





Create groups and groupings


Group is a collection of course participants. You can restrict access of a course section/resource/activity to a course's specified group.

Grouping is a collection of several groups. Similarly, you can restrict access of a course section/resource/activity to a course's specified grouping.

A) Create groups in a course

- 1) Press  at top left corner of a course main page, then press [ **Participants**]
- 2) In Participants page, press  **[Actions menu]**, then press [ **Groups**]
- 3) In Groups page, press **[Create group]**
- 4) Enter the group name, then press **[Save changes]**
- 5) If necessary, repeat steps 3-4 to create more groups

B) Add course participants to a group

- 1) In Groups page's "**Groups**" list, press the group name you want to add students to
- 2) Press **[Add/remove users]**
- 3) In "**Potential members**" list, press to select the course participant(s) as member(s) of this group, then press [ **Add**]
- 4) Press **[Back to groups]**
- 5) Repeat steps 1-4 to add other course participant(s) to other group(s)



Note:

In "Potential members" list (in step 3), you can select more than 1 course participants by clicking on the participants' names and pressing [Ctrl] key on keyboard at the same time.

C) Create groupings in a course

- 1) In Groups page, press **[Groupings]** tab, then press **[Create grouping]**
- 2) Enter the grouping name, then press **[Save changes]**

D) Add groups to a grouping

- 1) In Groups page, press **[Groupings]** tab
- 2) At the rightmost of a grouping's row, press  **[Show groups in grouping]**
- 3) In "**Potential members**" list, press to select the group(s) to be added in this grouping, then press [ **Add**]
- 4) Press **[Back to groupings]**
- 5) Repeat steps 1-4 to add other group(s) to other grouping(s)

Note:

In "Potential members" list (in step 3), you can select more than 1 groups by clicking on the groups' names and pressing [Ctrl] key on keyboard at the same time.