

How to Create Groups and Assessment Groupings in Moodle

Before we start on the “How to” section of this resource, we need to establish some definitions:

Class Groups

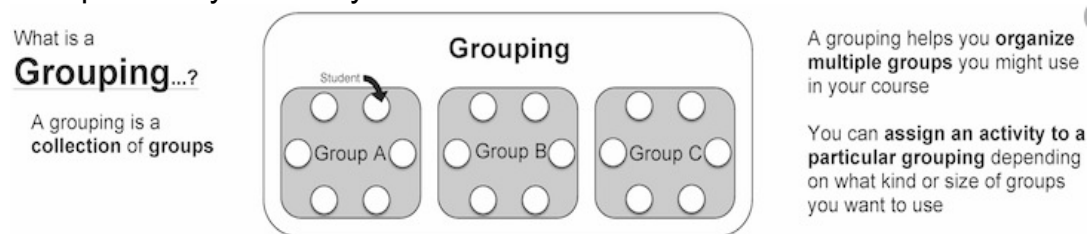
These are set up in units where there is more than one class. For example, STT500 might run three classes taught by the same or different lecturers. They will all use the same Moodle unit page but need to separate the students within it. For example: *Section A - Monday 08:30 - 10:30*

Student Groups

It might be that a group assessment in your unit requires the creation of student assessment groups. These are multiple groups of students set up for the purposes of completing a group assessment.

Groupings

These are used when you have both a class group and student group in your unit. The grouping is a collection of Student Groups. We can assign a Moodle activity such as the Moodle Assignment Submission link to a grouping so that we separate the Student Groups from the Class Groups. You might give the Grouping the name ‘Assessment 3’. This way, you will not see the Class Groups when you mark your assessment 3.



Source: Moodle

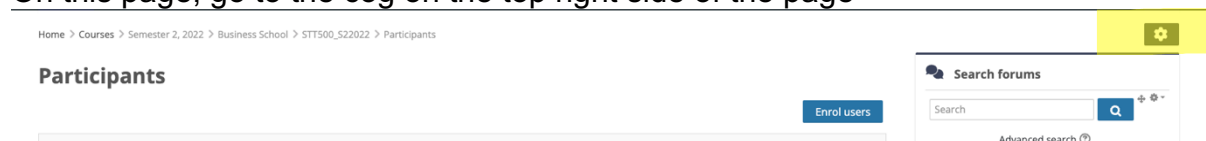
How To

Go to “Participants on the left hand side of your unit

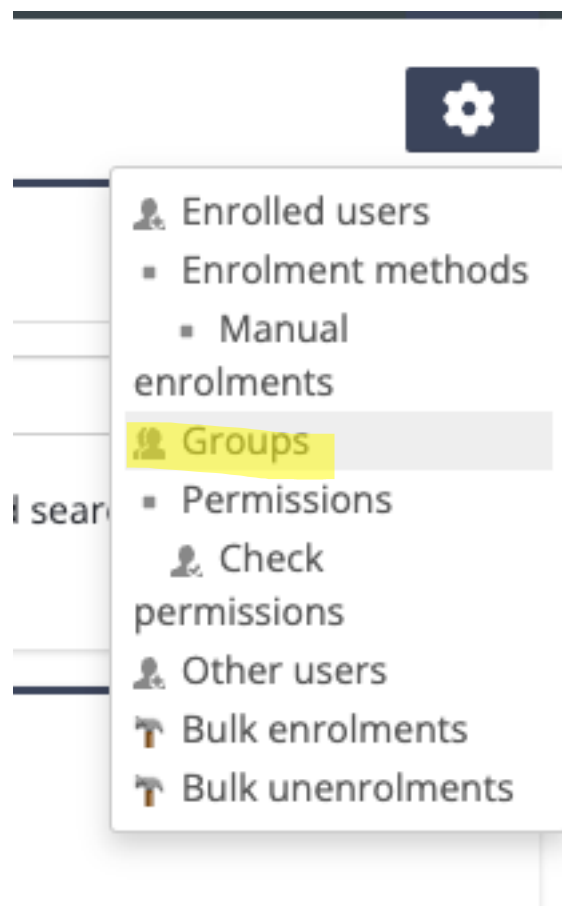
▼ STT500_S22022

► Participants

On this page, go to the cog on the top right side of the page



Click on Groups



Here you have a few options:

- Manually, you can create groups by selecting the top option “Create Group”
- Auto-create Create Groups- this option is good for large classes
- Import groups if you have an Excel file of students.

For the purpose of this resource, we will be focussing on the auto-create groups.

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Once you select that option, it will take you to this page:

Auto-create groups

▼ General

Naming scheme  

Group @

Auto create based on

Number of groups ▼

Group/member count 

Group messaging 

No ▼

If you wish to name your groups by letter, leave the “Group @” as it is so Groups A, Group B etc.

If you wish to name your groups by number, change “Group @” to “Group #”

▼ General

Naming scheme  

Group @

Next, specify the number of groups you wish to create

Auto create based on

Number of groups ▼

Group/member count 

20

Select Yes, to enable student in the group to message each other.

Group messaging 

If enabled, group members can send messages to the others in their group via the messaging drawer.

In order students to self-select their groups later, use the below settings:

▼ Group members

Select members with role

Student ▼

Select members from
grouping

None ▼

Select members from group

None ▼

Allocate members

No allocation ▼

☐ Prevent last small group

☐ Ignore users in groups

☒ Include only active enrolments ?

Now you will need to create a grouping that relates to a specific assessment or activity. You can name it as shown in the example below:

▼ Grouping

Grouping of auto-created
groups

New grouping ▼

Grouping name

Example: Assessment 3

Preview

Submit

Cancel

You can choose to preview your groups and once you're happy, you can create select "Submit".

Now if you select the "Grouping" tab, you should see all the student groups relating to the assessment grouping.

The reason this is important is so that we don't mix "class groups" with "assessment groups".

Groups Groupings Overview

Groupings

Grouping	Groups	Activities
Assessment 3	Group 1, Group 10, Group 11, Group 12, Group 13, Group 14, Group 15, Group 16, Group 17, Group 18, Group 19, Group 2, Group 20, Group 21, Group 22, Group 23, Group 24, Group 25, Group 26, Group 27, Group 28, Group 29, Group 3, Group 30, Group 31, Group 32, Group 33, Group 34, Group 4, Group 5, Group 6, Group 7, Group 8, Group 9	1

IMPORTANT: If you later manually add any new assessment groups, you must add them to the assessment Grouping.

You can add student groups to a Grouping by clicking on the Grouping tab, then selecting the

Groups Groupings Overview

+

 Add

Add...

Groupings

Grouping	Groups	Activities	Edit
STT500 Assessment 3	Group 1, Group 10, Group 11, Group 12, Group 13, Group 14, Group 15, Group 16, Group 17, Group 18, Group 19, Group 2, Group 20, Group 21, Group 22, Group 23, Group 24, Group 25, Group 26, Group 27, Group 28, Group 29, Group 3, Group 30, Group 31, Group 32, Group 33, Group 34, Group 35, Group 36, Group 37, Group 38, Group 39, Group 4, Group 40, Group 41, Group 42, Group 43, Group 44, Group 45, Group 46, Group 47, Group 48, Group 49, Group 5, Group 50, Group 6, Group 7, Group 8, Group 9	0	✖ Show groups in grouping

You may then add or remove any groups from your Grouping as required as shown below.

Add/remove groups: STT500 Assessment 3

Existing members: 50

Group 1

Group 2

Group 3

Group 4

Group 5

Group 6

Group 7

Group 8

Group 9

Group 10

Group 11

Group 12

Group 13

Group 14

Group 15

Group 16

Group 17

Group 18

Group 19

Group 20

◀ Add

Remove ▶

Potential members: 3

Section A - Monday 08:30 - 10:30

Section B - Thursday 5:30 - 7:30

Section C - Friday 08:30 - 10:30

Back to groupings