

Groups and Restrict to Group

Group work and separating learners into groups is a common teaching practice. Groups allow instructors to separate learners to participate in group discussion, projects, interests, LINC levels and more. Once students in a class are assigned to groups, teachers can use the resources and activities *Restrictions* feature to assign tasks appropriately.

Setting up Course Groups

1. On the course page, click on the *Course Management* button.



2. In the pop up that appears, look at the *User Links* column.

3. Click on the *Groups* link.

A course *Groups* screen appears.

4. To create a new group, click on the *Create group* button.

Create group

5. Type a *Group name* that is identifiable to students and the instructor.

6. Ignore the *Group ID number*.

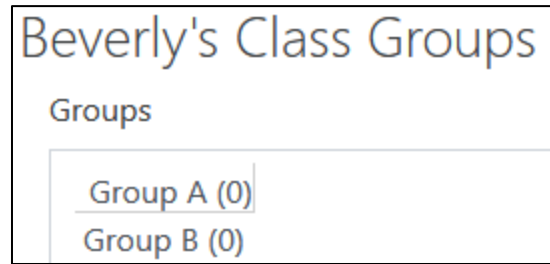
7. Type a *Group description* if required.

8. If you want the group picture hidden on group activities, set *Hide picture* to Yes.

9. If you want to add a group picture, either drag the image into the *New picture drag and drop* area or click on the *Choose a file...* button to choose a picture from a saved location.

10. Click on the *Save changes* button.

11. Repeat steps 4 to 11 for each group required for your course.



Adding Students to a Group Manually

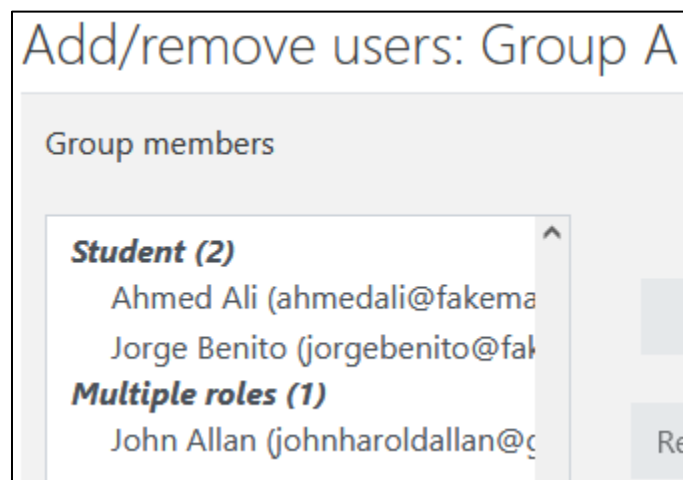
1. On the course groups page, click on a *Group name*.
2. Click on the *Add/remove users* button under the *Members of:* box.

Add/remove users

3. Choose a name from the *Potential members* column. To choose multiple names hold down the *CTRL* key and click on more names.

← Add

5. These accounts (names) are now added to the *Group members*.



6. Click on the *Back to groups* button.

Back to groups

7. Click on a different *Group* name.
8. Repeat steps 2 to 6 for each group to add new members.

Group A (3)
Group B (3)

Adding Students to a Group Automatically

1. On the course *Groups* page, click on the *Auto-create groups* button.

Auto-create groups

2. On the *Auto-create groups* page, type a naming scheme using the (#) for an ordered number or the (@) for an ordered letter.

Naming scheme Group (#)

3. From the *Auto create based on* menu, choose *Number of groups* or *Members per group* to determine the configuration of the groups.
4. In the *Group/member count*, enter a number.

Group/member count 2

5. From the *Select members with role* menu, choose which role type will be included in the groups.
6. In the *Allocate members* drop down, choose the method of selecting members for the auto-created groups. Options include *Randomly*, *Alphabetically by first name*, *last name*, *Alphabetically by last name*, *first name*, and *Alphabetically by ID number*.
7. Check *Prevent last small group* to add a few members to existing groups, instead of creating a separate small group for them.

8. Check *Ignore users in groups* to keep users who are already in a group from being added to new groups.
9. Check *Include only active enrolments* to ensure that suspended users are not included in groups.
10. Do not set *Groupings*.
11. Click on the *Preview* button.

Preview

A list of groups appears showing the members of each.

Groups preview		
Groups (3)	Group members	User count (6)
Group A	Nancy [redacted] (v [redacted] ail.com), JE Student (jji [redacted] m)	2
Group B	Charley Ferzam (charleyferzam@fakemail.ca), Ahmed Ali (ahmedali@fakemail.ca)	2
Group C	Maria Guptez (mariaguptez@fakemail.ca), Jorge Benito (jorgebenito@fakemail.ca)	2

12. Click on the *Submit* button.

Submit

13. The groups are auto-generated.

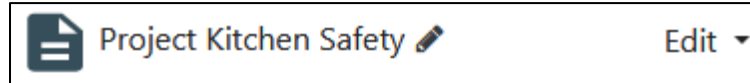
Beverly's Class Groups	
Groups	
Group A (2)	
Group B (2)	
Group C (2)	

Setting up Group Restrictions

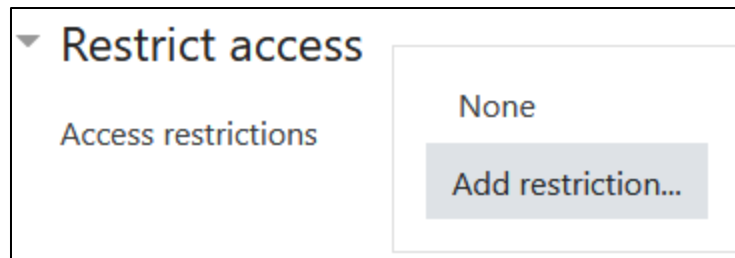
1. On the course page, click on the *Turn Edit On* button.



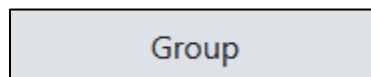
2. Beside an activity or resource that will be set to groups, click on the *Edit* link.



3. Click on the *Edit settings* option in the drop down menu.
4. Scroll down and expand the *Restrict access* section.
5. Click on the *Add restriction* button.

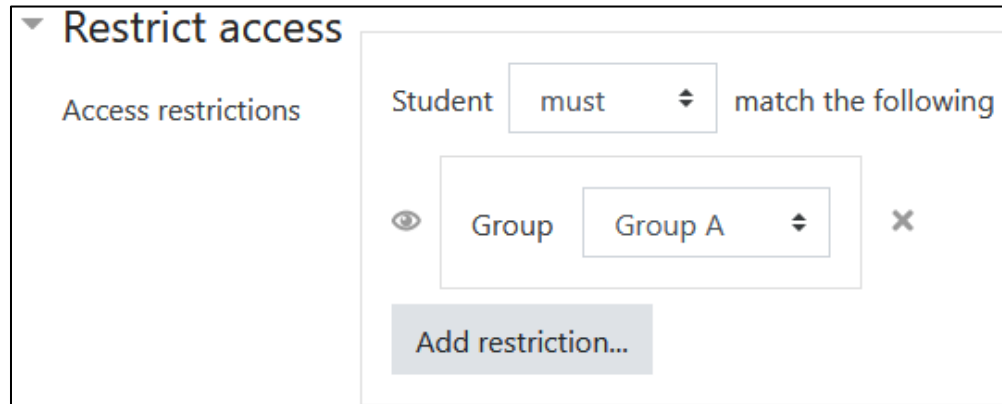


6. In the *Add restriction...* pop up, click on the *Group* button.



7. Choose Student *must* match the following.
8. Ensure the *Eye* icon is visible.

9. Choose a *Group* name.



▼ Restrict access

Access restrictions

Student must match the following

Group Group A

Add restriction...

10. Click on the *Save and return to course* button.

11. The activity will only appear to students in the selected group, which is Group A in this example.

