Step 1
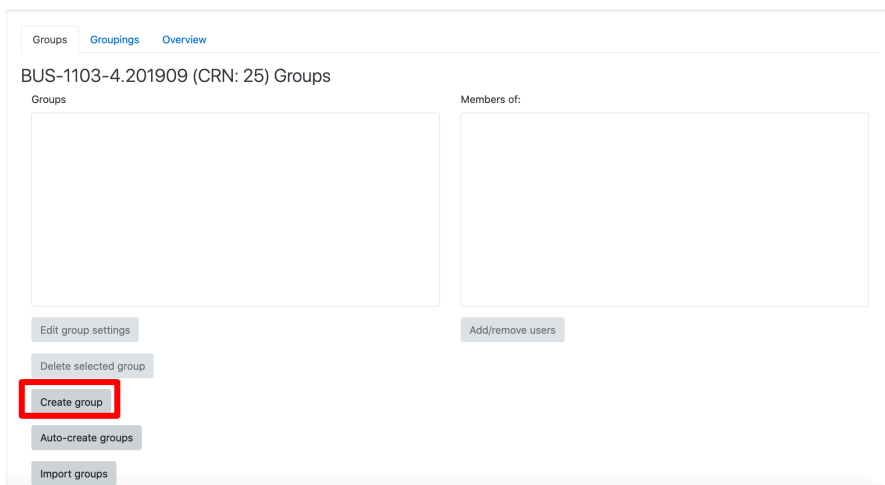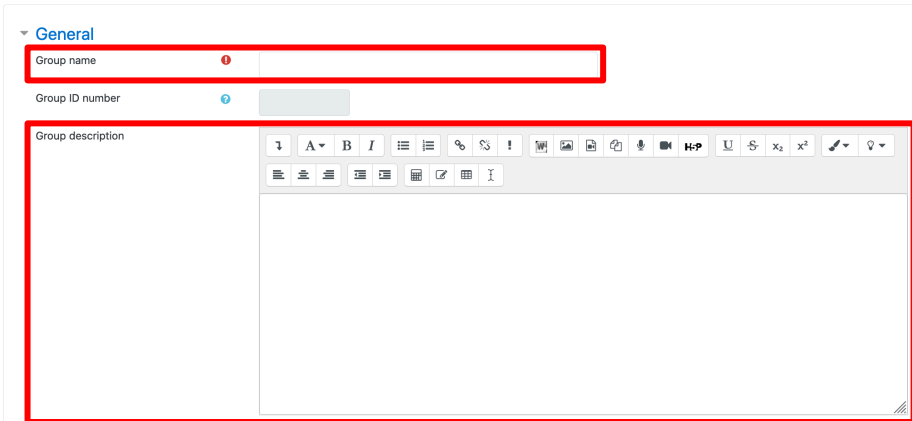
Choose '*Users*' in the *"Administration"* block under the **"Navigation"** block in your course.

Then click **'Groups'**.

Step 2
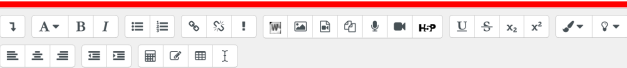
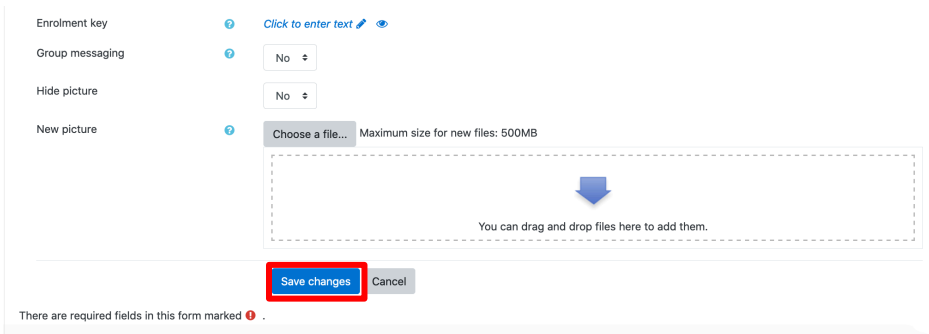Choose '*Create group*'.

General

Group name

Group ID number

Group description

Enrolment key   Click to enter text

Group messaging   No

Hide picture   No
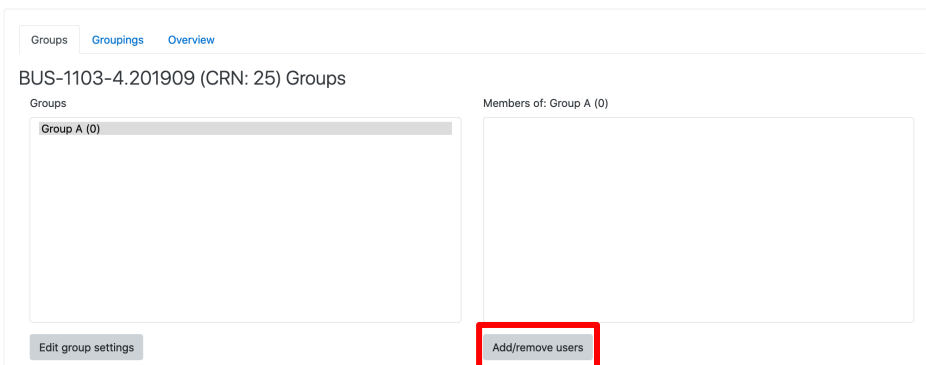
New picture   Choose a file...   Maximum size for new files: 500MB

You can drag and drop files here to add them.

Save changes   Cancel

There are required fields in this form marked ❶ .

Groups | Groupings | Overview

BUS-1103-4.201909 (CRN: 25) Groups

Groups

Group A (0)

Members of: Group A (0)

Edit group settings

Add/remove users

Step 3

Fill in the "**Group name**" and "**Group description**".

Step 4

Click '**Save changes**'.

Step 5

The group has been added.

Click '**Add/remove users**'.

Add/remove users: Group A

Group members   Potential members   Selected user's membership:

None   Student (26)
                                 A
                      ◄ Add

                     Remove ►

Search   Clear   Search   Clear
Search options ▶

Back to groups

Step 6

Choose the person you want to add in, then click '*Add*' button.

Add/remove users: Group A

Group members   Potential members   Selected user's membership:

Student (1)   Student (25)
A
                      ◄ Add

                     Remove ►

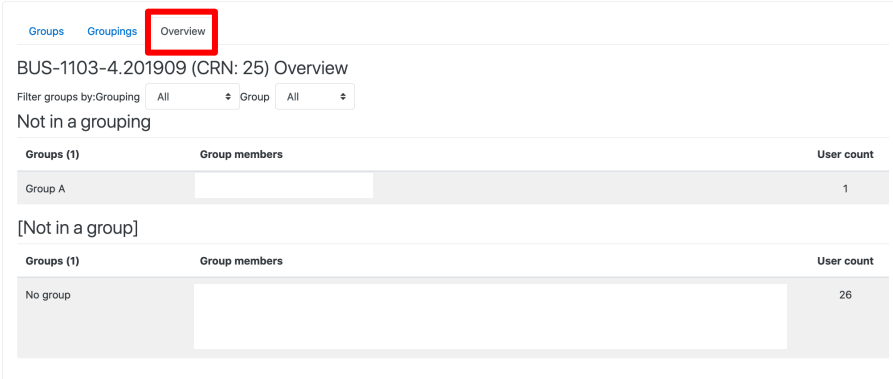Search   Clear   Search   Clear
Search options ▶

Back to groups

Step 7

That person has been added, and then click '*Back to groups*'.

Step 8

You can see all members by clicking **'Overview'**.

Step 9

Click the breadcrumb button at the top and back to your course.
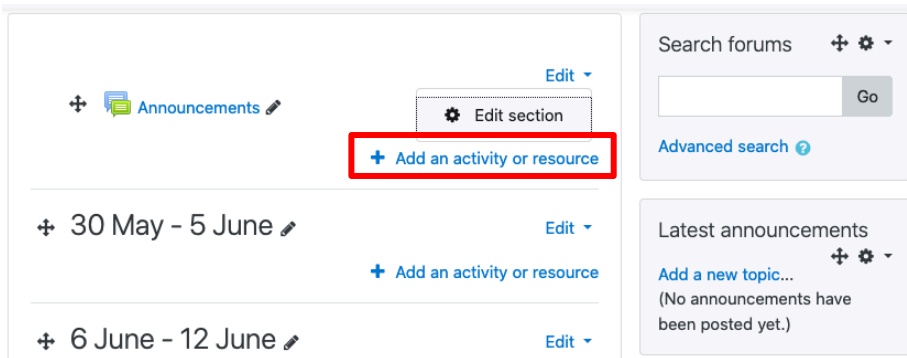
Step 10
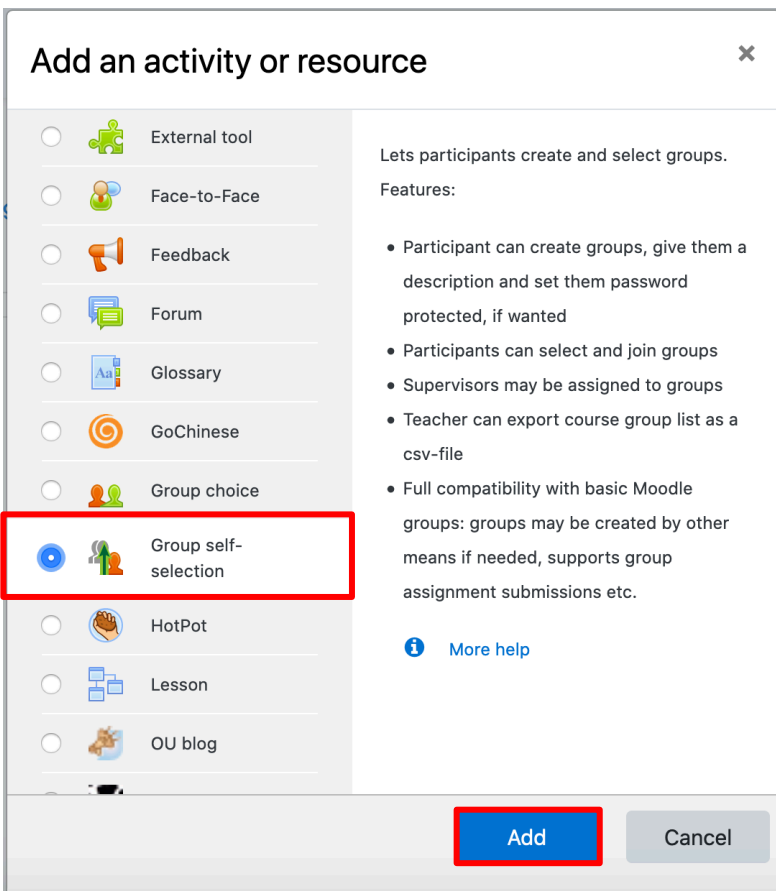
Click '***Turn editing on***' (top right).

Step 11

Click '***Add an activity or resource***'.
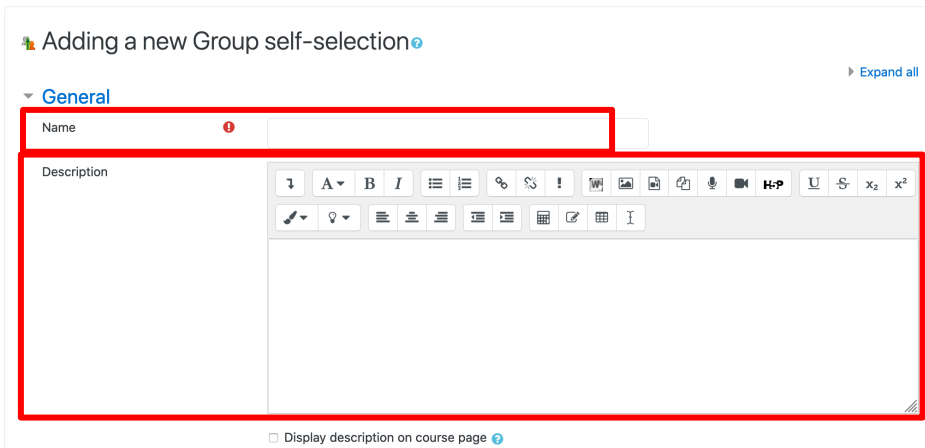
Step 12

Choose '***Group self-selection***.

Then click **'Add'**.

Adding a new Group self-selection

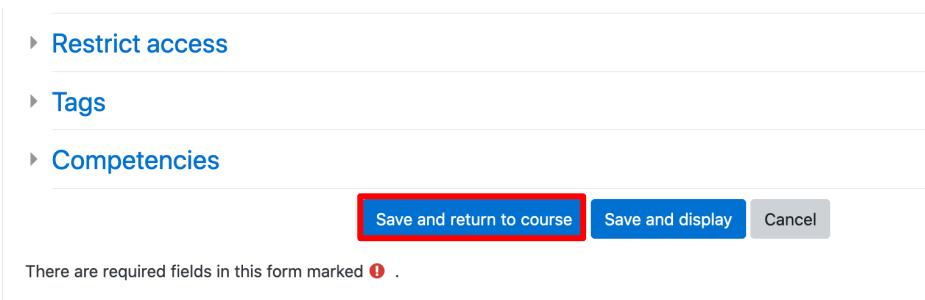▶ Expand all

▾ General

Name	
Description	

☐ Display description on course page

Step 13

Add "*Name*" and "*Description*" for the group.

▸ **Restrict access**

▸ **Tags**
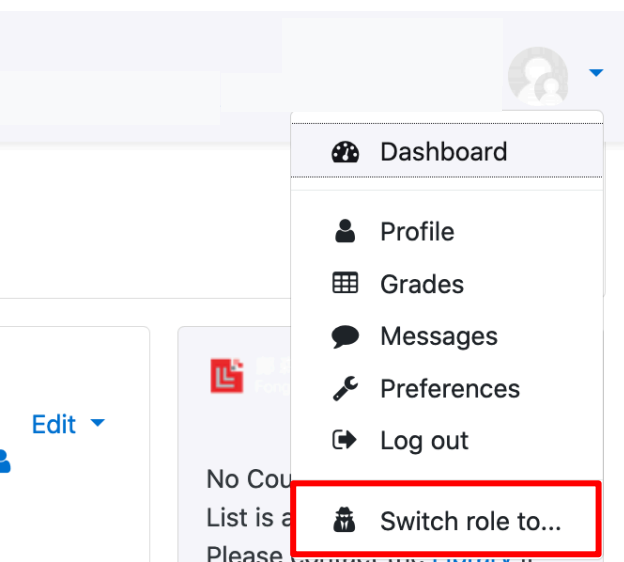
▸ **Competencies**

Save and return to course   Save and display   Cancel

There are required fields in this form marked ❶ .

Step 14

Click '*Save and return to course*'.

Dashboard

Profile

Grades

Messages

Preferences

Log out

Switch role to...

No Cou
List is a
Please

Edit

Step 15

Click '*Switch role to…*' on the right upper corner so as to change into student's site.

Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

Non-editing teacher

Student

Guest

Cancel

Step 16

Click '***Student***'.

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test

Step 17

Then you can see the group is created in the view of student. Click on the group that you've created.

Test1

Create a new group

Group ▲▼	Group description ▲▼	Count ▲▼	Members ▲▼	▲▼	Action ▲▼
Group A		1			Become member of

Step 18

You can now see the group enrolled.