Grouping for Students Groups

The important of groups

Why use groups?

- You are a teacher in a course where you have several classes and you want to filter your activities and gradebook so you only see one class at a time.
- You are a teacher sharing a course with other teachers and you want to filter your activities and gradebook so you don't see the students from your colleagues' classes.
- You want to allocate a particular activity, resource or topic section to just one class or set of users and you don't want others to see it.

Right-after much testing I think I have got this.

Here is what I think:

A course with 2 lecturers: (**Mr. X** and **Miss X**)
Mr. X and **Miss X** each have 6 students. **Mr. X class** comprising students 1, 2, 3, 4, 5, 6 and **Miss. X class** comprising students 7, 8, 9, 10, 11, 12

And the course is set up like so:

Group Mr.X A comprising students 1,2, **Group Mr.X B** comprising students 3,4, **Group Mr.X C** comprising students 5,6 and are put into **Grouping Mr.X**

Group Miss X A comprising students 7,8, **Group Miss X B** comprising students 9,10, **Group Miss X C** comprising students 11,12 are put into **Grouping Miss X**

confusing huh? don't worry, just follow the steps below. :)

Step 1: The Very 1st Step We Should Do And Understand

A group or grouping can be used on two levels:

- Course level - The group mode defined at the course level is the default mode for all activities defined within that course. To use groups, you need first to set a group mode in *Administration > Course administration > Edit settings*.
- Activity level - Each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the option to define the group mode for individual activities is not available. If it is set to "No", then the teacher may change the group mode:
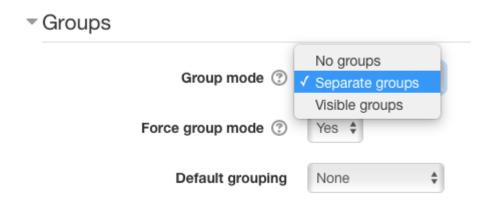
Group modes

There are three group modes

1. No groups - There are no sub groups, everyone is part of one big community
2. Separate groups - Each group can only see their own group, others are invisible.

3. Visible groups - Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

For example, enabling either separate or visible groups on an assignment drop-box enables staff to filter the student submissions to see only those from a particular tutor group. With visible groups, students can see which other groups are doing the same activities as they are; with separate groups, they do not know which other groups are doing the same activities.

Using groups with discussion forums allow teachers to restrict interaction between students. Separate groups mean only students in the same group can see and participate in discussions within a particular forum. Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.

STEP 2 - Enrolment Key

Why use an enrolment key?

A course enrolment (or enrollment) key is one method of restricting *Self enrolment* to a smaller group. The default setting is not to set a key and allow anyone to enrol themselves into the course.

An enrolment key is often used as a simple method of having someone else beside the teacher determine if a particular student can self enrol in the course. The idea is that one or more people will supply the course key to authorized people. Sometimes this distribution is private email, snail mail, on the phone or even verbally in a face to face meetings such as a class or counselor's office. Alternatively, a Keyholder role may be created and assigned, then the text 'You should have received this enrolment key from...' will be displayed when a student attempts to enrol.
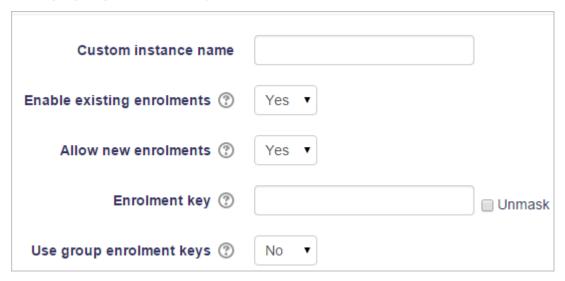
Setting an enrolment key within a course

1. In the course administration block, click *Users > Enrolment methods*
2. Make sure self-enrolment is enabled (has its eye open) and then click the edit icon on the right.
3. Add your enrolment key in the box provided. (Click Unmask to see what you are typing.)
4. Click the 'Save changes' button

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	3	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ 🚫 ⚙
Auto (Auto)	7200	↑ ↓	✕
Self enrolment (Student)	18	↑	✕ 👁 **⚙**

Edit

Add method Choose... ▾

Setting a group enrolment key

Custom instance name	[ ]
Enable existing enrolments ?	Yes ▾
Allow new enrolments ?	Yes ▾
Enrolment key ?	[ ] ☐ Unmask
Use group enrolment keys ?	No ▾

- It is possible also to enrol students into the course and also directly into groups by use of a group enrolment key.
- To do this, you first need to add the course enrolment key as in the section above.
    - If you do not set a master course enrolment key for the course, then anyone can enrol without a key and users will not be put into groups.
    - Users in groups do not need to know the master course enrolment key, only their own group enrolment key.
    - Users not in a group can use the master course enrolment key as usual
- Change the setting Use group enrolment keys to Yes Save the changes and then in the Course administration settings, click *Groups>Create groups*
- Add an enrolment key to the group. This will be the key they type in to access the course. (The course enrolment key is simply there to keep others out)

STEP 3 - Creating group

1. Click the 'Create group' button in *Administration> Course administration > Users > Groups*
2. Add a group name and optional description (displayed above the list of group members on the participant's page), enrolment key and picture (displayed on the participants page and next to forum posts)
3. Click the 'Save changes' button
4. Select the group to which you want to add participants, then click the 'Add/remove users button
5. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Crtl key.
6. Click the Add button to add the users to the group

*So in the cases describe at the beginning of this topic we will create group named **Group Mr.X A/B/C** and **Group Miss X A/B/C** and add users accordingly as shown below and the group enrolment key as the group name.*