



كليات المعرفة
ALMAAREFA COLLEGES

User Manual for Faculty Members

Learning Management System Moodle

5. Groups and Grouping in Moodle

Manal Al Shehri
5/11/2014



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Group

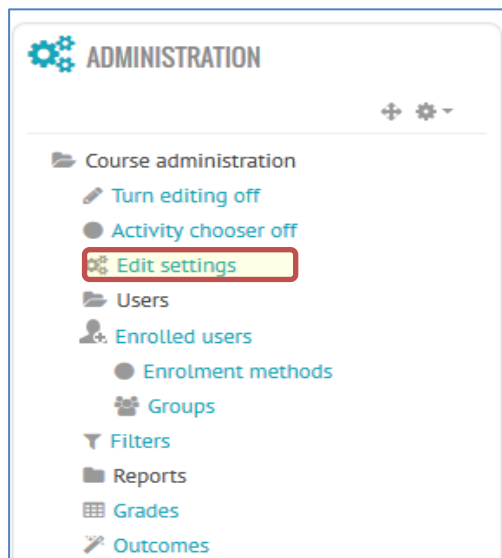
Each course in Moodle has been divided to **groups** based on registered sections.

If you want to make an activity (such as an assignment or a quiz) visible to only one set of users within a course, you need first to put the users into a group and then put them into a grouping. A single grouping can house one group or several groups.

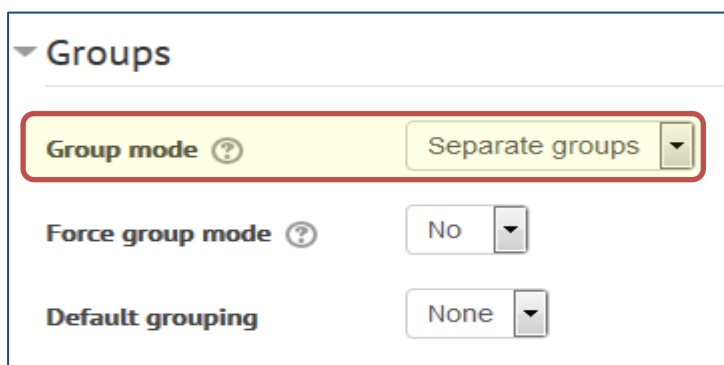
Edit Course Settings

To edit the course settings to enable the groups, follow the steps:

1. Login with the appropriate access rights (e.g. editing teacher) and select your course.
2. In Administration Block, Select Edit Settings.



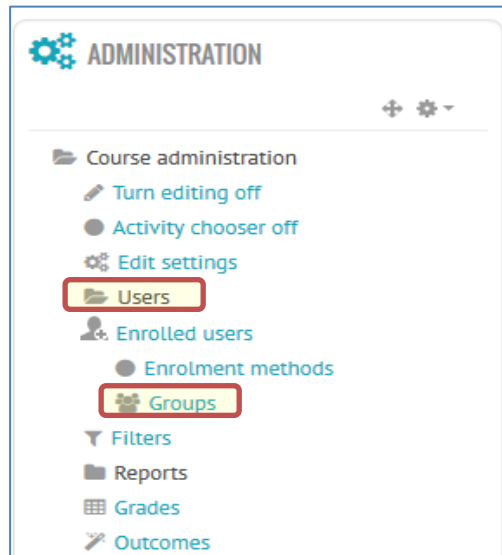
3. Groups settings >select **Separate Group** for Group mode and click save.



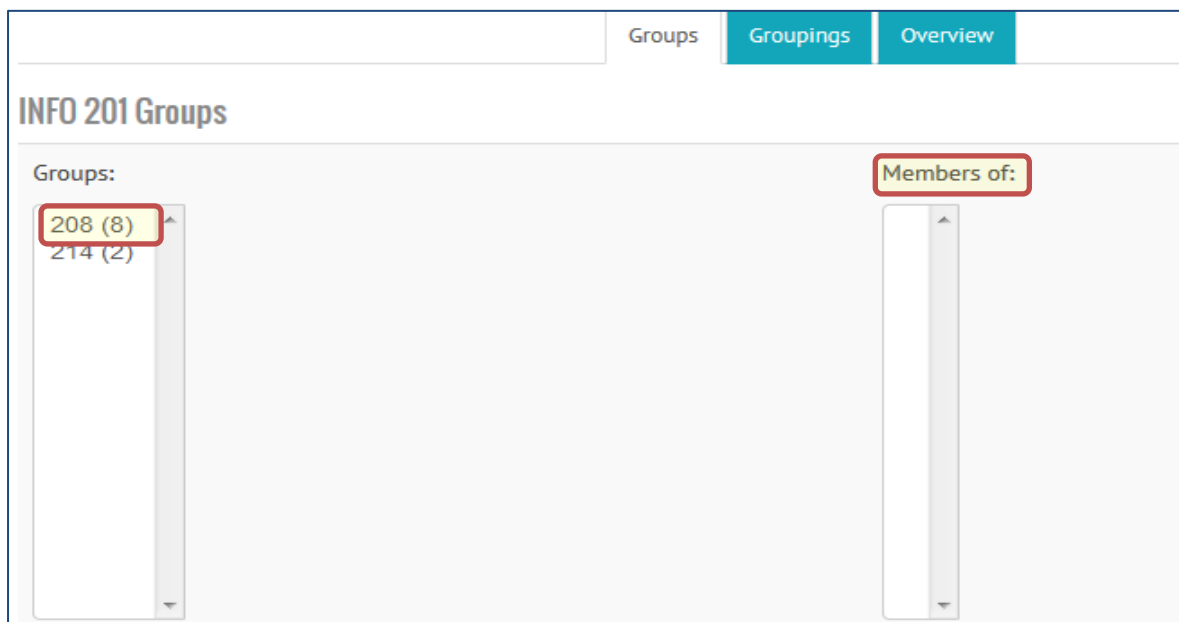
View the Groups



1. Login with the appropriate access rights (e.g. editing teacher) and select your course.
2. In Administration block , click course administration>users>groups



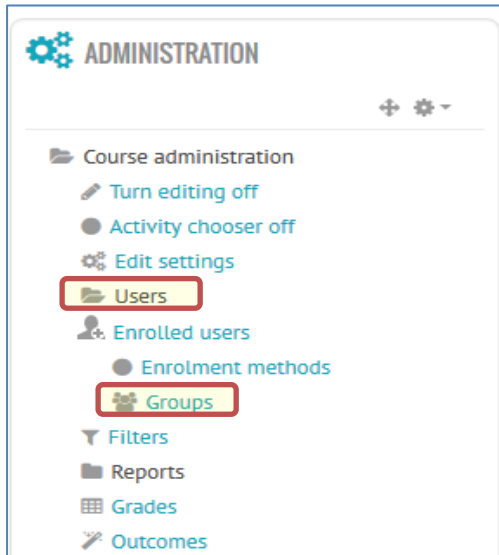
3. To view the group's members, click on group in the left.



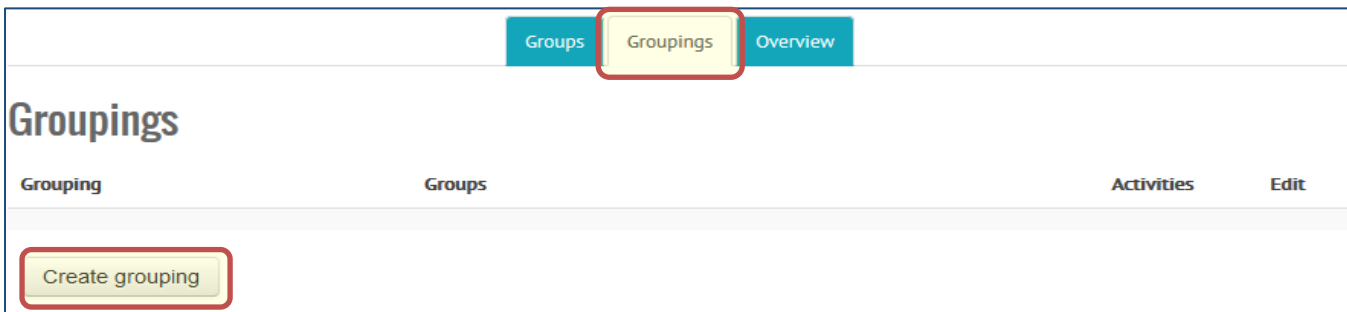
Grouping

Create Grouping

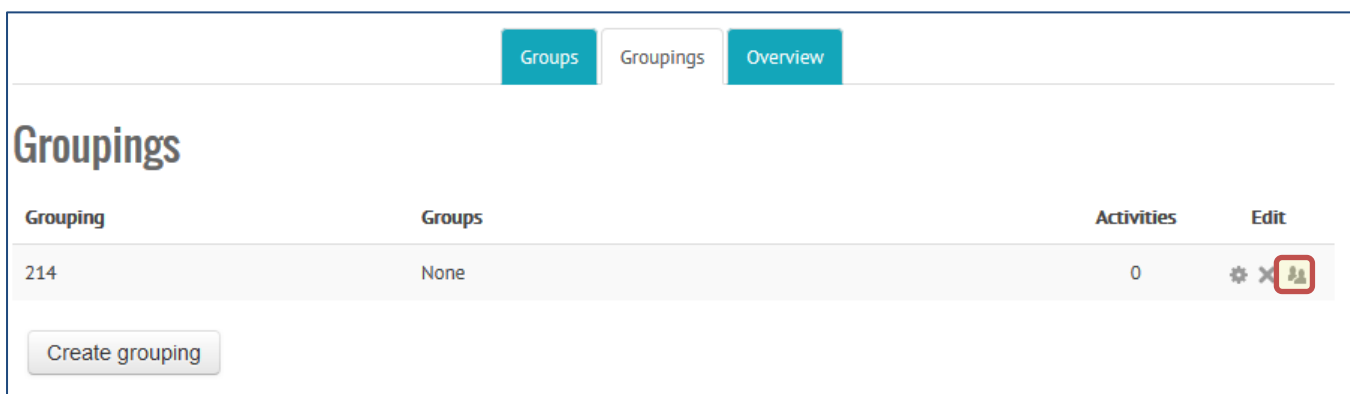
1. Log in to Moodle and select the course.
2. Administration Block >Course administration>users >groups



3. Select "Groupings" tab then click on "create grouping" button



4. Add a grouping name and optional description, and then click save button.
5. Click on group icon to add the groups.





6. Select the group(s) you want to add to the Grouping from left column, and click "add" button. click "Back to Groupings" button

Add/remove groups: 214

Existing members: 0

Potential members: 2

2

1

208

214


Add

Remove

Back to groupings

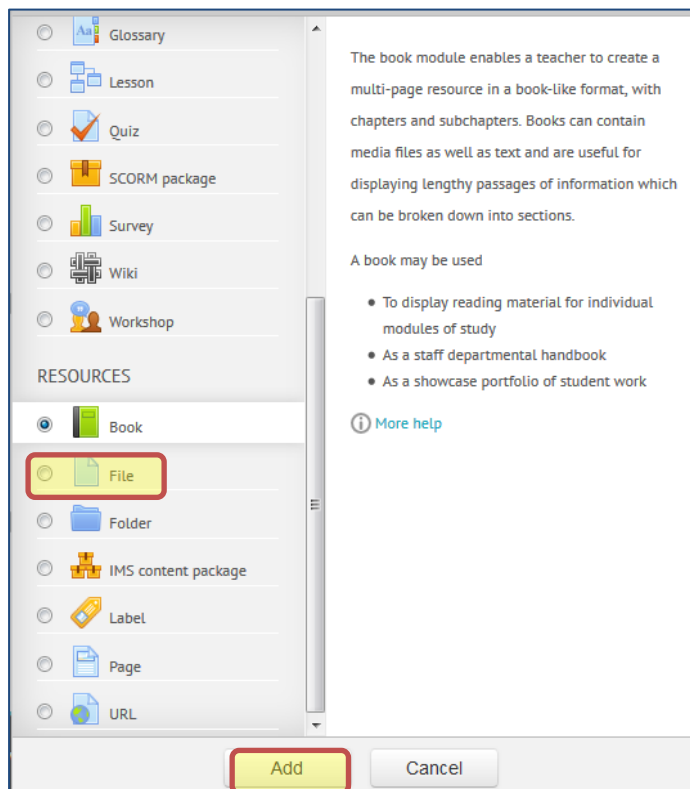


How to add lecture file to one section (group)

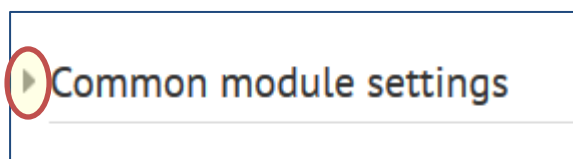
- 1) Log in to Moodle and select the course.
- 2) Click on "Turn Editing on" button" 
- 3) Click on "add activity or Resource" link



- 4) Select file then click "Add" button



- 5) In Adding a New file Page, scroll down to "**Common module Settings**" and click it to expand it.





6) In common module settings , select "available for group members only" and select the grouping you created previously and click "save "

The screenshot shows the 'Common module settings' form in Moodle. The 'Visible' dropdown is set to 'Show'. The 'ID number' field is empty. The 'Grouping' dropdown is set to 'None'. The 'Available for group members only' checkbox is checked. The 'Save and return to course' and 'Save and display' buttons are highlighted with red boxes.

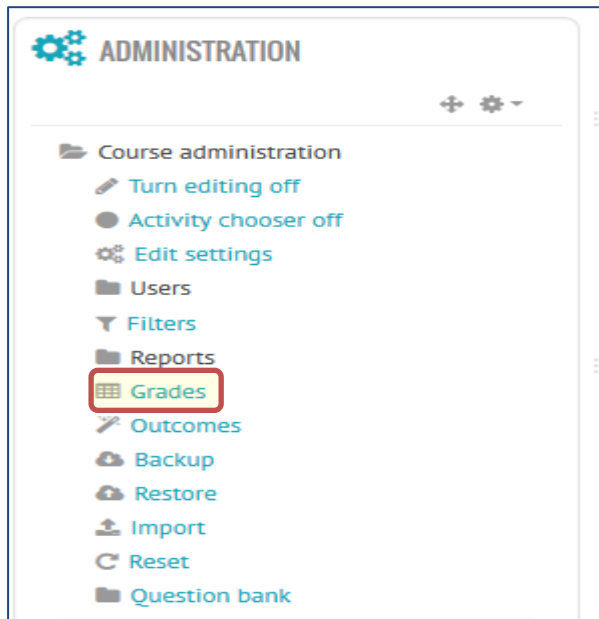
NOTE: the same step can be used for different resources and activities such as assignments, quizzes and forums.

Grades

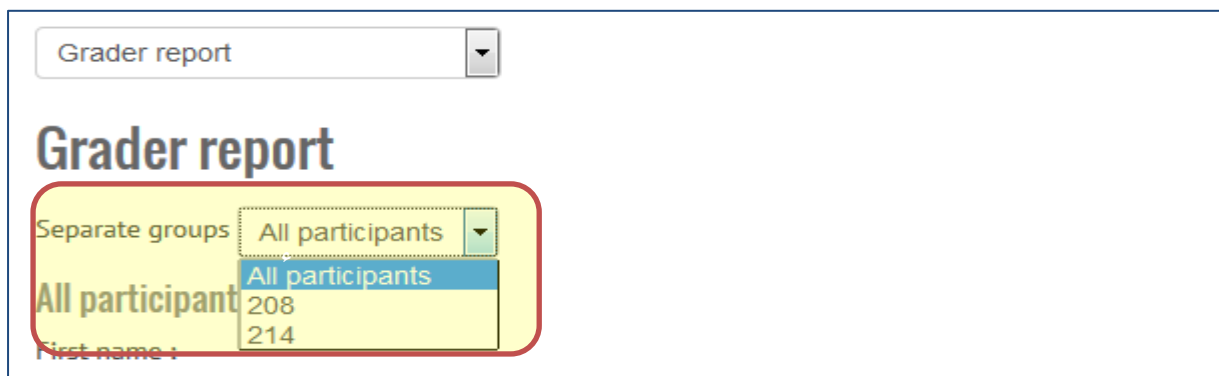
NOTE : To be able to view and grads one section ensure you enabled the "separate grouping" choice in course settings [as previously explained](#)

To view and grads one section follow the steps

1. Log in to Moodle and select the course.
2. In Administration Block in left side of the page click course administration>Grades



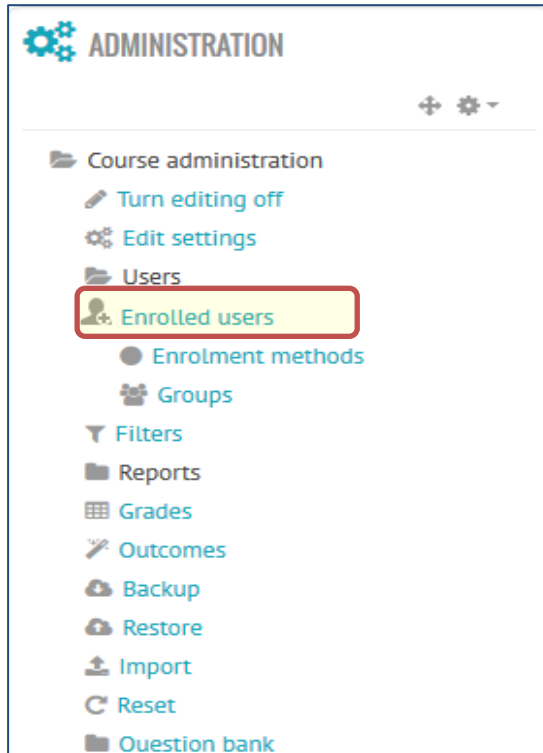
3. From group menu, select the group you want to view or edit its grades.



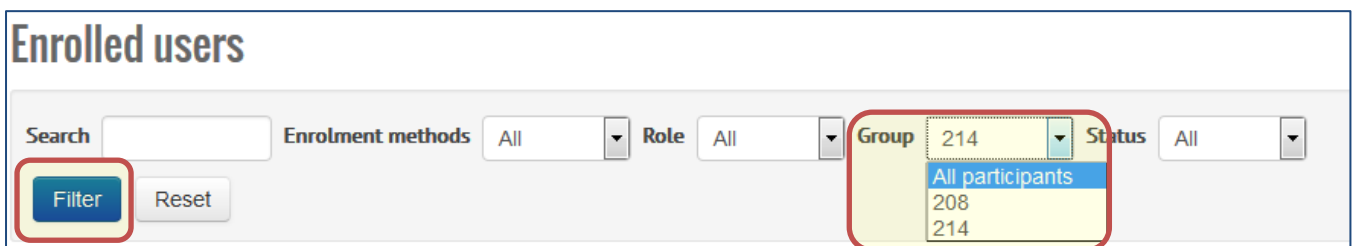


View the group's members information

1. Log in to Moodle and select the course
2. In Administration Block, click Course Administration>Users>**Enrolled users**



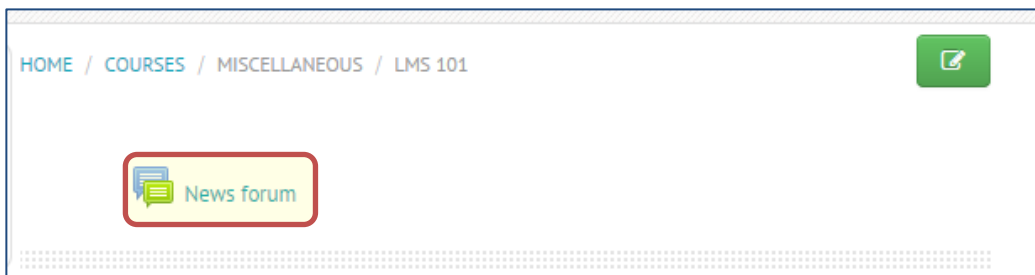
3. In group menu, select the group and click "**filter**"



Announcements

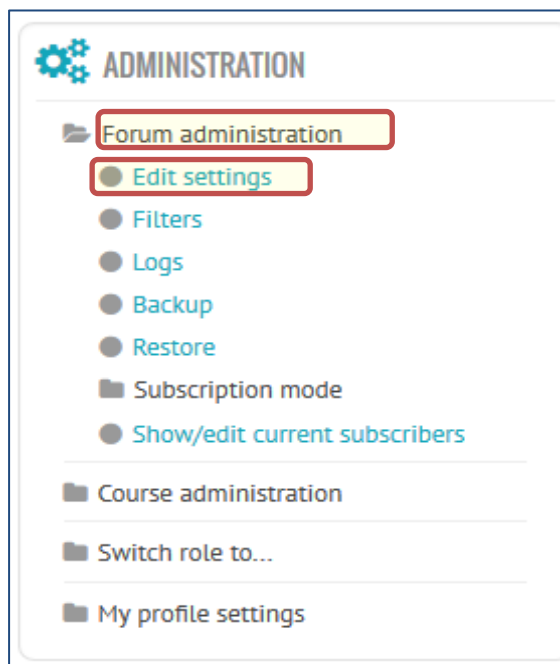
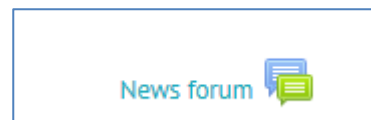
The News forum is a special forum for general announcements.

This forum is automatically created for each course and for the front page of the Moodle site. By default, it is placed in the top of the centre section and only teachers and administrators may add posts or reply to posts. The default settings force every enrolled person to be subscribed to the News forum.

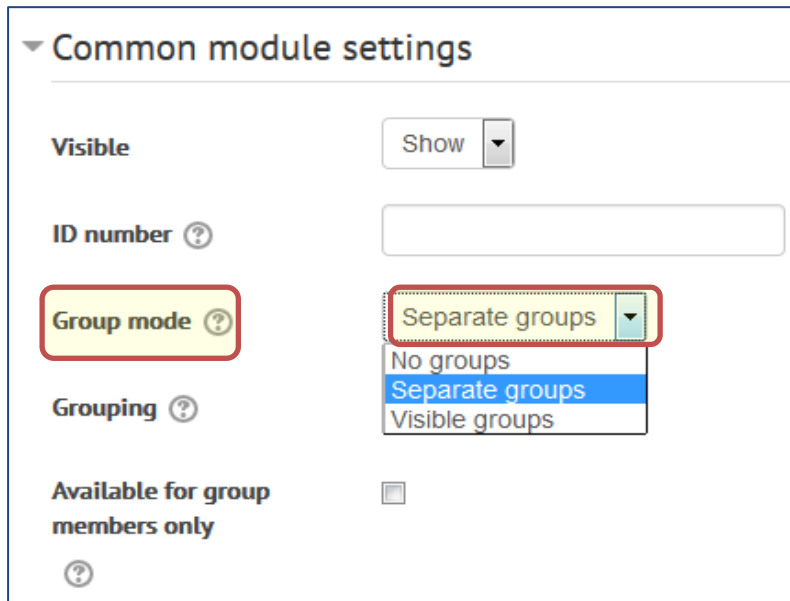


To send announcement only to members groups, follow the steps:

- 1) Log in to Moodle and select the course
- 2) Click on "News forum" link in top of the page.
- 3) In Administration Block , click Forum administration >Edit settings



- 4) In Editing Forum page, scroll down to "common module settings".
- 5) Change group to **Separate group** instead of none and click **save**.

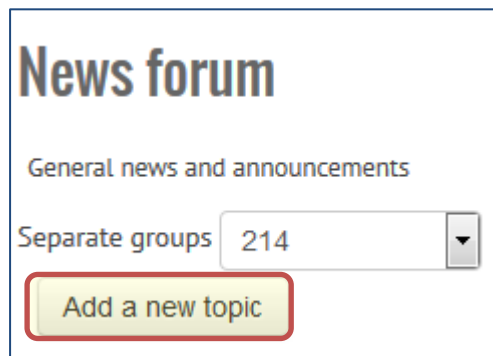
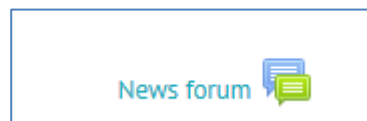


The screenshot shows the 'Common module settings' section of a Moodle forum editing page. The settings include:

- Visible:** A dropdown menu set to 'Show'.
- ID number:** An empty text input field.
- Group mode:** A dropdown menu with 'Separate groups' selected. The dropdown options are 'No groups', 'Separate groups', and 'Visible groups'.
- Grouping:** A dropdown menu with 'Separate groups' selected.
- Available for group members only:** An unchecked checkbox.

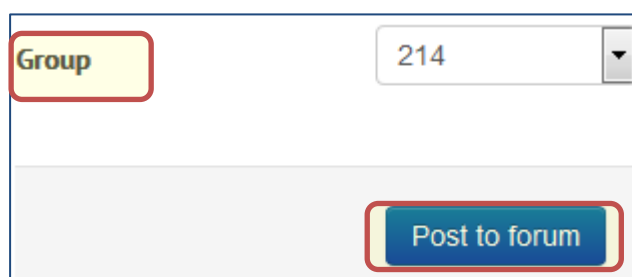
To add announcement to one section

- 1) Log in to Moodle and select the course
- 2) Click on New Forum
- 3) Click on "**Add new Topic**"



The screenshot shows the 'News forum' settings page. The title is 'News forum' and the subtitle is 'General news and announcements'. Below this, there is a dropdown menu for 'Separate groups' with the value '214' selected. At the bottom, there is a button labeled 'Add a new topic'.

- 4) In bottom of setting page, select the group and click "**post forum**" button



The screenshot shows a dropdown menu for 'Group' with the value '214' selected. Below the dropdown menu, there is a button labeled 'Post to forum'.