Groups are a really useful feature of Moodle that allow an instructor to create any number of groups, personally or auto-created, with certain parameters from their list of enrolled students. Groups can be used to set up lab sections, make project groups, or closely utilize features within Moodle activities (such as OU tools).

Before you start, you may need access to the following:

- a teacher role in a Bryn Mawr Moodle course (i.e., Instructor of record, Other editing teacher, Non-editing teacher)

Create a group

This guide will show you how to make your own groups. To auto-create groups, see the instructions below.

1. To begin, select Participants on the Administration block, and select Groups from the settings (gear icon) on the upper right-hand side of the page to navigate to the page where you will create and configure your groups.
2. Click Create Group to create a new group, and enter the group name.
   1. You may optionally enter a description of the group, include a picture to identify the group, or enter an enrollment key for students to self-enroll into groups.
3. Click Save Changes when finished. This will bring you back to the Groups page.
4. To add users to your group, select the group you’ve created and click the Add/Remove Users button.
   1. Add users by selecting their names in the right column labeled Potential Members, then click the Add button in the center.
5. When you are finished adding users, click Back to Groups in the bottom left of the page to return to the menu.

Auto-create groups

1. To create groups automatically, click the Auto-CREATE Groups button on the Groups page.
2. Set a naming scheme, e.g. Group @ will create Group A, Group B, Group C, etc., whereas Group # will create Group 1, Group 2, Group 3, etc.
3. Select whether you want to specify the number of groups or the number of members per group and enter the number of groups or number of members as necessary.
4. Select the role from which to create the members (e.g. Auditor or Registered Student)
5. Choose how to allocate the group members. Because these groups are being automatically created, you can choose to allocate them in the following ways:
   1. Randomly
2. Alphabetically
   1. First name, last name
   2. Last name, first name
   3. ID number
6. Optionally, you can choose the grouping you would like these groups to be created in. Then, click Submit when finished.

**Group settings for activities**

Midway in the setup page of some Moodle Activities, you will find a section called "Common module settings." Located here are the options to include Group settings. Depending on how you want to set up your activity, you can choose to organize the activity to **Separate** or **Visible Groups**. This article explains each type of setting.

**Separate groups**

By selecting Separate Groups, your activity will be organized into a separate section for each group. **Groups will not be able to see the sections of other groups**. It creates a private space for group work.

**Visible groups**

By selecting Visible Groups, your activity will be organized into separate sections for each group, but groups **will be able to see the sections of other groups**. This is useful if you want groups to hand in their own assignment, but want the whole class to collaborate and work together.

**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

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