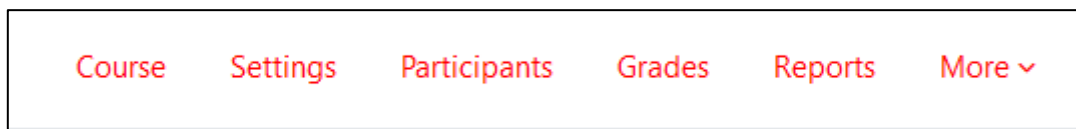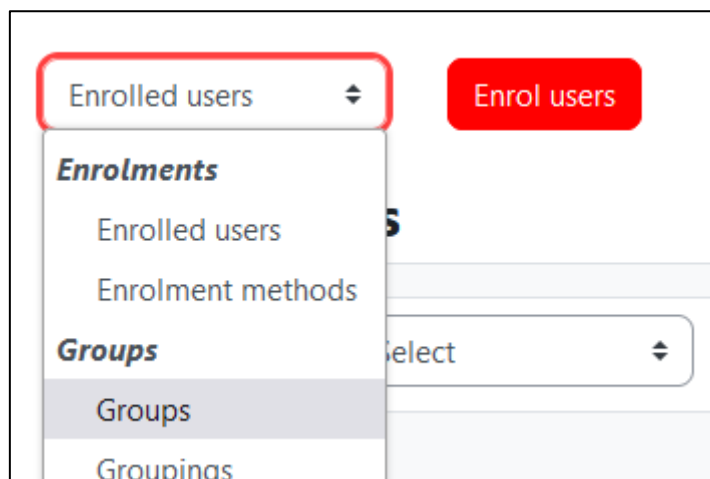# How to create groups?

If you plan to have work in group in your class, you can also create groups in Moodle. It will allow for instance to have the students to submit assignment per group and to grade them by group as well.
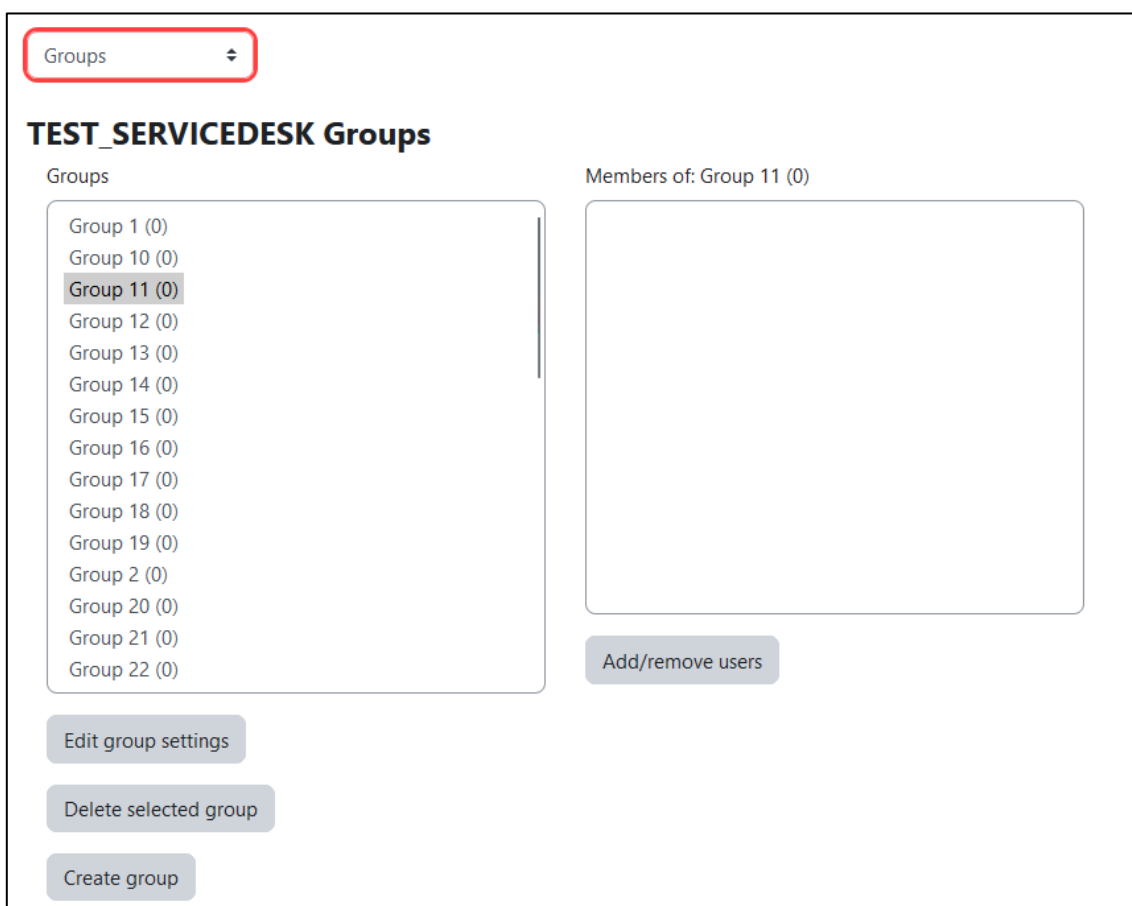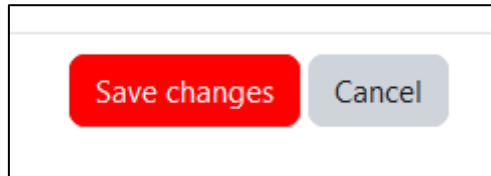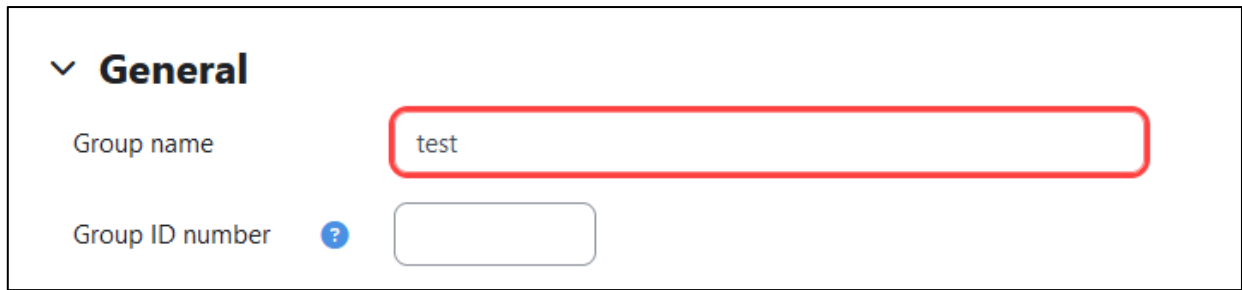
➔ To create groups, click on Participants:

Course	Settings	Participants	Grades	Reports	More ⌄

➔ Then, use the "Enrolled users" dropdown menu in order to find the "Groups" option:

Enrolled users ⬍   **Enrol users**

Enrolments
Enrolled users
Enrolment methods
Groups
Groups
Groupings

Select ⬍

➔ Click on "Create group":

Groups ⬍

TEST_SERVICEDESK Groups

Groups

Group 1 (0)
Group 10 (0)
Group 11 (0)
Group 12 (0)
Group 13 (0)
Group 14 (0)
Group 15 (0)
Group 16 (0)
Group 17 (0)
Group 18 (0)
Group 19 (0)
Group 2 (0)
Group 20 (0)
Group 21 (0)
Group 22 (0)

Members of: Group 11 (0)
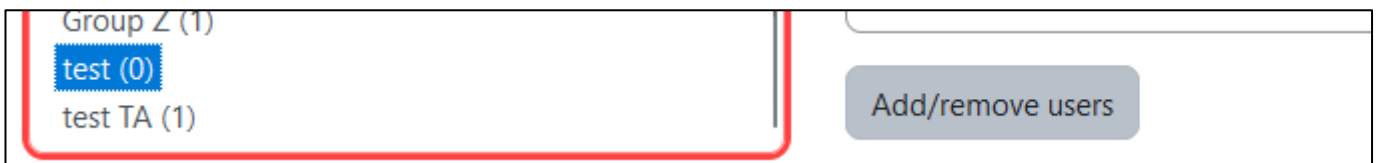
Add/remove users

Edit group settings

Delete selected group

Create group

➔ Give the group a name, specify optional parameters, and then click on "Save changes":

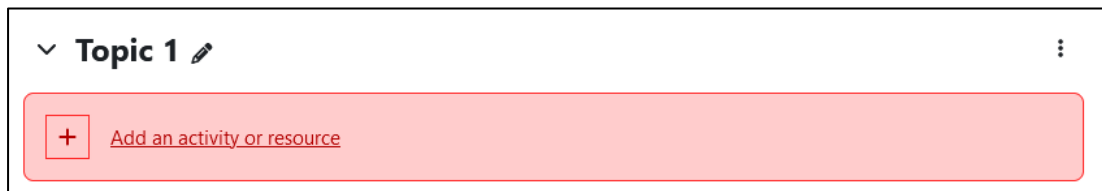➔ You can now add or remove users from the previous menu:
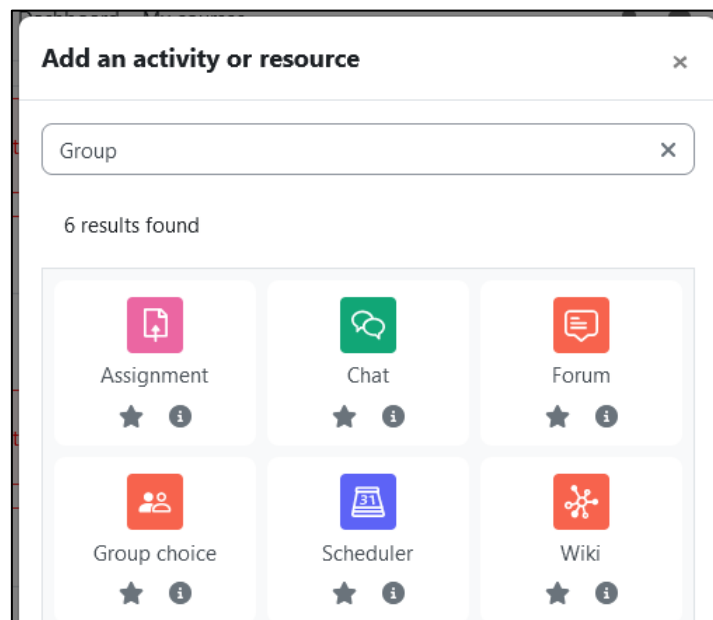

How to let your students choose their group?

➔ Start by toggling "Edit mode" on:

➔ Then go to the section of your course that you wish to add the group selection choice to, and click on "Add an activity or resource":

➔ Pick "Group choice":

➔ Make sure you enter a "Group choice name", as a display name for the students:

⚎ Adding a new Group choice to Topic 1 ❷

⌄ General

Group choice name   [_____]

➔ Then define some key options in "Miscellaneous settings":

⌄ Miscellaneous settings

☐ Allow enrollment to multiple groups

Publish results	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 ⬍
Filter out response data for users with expired or suspended enrolments	No ⬍
Limit the number of ❷ responses allowed	Disable ⬍
General limitation	0
	Apply to all groups

➔ Finally, make sure to pick which groups should be able to be picked, in the "Groups" section:

⌄ Groups

Groups❓

Available Groups

Selected Groups

➤assignmetn 2
Group Z
test
Group 1
Group 2
Group 3
Group 4
Group 5
Group 6
Group 7

Add

Remove

Expand All Groupings

Collapse All Groupings

Double click on a grouping to expand/collapse individually.
Double click on a group to add it.