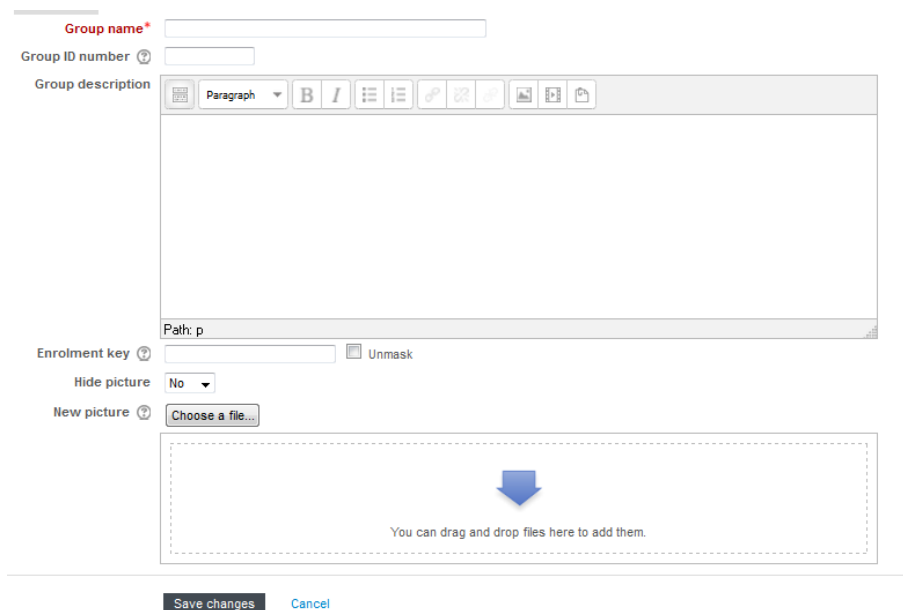
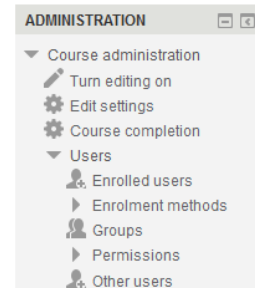


## How to set up groups in Moodle

### Manual creation of groups

Click on **Users** and then **Groups** from the left hand **Administration** menu.

Click on the **Create group** button and then complete the **Group name** and **Group description** fields.

A screenshot of the Moodle 'Create group' form. The form includes fields for 'Group name\*' (required), 'Group ID number', and 'Group description' (with a rich text editor). Below these are 'Enrolment key', 'Unmask' checkbox, 'Hide picture' dropdown, and 'New picture' button. A large dashed box with a blue arrow and the text 'You can drag and drop files here to add them.' is present. At the bottom are 'Save changes' and 'Cancel' buttons. A red error message at the bottom right states 'There are required fields in this form marked \*.'

Ignore all of the other fields and click on the **Save changes** button. To create more than one group simply repeat this process.

## Automatic creation of groups

You should use this option if you intend to use anonymous marking.

Click on **Users** and then **Groups** from the left hand **Administration** menu.

**GENERAL**

**Naming scheme\*** Group @

**Auto create based on** Number of groups

**Group/member count\***

**GROUP MEMBERS**

Select members with role Student

Select members from cohort Any

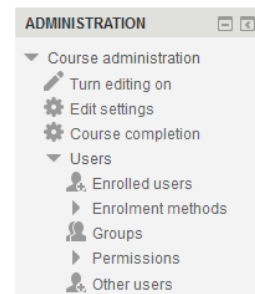
Allocate members Randomly

Prevent last small group

Click on the **Auto-create groups** button.

Choose the **Naming scheme** for your groups. Using **Group @** will create groups called Group A, Group B, Group C etc. Using **Group #** will create groups called Group 1, Group 2, Group 3 etc.

Choose to base your groups on either the number of groups or the number of members per group from the **Auto create based on** field.



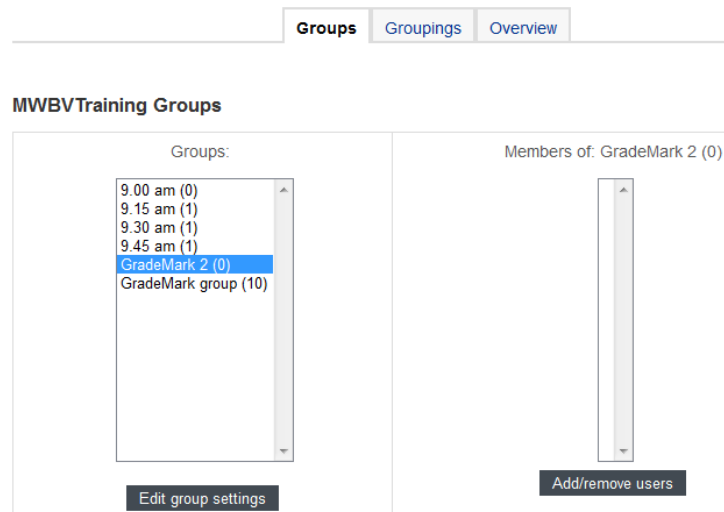
Complete the **Group/member count** field (i.e. how many groups or members you want the groups to consist of).

Make sure the **Select members with role** field says students and ignore the **Cohort** field as our Moodle does not support the use of cohorts.

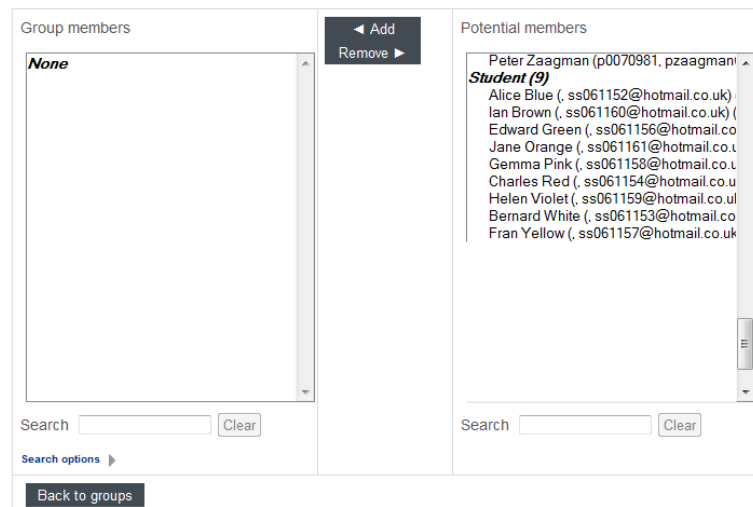
Choose to **Allocate members** randomly or alphabetically and decide whether you want to prevent the creation of a last small group. If you decide to do this any stragglers will be added in as extra members to each of the other groups (making some of the groups slightly larger than others).

Ignore the **Grouping** section for now. Click on the **Preview** button to see what your groups will look like or the **Submit** button if you are happy to go ahead.

Any groups you have created will now appear in the **Groups** column. Click on a group title and then click on the **Add/remove users** button to manually add users to the group.



Select the appropriate names from the list that appears (to select more than one name at a time use Ctrl and click on a PC or Command and click on a Mac). Alternatively use the **Search** box at the bottom of the **Potential members** column to find a specific name. Once you have selected the names you want, click on the **Add** button. The names will then appear in the **Group members** column on the left hand side of the screen.



If you have used the auto-create method to add your students you can adapt or check the membership of these groups from this screen. Please note you should not check the group membership if you intend to use anonymous marking.

If you are setting up marking groups to use in Turnitin/GradeMark this is as far as you need to go. The groups will now be available to use in Turnitin/GradeMark.

Visible groups: **All participants** (selected)  
 All participants  
 Grade/mark group

Summary Submit Paper **Submission Inbox** Options

Refresh Submissions Enroll All Students

Search: \_\_\_\_\_ Show 10 Entries

First Previous 1 2 3 4 5 Next Last Showing 1 to 10 of 156 entries.

Student Submission	Paper ID	Submitted	Similarity	Grade				
<b>Brown, Ian</b> - (1 Submission)								
Part 1: Paraphrasing	34852655	1/08/14, 14:45	100% <span style="color: red;">■</span>	-/100 <span style="color: blue;">✎</span>	.	(0)		
<b>Green, Edward</b> - (1 Submission)								
Part 1: Long copyng	34852636	1/08/14, 14:43	100% <span style="color: red;">■</span>	-/100 <span style="color: blue;">✎</span>	.	(0)		
<b>White, Bernard</b> - (1 Submission)								
Part 1: Patch writing	34852644	1/08/14, 14:44	100% <span style="color: red;">■</span>	-/100 <span style="color: blue;">✎</span>		(0)		
<b>Yellow, Fran</b> - (1 Submission)								
Part 1: Changing numbers	34852667	1/08/14, 14:46	100% <span style="color: red;">■</span>	-/100 <span style="color: blue;">✎</span>	.	(0)		

Simply click on the appropriate group from the **Visible groups** dropdown menu at the top left of the screen. Please note you will still have access to all of the other marking groups. In this instance the group facility only affects the visibility of the submissions in the Submission inbox.

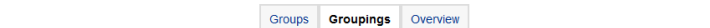
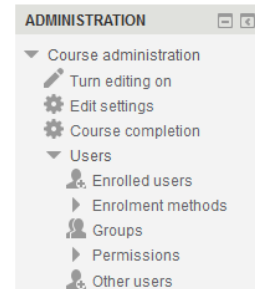
If you intend to apply group permissions to activities in Moodle you will need to proceed to the **Grouping** section below.

## How to set up groupings in Moodle

If you want to make an activity (such as an assignment or a quiz) visible to only one group of users in Moodle you will also need to set up groupings. Groupings can be composed of one individual group or a collection of groups.

Click on **Users** and then **Groups** from the left hand **Administration** menu.

Click on the **Groupings** tab and then click on the **Create grouping** button.



### Groupings

Grouping	Groups	Activities	Edit
Forum Grouping	None	0	⚙️ ✕ 📄
Test Grouping	None	0	⚙️ ✕ 📄
Turnitin	Group A, Group B, Group C, Group D, Group E	0	⚙️ ✕ 📄

Create grouping

Complete the **Grouping name** field (ignore the rest of the fields) and then click on the **Save changes** button. To create more than one grouping simply repeat this process.

Create grouping

**GENERAL**

Grouping name\*

Grouping ID number

Grouping description 

Paragraph

**B** *I* **☰** **☷** **🔗** **📄** **📷** **📄** **📄**

Path: p

Save changes Cancel

There are required fields in this form marked \*.

To add a group to a grouping click on the **Show groups in grouping** button at the very end of the appropriate row (in the **Edit** column).

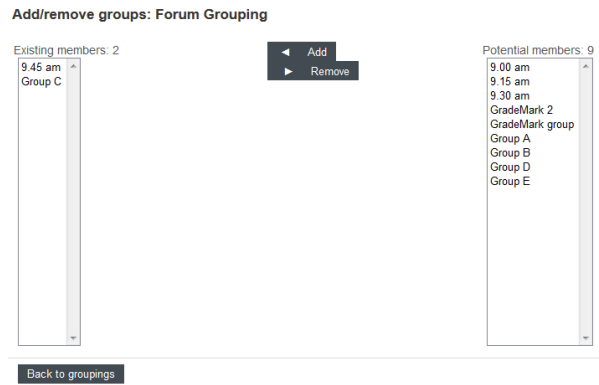
Groupings

Grouping	Groups	Activities	Edit
Forum Grouping	None	0	⚙️ ✕ 📄
Test Grouping	None	0	⚙️ ✕ 📄
Turnitin	Group A, Group B, Group C, Group D, Group E	0	⚙️ ✕ 📄

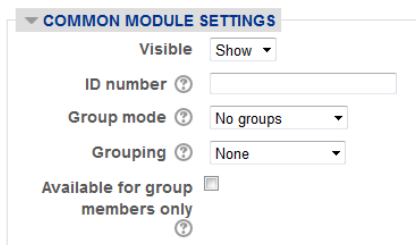
Create grouping

The groups that you have created will appear on the right in the **Potential members** column. Simply highlight the group (or groups) you want to add and then click on the **Add** button. These groups will then appear in the **Existing members** column on the left.

Click on the **Back to groupings** button to complete the process.



You now need to decide how you want to use your groups and groupings. Add the appropriate activity or resource and then fill in the fields as usual. Expand the **Common module settings** section to reveal the group fields.



**Visible** lets you show or hide the activity to or from all of your students.

The **ID number** enables you to identify your graded activity in the gradebook. Rather than using the activity title as the column title, the gradebook will show a shortened ID number that you choose instead.

There are three options under the **Group mode** field: **No groups**, **Separate Groups** and **Visible groups**. If you choose No groups all of the students will be able to see and use the activity. If you choose Separate groups the students will only be able to see the activity that you have attached the group and groupings permission to. If you choose Visible groups the students will see all of the available activities but they will only be able to use the one you have attached the group and groupings permission to.

**Grouping** simply allows you to combine sets of groups together. If you wanted multiple groups of students to use the same activity you would select this option. The groups would remain distinct but they would all use the same activity.

**Available for group members only** allows you to choose a distinct group of students within a grouping to access the activity rather than everyone in the grouping. Click on the **Save and return to course** button to complete the process.