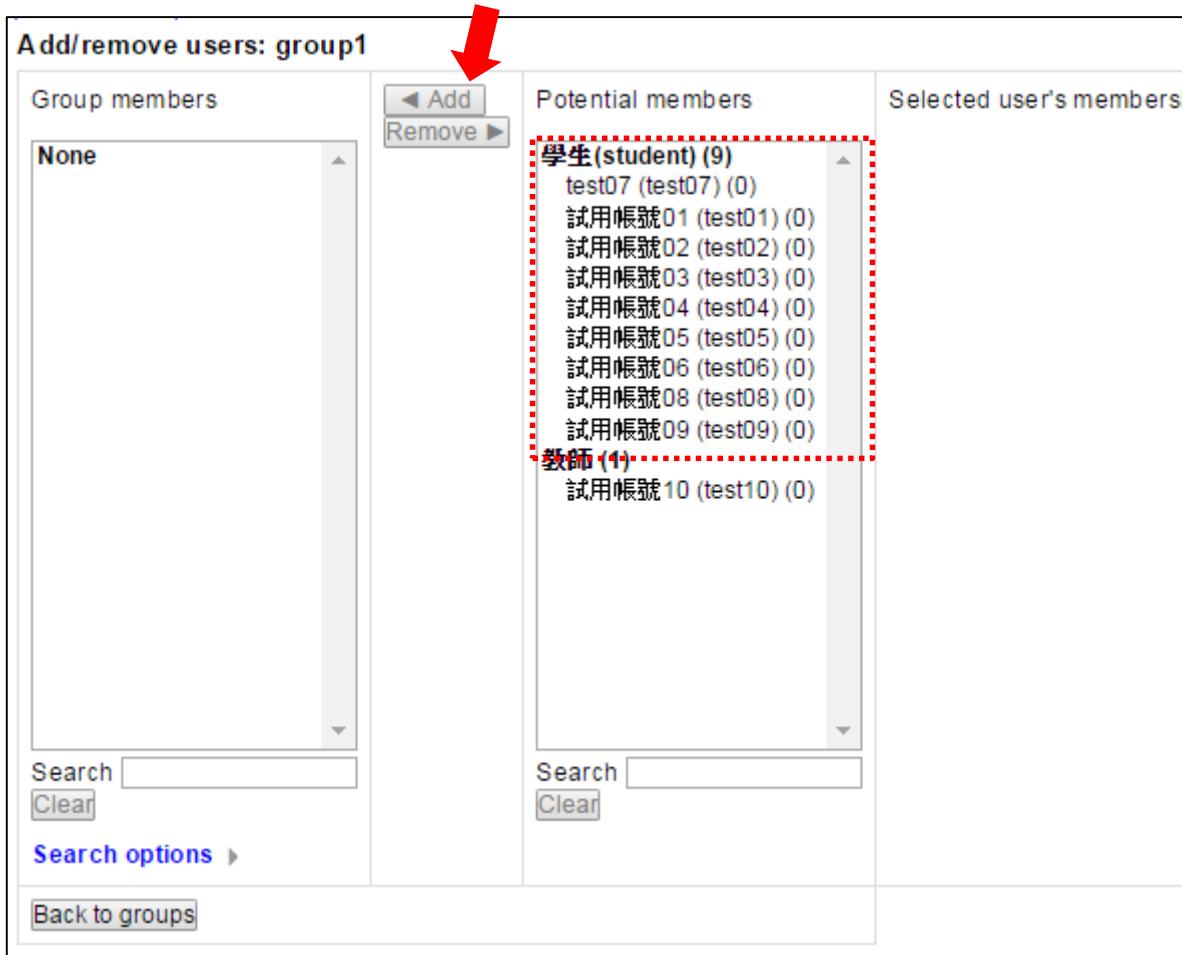
【Note】 Group enrolment keys must be enabled in the self-enrolment settings and an enrolment key for the course must also be specified.

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.

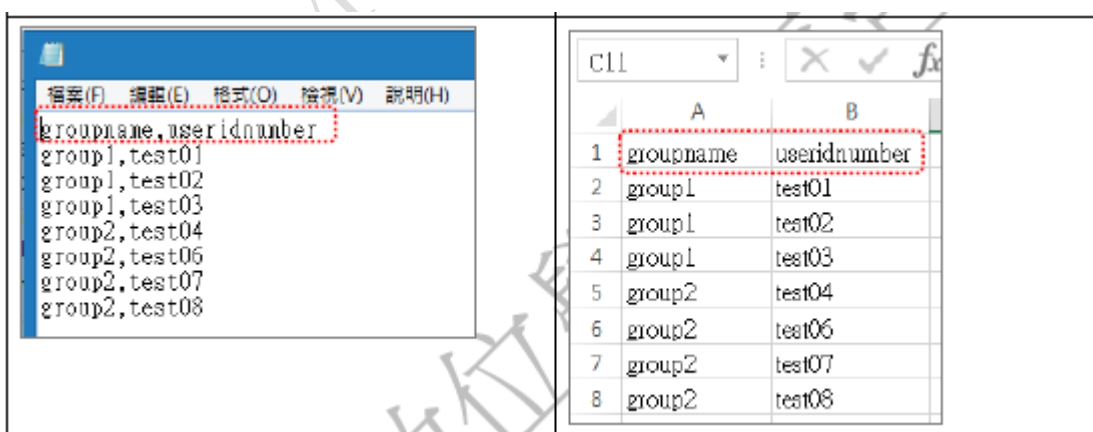


2. Import group member

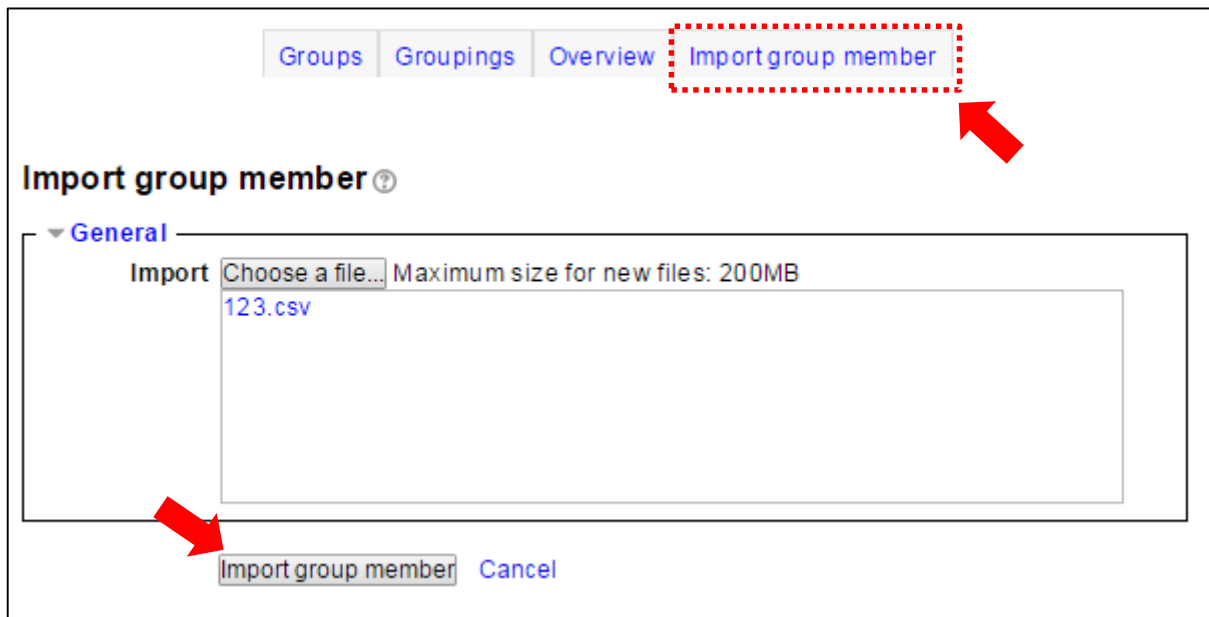
It allows teacher import a CSV file to automatically assign students into group.

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

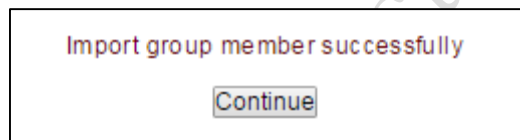
The import file example is show as below:



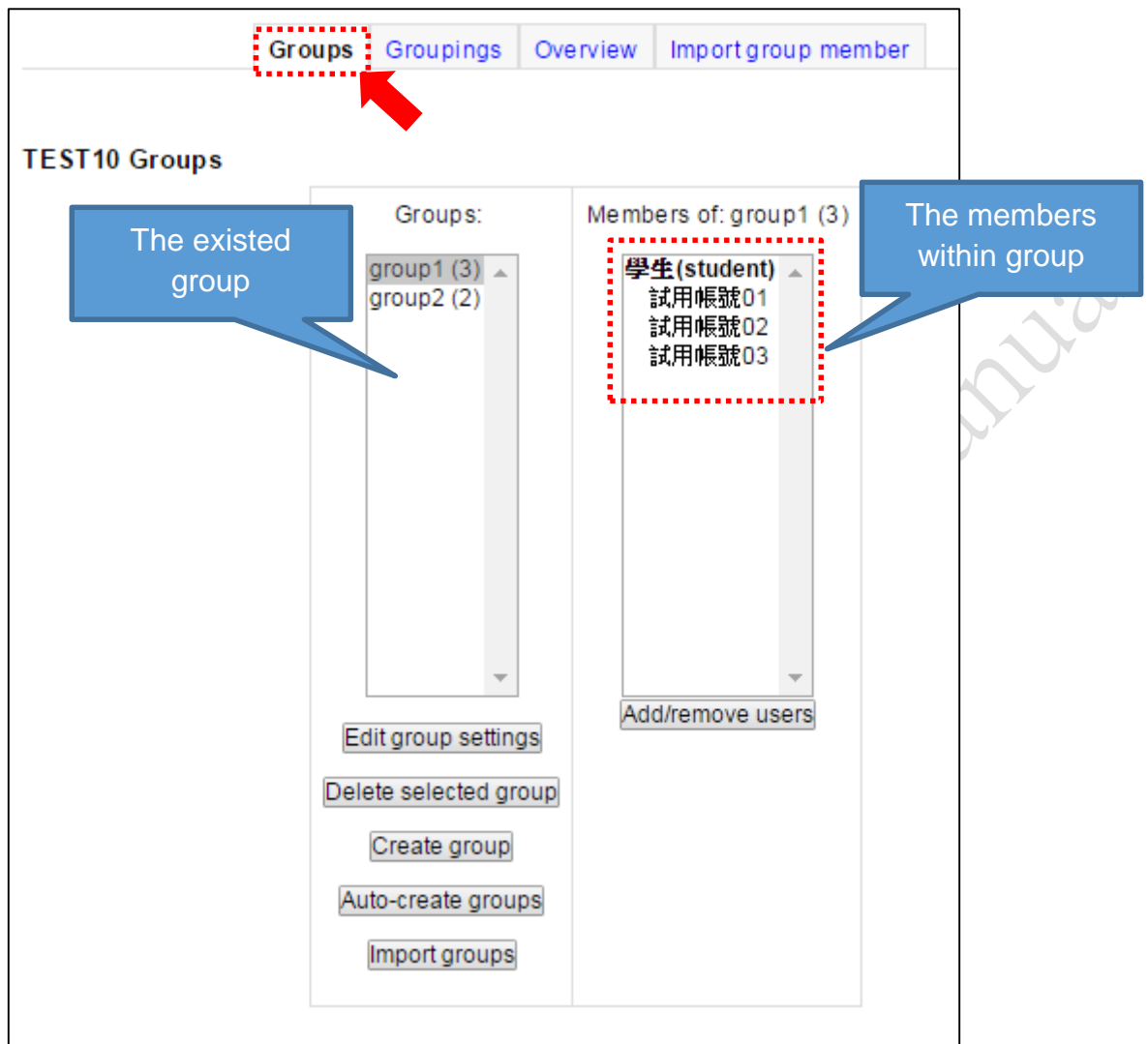
(2) Enter grouping page, click "Import group member" tag. To upload a CSV file then click "Import group member" button



(3) Import successfully, click “Continue” button back to group page.



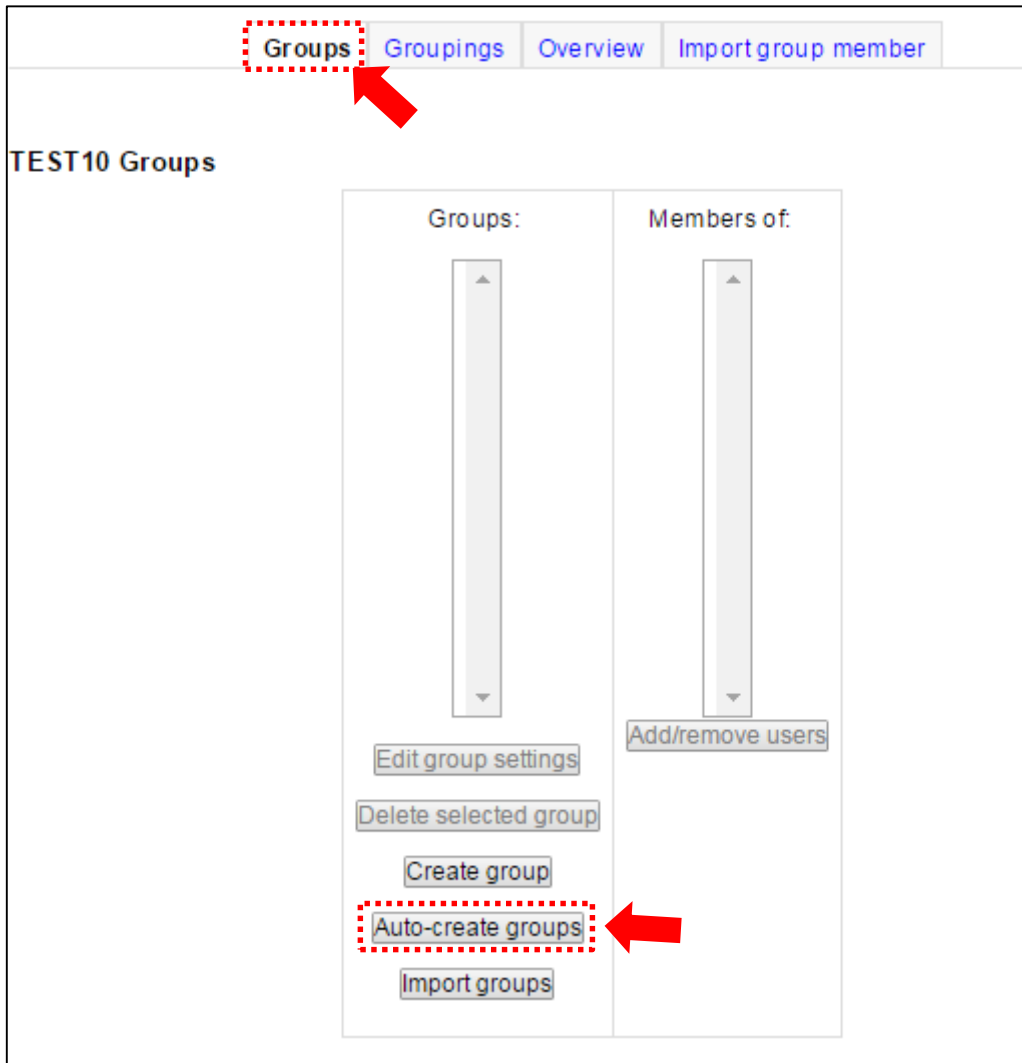
(4) Click “Groups” tag to show the groups and the member.



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

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

▶ **Grouping**

- 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.

Preview Submit Cancel

There are required fields in this form marked *.

Groups preview

Groups (2)	Group members	User count (9)
Group A	試用帳號08, test07, 試用帳號04, 試用帳號01, 試用帳號09	5
Group B	試用帳號05, 試用帳號03, 試用帳號06, 試用帳號02	4

III. Create Groupings and Add Groups

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

Groups **Groupings** Overview Import group member

Groupings

Grouping	Groups	Activities	Edit

Create grouping

2. Enter setting page and input the grouping name. Then click “Save changes” button to save setting.

Create grouping

▼ **General**

Grouping name*

Grouping ID number


Grouping description

Path: p

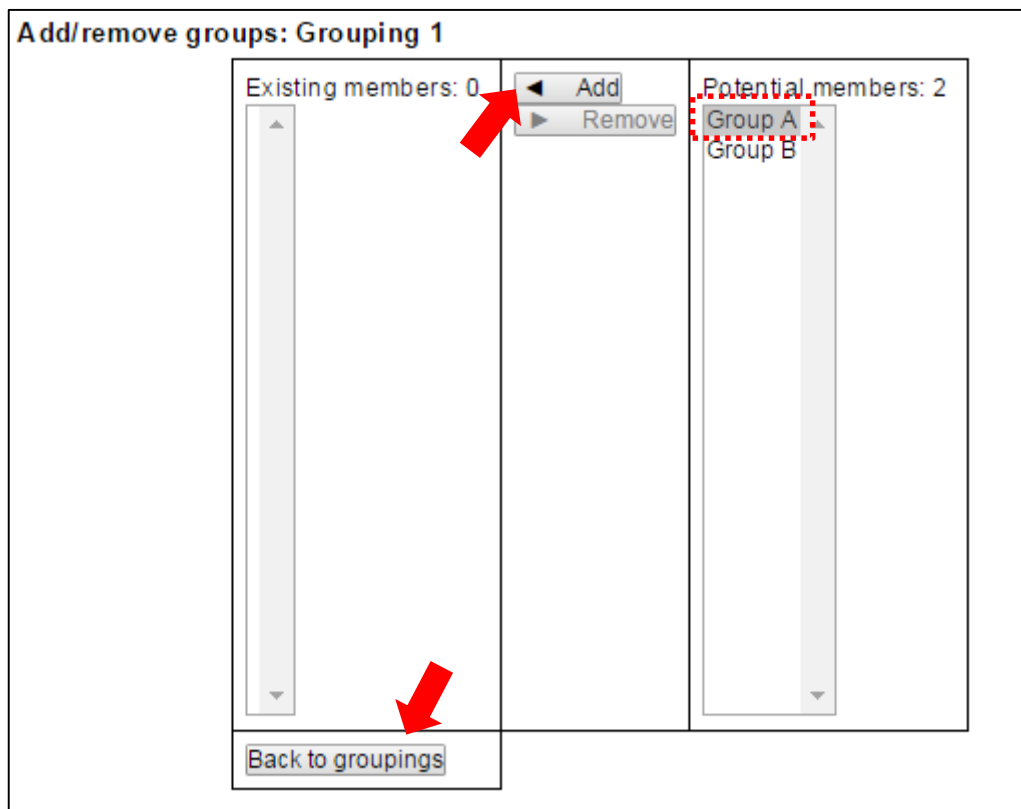
3. Add the groups to grouping by clicking the icon.

Groups Groupings Overview Import group member

Groupings

Grouping	Groups	Activities	Edit
grouping 1	None	0	

4. Select the group you want to add and click “add” button.



- 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.

Groups Groupings **Overview** Import group member

TEST10 Overview

Filter groups by:
 Grouping All
 Group All

Grouping 1

Groups (1)	Group members	User count
Group A	試用帳號03, 試用帳號04, 試用帳號05, 試用帳號08, 試用帳號09	5

[Not in a grouping]

Groups (1)	Group members	User count
Group B	test07, 試用帳號01, 試用帳號02, 試用帳號06	4

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

Course Forum

If you have any question please discuss in here =)

Add a new discussion topic

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

▼ Your new discussion topic

Subject* group A topic

Message

Paragraph B I [List Icons]

group A Message

Path: p

Subscrip I don't want email copies of posts to this forum

Attachment maximum size for new files: 5MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Mail now

Group Group A

Post to forum

(3) After posting, teacher can view the different group topic by select from the select menu.

Course Forum

If you have any question pl

Visible groups

- Group A
- All participants
- Group A discussion topic
- Group B


Select the group

Discussion	Started by	Group	Replies	Unread ✓	Last
group A topic	試用帳號 10	Group A	0	0	Fr

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



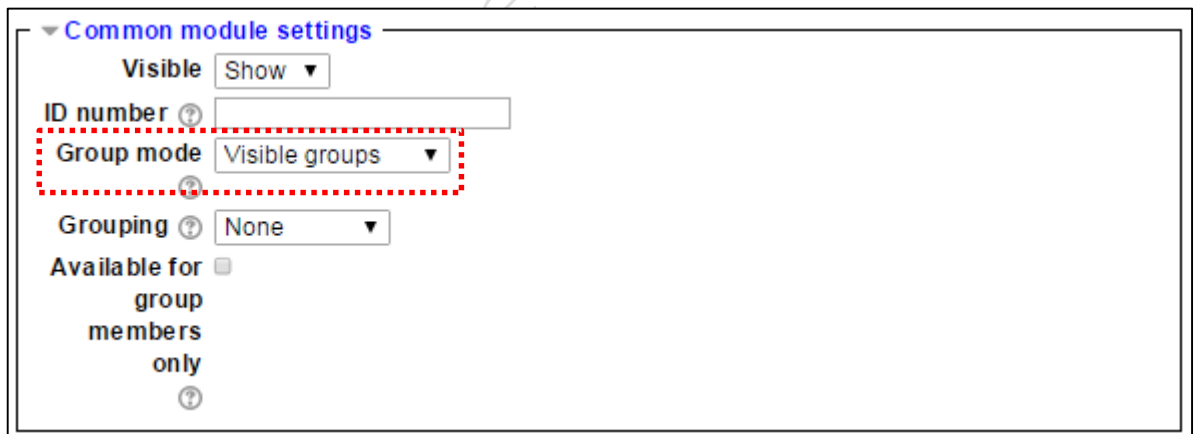
A screenshot of the Moodle forum settings interface. The 'Common module settings' section is expanded. The 'Visible' dropdown is set to 'Show'. The 'ID number' field is empty. The 'Group mode' dropdown is set to 'Separate groups' and is highlighted with a red dashed border. The 'Grouping' dropdown is set to 'None'. The 'Available for' section has a checkbox for 'group members only' which is currently unchecked.

- (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



A screenshot of the Moodle forum settings interface. The 'Common module settings' section is expanded. The 'Visible' dropdown is set to 'Show'. The 'ID number' field is empty. The 'Group mode' dropdown is set to 'Visible groups' and is highlighted with a red dashed border. The 'Grouping' dropdown is set to 'None'. The 'Available for' section has a checkbox for 'group members only' which is currently unchecked.

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

▼ Group submission settings

Students submit in groups Yes ▾ (1)

Require all group members submit No ▾

Grouping for student groups None ▾ (2)

(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.

▼ Common module settings

Visible Show ▾

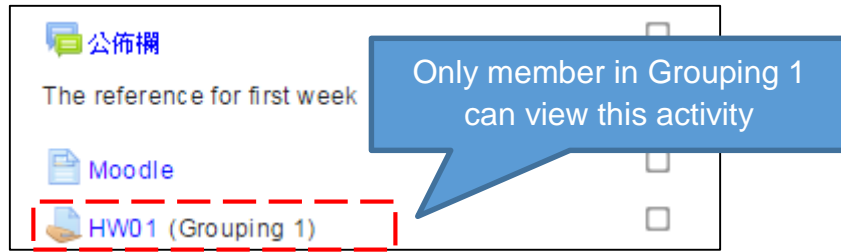
ID number ?

Group mode No groups ▾

Grouping ? Grouping 1 ▾

Available for group members only

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.