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Introduction

Within your module, you can divide the cohort into **Groups**, which may be useful for smaller group online discussions, or working on group assignments.

Groups can be created and viewed via **My Class** on the toolbar and then select **My Groups** from the dropdown menu.

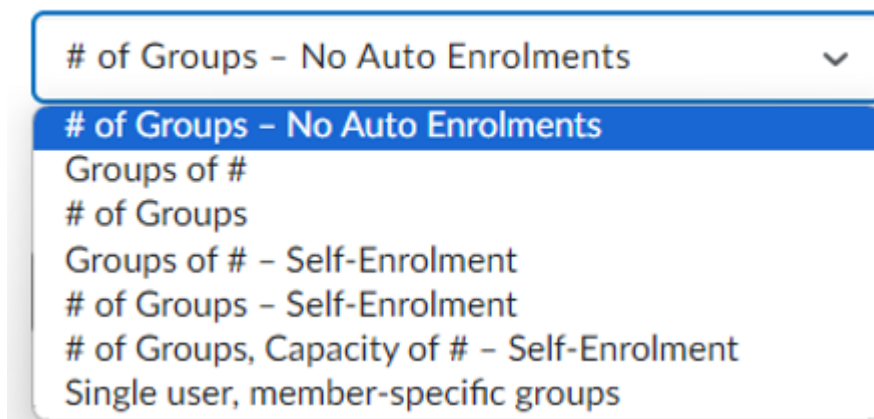


When [creating groups in your classlist](#), there are several settings you can use depending on your requirements. These are outlined in the following sections.

Enrolment Type

This defines how you wish students to be added to groups, the size of the groups and the number of members. You can choose to manually enrol students, to have them enrol themselves, or to have them automatically assigned.

Enrolment Type



The screenshot shows a dropdown menu titled "Enrolment Type". The selected option is "# of Groups - No Auto Enrolments". The dropdown is open, showing the following options:

- # of Groups - No Auto Enrolments
- Groups of #
- # of Groups
- Groups of # - Self-Enrolment
- # of Groups - Self-Enrolment
- # of Groups, Capacity of # - Self-Enrolment
- Single user, member-specific groups

Once you have selected the **Enrolment Type**, the associated settings underneath the dropdown will update and you can select as appropriate. An example of this would be selecting the **# of Groups - No Auto Enrolments** option, and then choosing how many groups to create.

Additional Options

This section provides options that the Groups might be used for once they are created, such as **Discussions**, **Assignments** or

lockers, which are a storage space where group members can share files amongst themselves.


To select an **Additional Option**, check the box beside it.


Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas 

Set up lockers 

Set up assignments 


File submission 

Set up discussion areas



Selecting this option will generate some additional settings related to creating the **Discussions**. Once created, each Group will have a **Discussion** accessible only to the other members of their Group, and the instructors.



Create Workspace

Set up discussion areas 

Forum *

Sample Forum: Section Heading  [\[New Forum\]](#) 

Create new topic

Create a new topic to restrict with this group category.

Attach to existing topic

Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

With the **Discussion** area settings, select **[New Forum]**, add a title (and description if you wish) in the window that appears; this will be the overall section name for the Discussions. Click **Save** when complete.

Leave **Create a new topic** selected - this will create the group-specific sections.

When you have selected all the desired settings on this page and click the **Save** button at the bottom, it will open a new page called **Create Restricted Topics**, where you can fully define the Discussion areas for your Groups.

You can choose to either **Create one topic per group** or **Create one topic with threads separated by group** by selecting the appropriate radio button - this will only affect the view for the instructors, as the students will only have access to the Discussion linked to their Group.

Create Restricted Topics

Groupset Name





Assignment








- Create one topic per group
Each group has a separate, restricted topic.
- Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

Title

Assignment Group Discussion

Description

Paragraph | **B** | *I* | U | ~~A~~ |  |  |  | 

 |  |  |  |  |  | 

Create and Next


Add Another

Skip

You can then edit the Title and add a Description if you wish. Select **Create and Next** to move to the next page, and set the parameters for the assignment if you had selected that option.

When you have finished setting up the Group, a **Group** icon in the **Discussions** section shows that the topic is available only to a selection of students in the class.

Project Discussion 

 Group/section restrictions.



Set up lockers

You can create a space called a locker for each group, where they can share documents and work collaboratively on html files. Check the **Set up lockers** option to create.

When you have finished setting up the Group, the locker will be accessible via the **My Groups** section, through the **Group Files** link for each respective Group.

Group Project (2) 

 Email  Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Group 1	2/7	Submit your gr... 	Project Discus...	Group Files
<input type="checkbox"/>	Group 1A	2/7	Submit your gr... 	Project Discus...	Group Files

Set up assignments

You can also link an assignment to the Groups you are creating using the **Set up assignments** option under **Additional Options**. Once you have checked the box beside it, select the method for submitting the assignment from the dropdown. When all options on this page have been selected, click the **Save** button. If you had also selected **Set up discussion areas**, you will first complete a page defining the parameters for these before selecting the **Create and Next** button to view the **Create Assignments** page.

Create Assignments

Name *

Instructions

Paragraph ▾ | **B** | *I* | U ▾ | ~~A~~ | ▭ ▾ | ▮ ▾ | 🎧 🔗 📧 ∑ ▾

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Attachments

Add Attachment ▾ | Record Audio | Record Video

Submission, Completion and Categorisation

Define the assignment settings as with a normal assignment – add a **Name** and **Instructions**, select information about the submission requirements, and **Score Out Of**, add a grade item if you wish. The **Assignment type** will automatically be set to **Group assignment**.

At the bottom of the page, select **Create**.

Note that the assignment will be hidden from students and won't have any availability/due dates set - you will need to navigate to Assessments > Assignments and then Edit to modify these additional settings and then make the assignment visible to students.

This will open a new page, summarising the items created.

Workspace Summary

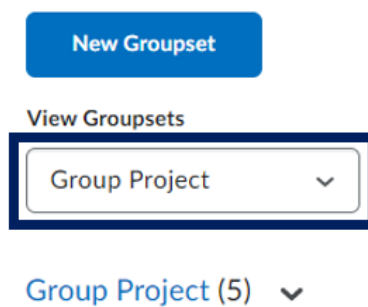
- ✓ 0 Discussion forums created
2 Forum topics created
- ✓ 4 Lockers created
- ✓ 1 Assignments created

Done

When you click the **Done** button, the next page will bring you back to the **My Groups** page; if you have more than one set of

groups within your module, you can toggle between them using the **View Groupsets** dropdown.

Manage Groups



You can edit the settings for the Groupset you are currently viewing then by selecting the downwards arrow next to its name and then **Edit** from the dropdown.



Manage Groups

New Groupset

View Groupsets

Group Project ▾

Group Project (2) ▾

 Email  De

<input type="checkbox"/>	Groups	Add Group
<input type="checkbox"/>	Group 1	Enrol Users
<input type="checkbox"/>	Group 1A	Delete
		Email

