

These instructions describe how to apply group settings to resources and activities. See this guide for help [setting up groups for combined sections](#) and this article for [verifying enrollment](#) in groups.

Group Settings & Course Materials

Group settings are applied in the "Common module settings" option area of activities and resources. Items can be set for **separate** groups where learners work privately among themselves or **visible** groups where all learners can see the work submitted, but only group members may contribute to it.

To make a resource or activity available only to a single group (or section, if you have combined sections in your course), follow the instructions below for restricting access.

Restrict Access by Group

Restricting access by group allows you to reserve a resource (file, page, book, folder, URL, etc.), activity or even course section for a particular group. Restricted items may be hidden from all students who are not members of the designated group or shown on the course page as available only to those group members.

To restrict access to a specific group:

1. Open the item and open **Settings** menu.
2. Open the **Restrict access** option area, click on **Add restriction** and then click on **Group**.
3. In the **Access restrictions** page (Figure 1), select the group for which you want to make the item available from the **Group** pull-down menu.
4. Click on the **eyeball** to the left of the **Group** selection field to hide the item from students who are not members of the group you have selected, if desired.
5. Save changes.

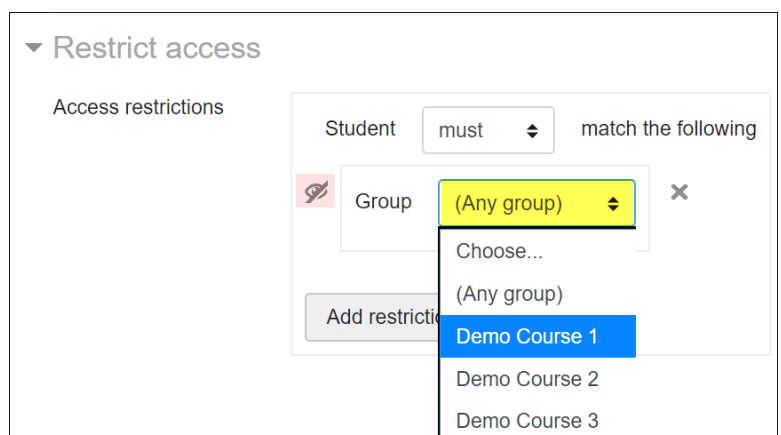


Figure 1: Restrict Access to Item

Multiple Groups

Different Sets of Groups: You can apply similar steps to restrict access to an item to a specific set of groups if you have multiple types of groups in your course (such as CRN groups and project groups). See this [guide to groupings](#) for more information.

Restrict Access to More Than One Group: To restrict access to an item to more than one group, enter the first group restriction, then click on **Add restriction** and select **Group** again to bring up the list of groups and select the next group. Be sure that the matching requirements are set to **OR**, not **AND**!

Managing Activities and Tools Set for Groups

Here are some specific instructions for managing group status for a variety of Moodle features, with a special emphasis on those used in a course with combined CRNs (sections):

Announcements: If you have groups set up for combined sections that meet at different times, be sure to set your **Announcements** forum to separate groups. This will allow you to choose whether you notify one

Applying Group Settings to Activities & Resources

class about a change in plans or announce it to all classes. An announcement sent to a specific group will not be viewed by all students.

Course Sections: You can restrict access to an entire Moodle section to a specific group. In a combined course, for instance, dedicating a Moodle section to each CRN allows you to post a class schedule, syllabus or other materials particular to that group of students. Only the students enrolled in the CRN group will be able to view and access materials posted in "their" course section.

Attendance: When an [Attendance link](#) is set for separate groups, you can add sessions for a specific group. For instance, in a combined course where one class meets M-W and another meets T-Th, you would select the first group and create multiple sessions based on that CRN's meeting schedule. After saving those sessions, click again on **Add sessions** and select a different group and create multiple sessions for the next CRN. When you take roll, you'll select a CRN group and see only the students associated with that CRN.

Discussion Forums: Discussion forums are particularly useful for supporting group work. There are several elements to consider when using groups for forums, especially for courses with combined enrollment.

- You can use a *Standard forum for general use, Each person posts one discussion, Q and A forum* (see note below) and *Standard discussion displayed in blog-like format* forums in groups. *Single simple discussions* will **not** work with group settings.
- To keep a discussion within one group or section, set the group type to **Separate**. For small group work in combined courses, assign a grouping to the forum, as well (see this [guide to groupings](#) for details), to make the forum more manageable.
- In a course with combined enrollments, set the group type to **No groups** to have students engage with all other enrolled students.
- To make a post that students in all groups can respond to within their group, use the **Advanced** text entry link, then click on the box labeled **Post a copy to all groups** just below the textbox (Figure 2).
- If you use the *Q and A forum* format, you **must** post an initial thread to enable students to reply. Use the **Post a copy to all groups** option to post the same prompt for all groups or designate a specific group to receive the prompt by selecting it from the **Group** pull-down menu shown in Figure 2.

Week 1 Discussion

What's Your Project?

Please describe the project you are working on for this class as if you were laying it out for the president of a board of directors or other key stakeholder—in an elevator!

Use the **Add a new discussion topic** link to make your post.

▼ **Your new discussion topic**

Subject

Message

You can drag and drop files here to add them.

Pinned

Send forum post notifications with no editing-time delay

Post a copy to all groups

Group: **All participants**

Figure 2: Post to All Groups

Assignments: When you set an assignment to separate or visible groups, you can [assign a grade](#) and provide feedback to one group member and apply it to all group members. (You can adjust individual grades and feedback to the group assessment if you wish.) **Note:** You cannot adjust the group submission setting for an assignment once a submission has been made. The best way to rectify this is to simply copy

Applying Group Settings to Activities & Resources

the assignment link, correct the group submission setting, and have any students who have already submitted their work to resubmit to the new link.

In a combined enrollment course, using a group mode for an assignment allows you to **select** one section from the **View all submissions** page so that you can **download student work**, **extend a deadline**, or enter grades without having to sort through all of the students enrolled in the course (Figure 3).

CAUTION: You can only set one due date for an assignment, so take this into account if you create an assignment that will be completed by students in different sections. Use the **Grant extension** option for a group of students to enforce a different due date. The deadline will look like any other due date for that group.

Use the **Restrict access** option described above to limit an assignment to a specific group of students (such as grad students in a split 400/500 level course). If you hide the assignment by turning off the eyeball, it will not appear in the gradebook for any student not a member of the selected group.

Quizzes: To accommodate different timing for a quiz in a combined course (Figure 4):

1. Click on the link to open the quiz, then open the **More** menu.
2. Click on **Overrides**, select **Group overrides** from the pull-down menu, then click on **Add group override**.
3. Select a group from the **Override group** pull-down menu.
4. Check the **Enable** boxes to the left of the open and close quiz date fields, then adjust the dates as needed.
5. Make any other adjustments necessary, then **Save** or **Save and enter another override**.

Students will see just the dates related to their group, not the default quiz settings.

The screenshot shows the 'Group Assignment' interface. At the top, there's a 'Grading action' dropdown set to 'Choose...' and 'Visible groups' set to 'Demo Course 4'. Below is a table with columns: Select, User picture, First name / Last name, ID number, Status, Grade, Edit, and Last modified (submission). Two students, 'Student One' and 'Student Eight', are listed with 'No submission' status. A green box highlights the 'Select' column with checkboxes for both students. Below the table, a 'With selected...' dropdown menu is open, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions' (highlighted in blue), 'Grant extension', and 'Send feedback files'. A red circle highlights the 'Go' button to the right of the menu, and a blue arrow points to the 'Download selected submissions' option.

Figure 3: Select Group Members in View all Submissions Page

The screenshot shows the 'Midterm #1' quiz settings page. At the top, there are tabs for 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and 'More'. The 'More' menu is open, showing 'Overrides' selected. Below this, the 'User overrides' section is visible, with 'Add group override' button highlighted. The 'Override' form is shown below, with 'Group A' selected in the 'Override group' dropdown. The 'Open the quiz' and 'Close the quiz' fields are enabled, and the 'Time limit' is set to 60 minutes. A red arrow points from the 'More' menu to the 'Add group override' button, and another red arrow points from the 'Add group override' button to the 'Override' form.

Figure 4: Group Override for a Quiz

Applying Group Settings to Activities & Resources

Special Consideration for Groups

If you are using groups to control access to activities and resources, you need to make sure that everyone enrolled in the course is assigned to a group—if you switch your role to student, you'll find that group-specific items may no longer be displayed because you don't belong to a group. [Monitor enrollment](#) carefully in the first few weeks of the term to make sure each student is enrolled in the correct group.