How To create groups and groupings

This applies to Moodle 3.8 from September 2020

Moodle Help & Support

How to create groups and groupings

Moodle allows creation of groups and groupings (which are "supergroups").

Groups allows you to split up your class into groups and assign activities and resources to those groups.

Groups can be Separate (people in that group can only see their relevant materials, activities e.g. discussions in forums etc.) or Visible (people in that group can see the materials and activities for all groups but cannot interact with or contribute to other groups e.g. forums, only to their own).

First Step - Enable groups in your module

1. Navigate to the module you want to work on
2. Click on the 'Actions Cogwheel' and select 'Edit Settings'
3. Under the Groups heading change "Group mode" to 'Separate groups' or 'Visible groups'
4. Change "Force group mode" to 'Yes' if you want to ensure that groups are then enabled for each activity/resource you then add to the module (although this sets the default for ALL activities then created, this can be amended in each activity during creation).

Showing group membership

You can allow students to see who is in which group by adding the People block

If you select 'Visible groups', then users can sort Participants by group, if you select Separate groups, participants will see only a list of their own group members under Participants.

The difference between groups and groupings

With Groupings you can create "supergroups" out of your existing groups, allowing you to bunch different groups together into a larger one. For example, a collection of lab Groups taught on a different day to another collection of lab Groups could be clumped into Groupings labelled as that teaching day in order to differentiate them. Groupings is more to aid teaching staff on a module, particularly when it comes to marking; students do not see the grouping title, they only see their Group title.

How to create groups

1. From the front page of your course: drop down the Hamburger menu and click Participants. The Participants page opens.
2. Dropdown the 'Cogwheel Actions' menu on that page and select "Groups".
3. Click on the 'Create group' button

4. Give the new group a "Group name" (mandatory). "Group description" can be useful (e.g. noting who the marker(s) will be). The rest of the fields are optional.

5. Click on the 'Save changes' button and the new group will appear in the left-hand column.

6. Select the new group in the left-hand column entitled 'Groups:'.

7. Click on the 'Add' / 'Remove' users button under the right-hand column entitled "Members of:". A new screen will appear where you can add the students enrolled on your course to your new group. These are found in the right-hand column labelled "Potential members".
   a. Search for a student
   b. Select the student and click on the 'Add' button. You will also need to add Teachers if you wish them to take part in the activity and be restricted to that Group. Editing Teachers can access all Groups. NOTE: A student CAN be part of more than one Group.
   c. Once finished, click on the 'Back to groups' button.

How to create groupings
1. Drop down the 'Hamburger menu' and select Participants > Groups > Groupings.

2. Click on the Create grouping button, give it a "Grouping name" and click 'Save Changes.'

3. Your grouping will appear on the Groupings tab. Click the blue 'Person button' underneath edit to add groups to your grouping.

4. In the next page you can use the 'Add' & 'Remove' buttons to add your groups.

5. Click 'Back to groupings' when you're done.

Other pages on similar topics

- Groups in Moodle
- How to export a sign-up list from the Signup Sheet tool
- How to send a message to groups of students or participants
- How to enable group submissions in a Moodle assignment
- Working with groups of students
- How To create groups and groupings
- How to allow students to self-enrol on a module and into a given group
- How to export a list of students who are placed in a group
- How to release resources to students at different times or in different groups
- An overview of how to use Groups and Groupings effectively
- How to add a forum
- Why might you need Groupings in Moodle?
- How to use the Signup Sheet Tool
- How to create a forum for groups
- Magic with Moodle 12 - Using forums with groups
- How to create a metalink to enrol students from another module
- How do I set up areas for student collaboration in Moodle?
Video - How to create, populate, edit, and delete a group - screenshots currently out of date but the principles are correct