

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

Figure 1 illustrates the icons that indicate the group status of individual items. When editing is turned on in your course, you will see one of these icons adjacent to each **activity** posted in your course—note that **resources** (pages, books, folders, etc.) do not have a group status associated with them (Figure 2). In this example, the discussion forum is set for **no groups** and the assignments are set for **separate groups**, while the page and folder resources have no group icon displayed.



Figure 1: Group Status Icons

- To change the group status of an activity, click on the icon to cycle through the options until you reach the desired status.
- 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.

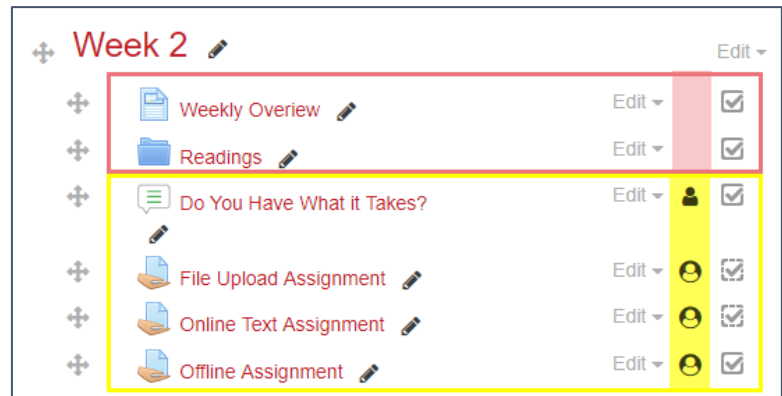


Figure 2: Activity Group Settings

Restrict Access by Group

Restricting access by group allows you to reserve a resource (file, page, book, folder, URL, etc.), activity or 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 with the **Edit settings** link.
2. Open the **Restrict access** option area, click on **Add restriction** and then click on **Group**.
3. In the **Access restrictions** page (Figure 3), 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.

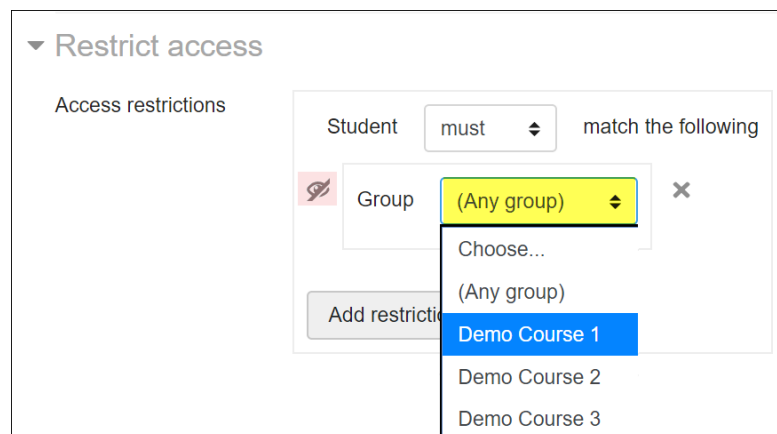


Figure 3: Restrict Access to Item

Note: 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.

Applying Group Settings to Activities & Resources

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):

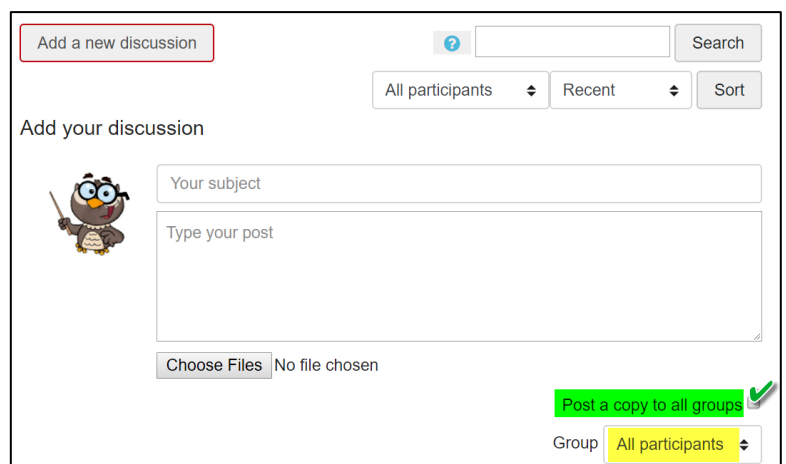
Announcements: If you have groups set up for combined sections that meet at different times, be sure to set your **Announcements** forum to separate groups. This will allow you to choose whether you notify one class about a change in plans or announce it to all classes. An announcement sent to a specific 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*, and *Q and A forum* formats in groups. *Single simple discussions* and *Standard discussion displayed in blog-like format* 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, click on the box labeled **Post a copy to all groups** just below the textbox (Figure 4).
- 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 4.



The screenshot shows the 'Add a new discussion' interface in Moodle. At the top, there is a search bar and a 'Group' dropdown menu currently set to 'All participants'. Below this, there is a 'Post a copy to all groups' checkbox which is checked. The main area is for adding the discussion, with a 'Your subject' field and a larger 'Type your post' text area. A 'Choose Files' button is located below the text area, showing 'No file chosen'. A small cartoon character is visible on the left side of the form.

Figure 4: Post a Discussion in All Groups

Applying Group Settings to Activities & Resources

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.)

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 5).

CAUTION: You can only set one due date for an assignment, so be sure to take this into account if you create an assignment that will be completed by students in different sections.

You can either **grant an extension** to a group of students to enforce a different due date or indicate the due date for each set of students in the assignment description field.

Quizzes: To accommodate different timing for a quiz in a combined course:

- Click on the link to open the quiz, then click on the **admin gear** in the upper right corner.
- Click on **Group overrides**, then **Add group override**.
- Select a group from the **Override group** pull-down menu (Figure 6).
- Check the **Enable** boxes to the right of the open and close quiz date fields, then adjust the dates as needed.
- Click on **Save** or **Save and enter another override**.

Students will see just the dates related to their group; the default quiz settings will not appear in their view.

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.

The screenshot shows the 'Group Assignment' interface. At the top, there are dropdowns for 'Grading action' (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 rows are visible: 'Student One' and 'Student Eight', both with 'No submission' status. A green box highlights the 'Select' column checkboxes. A dropdown menu is open from the 'With selected...' area, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions' (highlighted in yellow), 'Grant extension', and 'Send feedback files'. A red circle highlights the 'Go' button next to the dropdown, and a blue arrow points to the 'Grant extension' option.

Figure 5: Select Group Members in View all Submissions Page

The screenshot shows the 'Sample Group Quiz' interface. At the top, there is a gear icon for settings. Below it is a dropdown menu with options: 'Edit settings', 'Group overrides' (highlighted in yellow), and 'User overrides'. A red arrow points from the 'Group overrides' option to the 'Sample Group Quiz' page. The 'Sample Group Quiz' page has an 'Override' section with the following settings: 'Override group' (Demo Course 4), 'Require password' (Click to enter text), 'Open the quiz' (29 June 2018 11:46) with an 'Enable' checkbox, 'Close the quiz' (30 May 2019 23:59) with an 'Enable' checkbox, 'Time limit' (0 minutes) with an 'Enable' checkbox, and 'Attempts allowed' (1). There is a 'Revert to quiz defaults' button and 'Save', 'Save and enter another override', and 'Cancel' buttons at the bottom.

Figure 6: Group Override for a Quiz