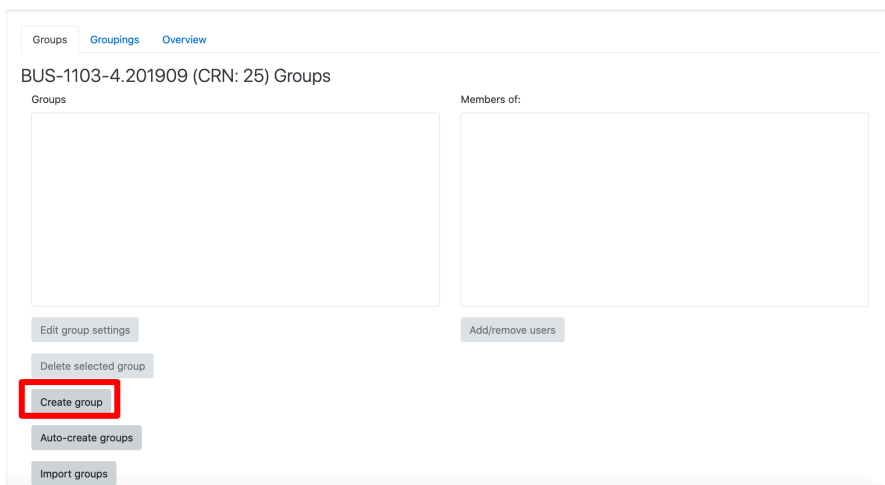


Step 1

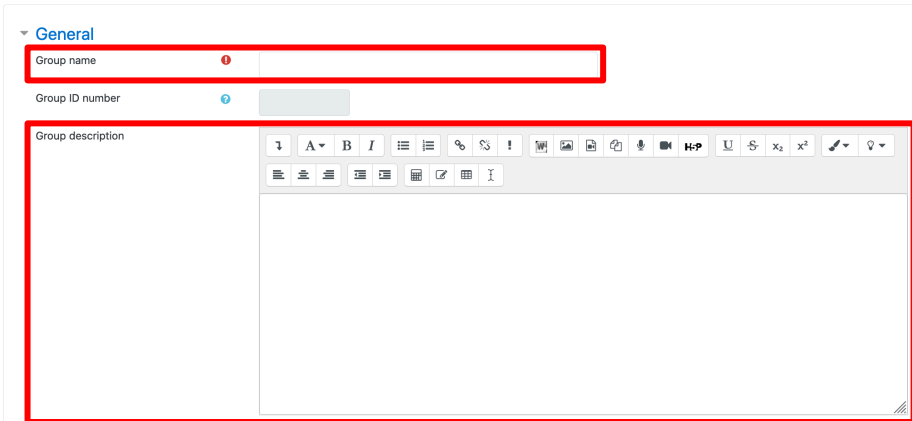
Choose **'Users'** in the **"Administration"** block under the **"Navigation"** block in your course.

Then click **'Groups'**.



Step 2

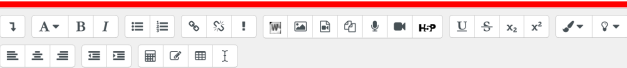
Choose **'Create group'**.



General

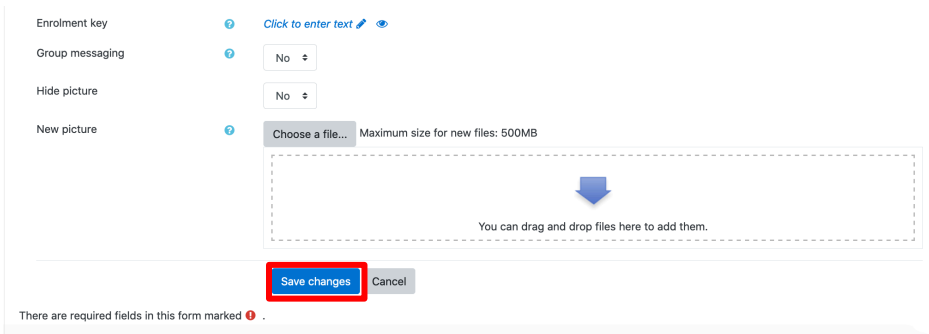
Group name

Group ID number

Group description
 

Step 3

Fill in the “**Group name**” and “**Group description**”.

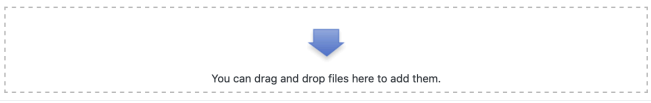


Enrolment key [Click to enter text](#)

Group messaging

Hide picture

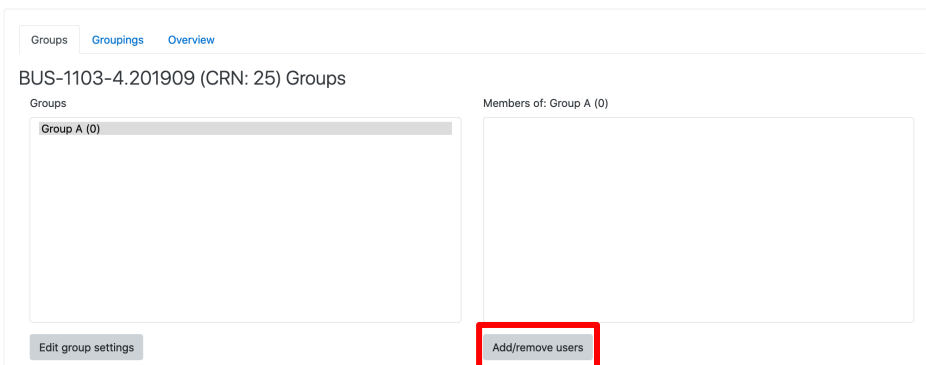
New picture Maximum size for new files: 500MB



There are required fields in this form marked ●.

Step 4

Click ‘**Save changes**’.



Groups [Groupings](#) [Overview](#)

BUS-1103-4.201909 (CRN: 25) Groups

Groups

- Group A (0)

Members of: Group A (0)

Step 5

The group has been added.

Click ‘**Add/remove users**’.

Add/remove users: Group A

Group members

None

◀ Add

Remove ▶

Potential members

Student (26)

A

Selected user's membership:

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

Student (1)

A

◀ Add

Remove ▶

Potential members

Student (25)

Selected user's membership:

Search Clear

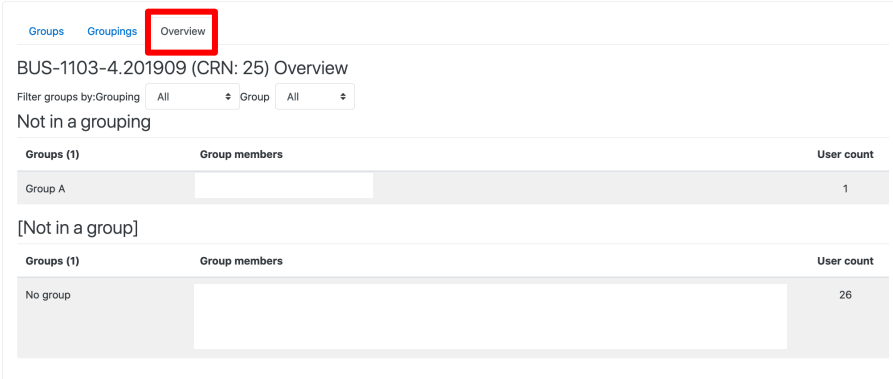
Search Clear

Search options ▶

Back to groups

Step 7

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



The screenshot shows the Moodle course overview page for 'BUS-1103-4.201909 (CRN: 25)'. The 'Overview' tab is selected and highlighted with a red box. Below the course title, there are filter options for 'Grouping' and 'Group'. The page is divided into two sections: 'Not in a grouping' and '[Not in a group]'. Each section contains a table with columns for 'Groups (1)', 'Group members', and 'User count'. In the 'Not in a grouping' section, there is one group named 'Group A' with 1 member. In the '[Not in a group]' section, there is one group named 'No group' with 26 members.

Step 8

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

Financial Accounting

[Dashboard](#) / [My courses](#) / [BUS-1103-4.201909 \(CRN: 25\)](#) / [Users](#) / [Groups](#) / [Overview](#)

Step 9

Click the breadcrumb button at the top and back to your course.

1st Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34)

[Turn editing on](#)

Announcements

30 May - 5 June

6 June - 12 June

13 June - 19 June

Search forums

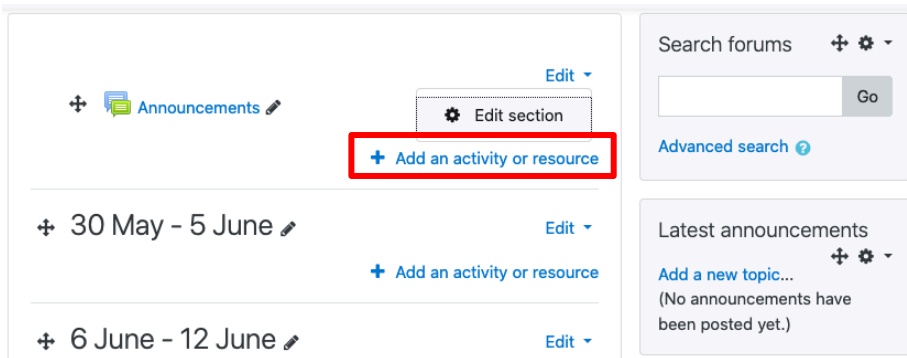
[Advanced search](#) ?

Latest announcements

[Add a new topic...](#)
(No announcements have been posted yet.)

Step 10

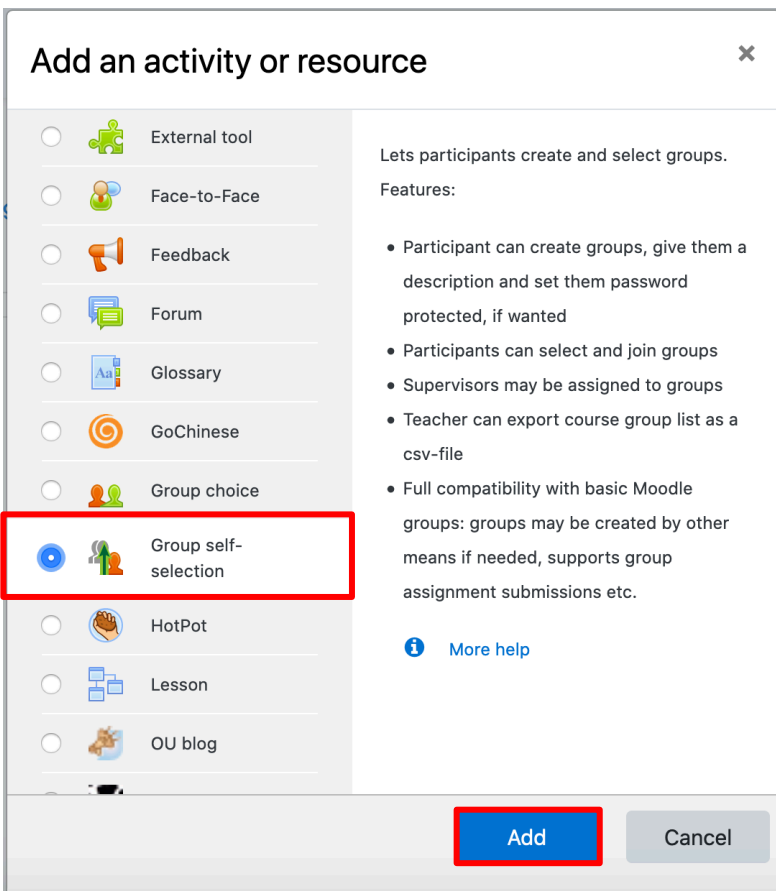
Click **'Turn editing on'** (top right).



The screenshot shows a Moodle course page with a sidebar on the left and a main content area on the right. In the sidebar, there are sections for 'Announcements', '30 May - 5 June', and '6 June - 12 June'. A red box highlights the '+ Add an activity or resource' button in the 'Announcements' section. The main content area includes a 'Search forums' search bar, an 'Advanced search' link, and a 'Latest announcements' section with a '+ Add a new topic...' button.

Step 11

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



The screenshot shows the 'Add an activity or resource' dialog box. On the left, there is a list of activity types with radio buttons. 'Group self-selection' is highlighted with a red box. On the right, there is a description of the activity and its features. At the bottom, there are 'Add' and 'Cancel' buttons, with 'Add' highlighted in red.

Add an activity or resource

External tool
 Face-to-Face
 Feedback
 Forum
 Glossary
 GoChinese
 Group choice
 Group self-selection
 HotPot
 Lesson
 OU blog

Lets participants create and select groups.
Features:

- Participant can create groups, give them a description and set them password protected, if wanted
- Participants can select and join groups
- Supervisors may be assigned to groups
- Teacher can export course group list as a csv-file
- Full compatibility with basic Moodle groups: groups may be created by other means if needed, supports group assignment submissions etc.

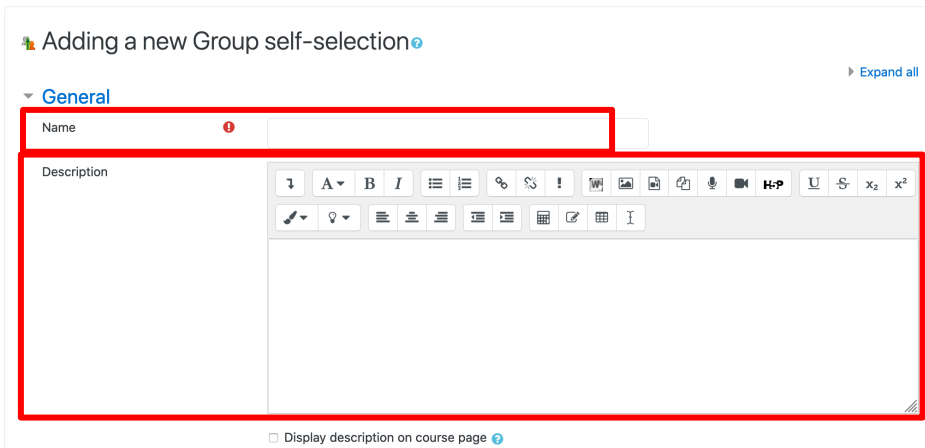
[More help](#)

Add Cancel

Step 12

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

Then click '**Add**'.



Adding a new Group self-selection Expand all

General

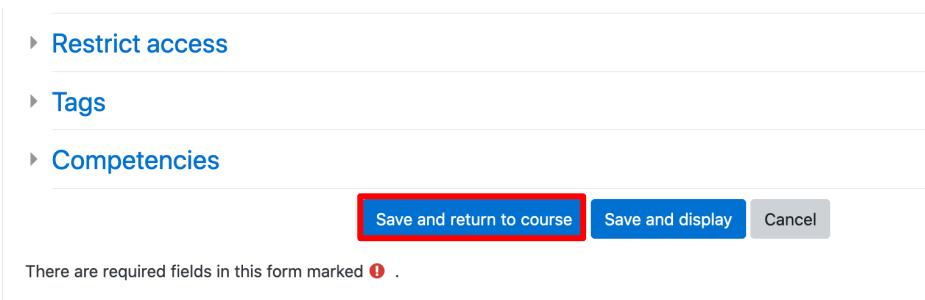
Name ⓘ

Description

Display description on course page ⓘ

Step 13

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



Restrict access

Tags

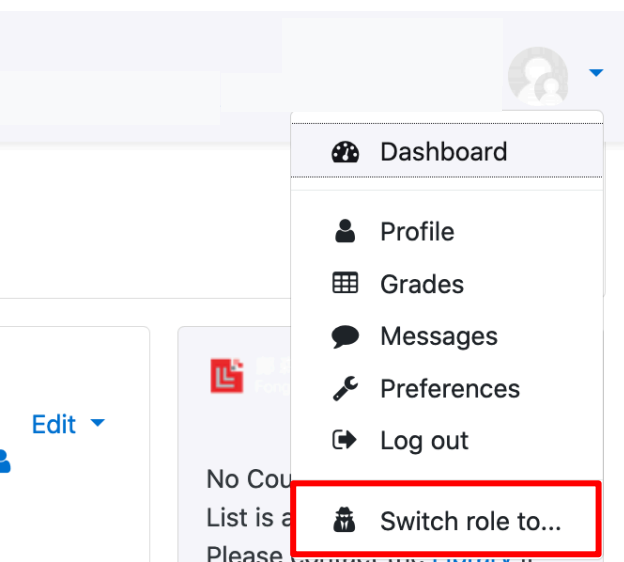
Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked ⓘ .

Step 14

Click '**Save and return to course**'.



Dashboard

Profile

Grades

Messages

Preferences

Log out

Switch role to...

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*'.

14 June – 20 June




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 |  | <input type="text"/> | Become member of |

Step 18

You can now see the group enrolled.