## How do I create Groups in Moodle?

Here is a link to more information about groups on the Moodle Site:
https://docs.moodle.org/23/en/Groups

## Why use Groups?

- You teach more than one class on a particular course and you want to be able to see one class at a time
- To share courses with staff and not see their student's work.


## Creating a Group

1. Log into Moodle
2. Click on the course you want
3. In Settings
4. Scroll down until you see the Administration block
```
Administration
\checkmark ~ C o u r s e ~ a d m i n i s t r a t i o n ~
    Turn editing on
    Edit settings
    \checkmark \text { Users}
        Enrolled users
        > Enrolment methods
        Groups
        > Permissions
        Other users
    Filters
    Reports
    Grades
```

5. Click: Users > Groups
6. Click: Create group
7. Name the Group and click: Save changes

| Groups | Groupings $\quad$ Overview |
| :--- | :--- |
| EducationTechnologySandpit Groups |  |
| Groups: |  |
| Edit group settings |  |
| Delete selected group |  |
| Create group |  |
| Auto-create groups |  |
| Import groups |  |

8. Click on the group you have created
9. Click: Add/remove users
10. Select names from the available list or search by typing the name
11. Click: Add
12. Repeat to add more users


## Add/remove users: Sample Group



## Why use Groupings?

- If you want to make an activity (such as an assignment or a quiz) visible to only one set of users within a course, you need first to put the users into a group and then put them into a grouping. A single grouping can house one group or several groups.

Here is a link to more information about groupings on the Moodle Site:
https://docs.moodle.org/27/en/Groupings

