

Groups are one of the most useful features in Moodle—they support students in carrying out team projects and make it possible for instructors to manage multiple sections in one Moodle course shell. Groups can either be created by assigning learners to specific groups or by randomly allocating students to groups.

To get started, click on the **Participants** link at the top of the main course page, then open the user menu in the top left corner (Figure 1) and select **Groups**.

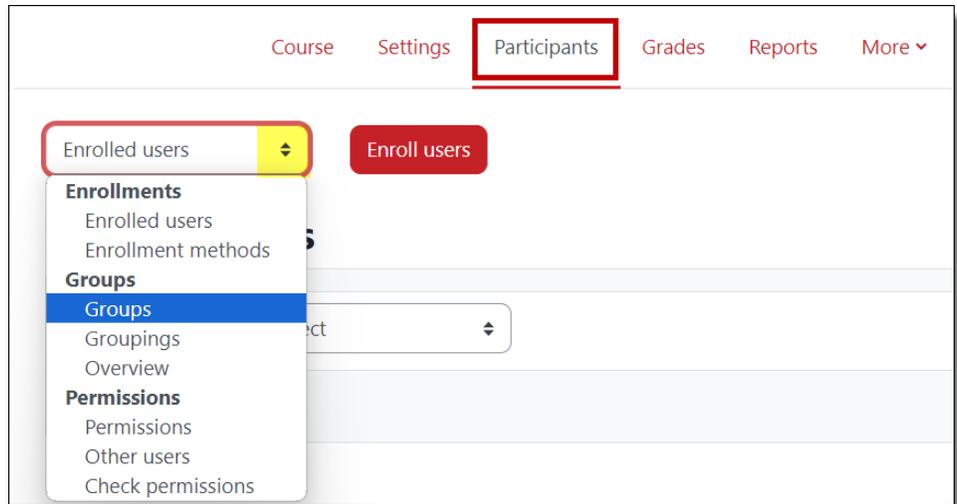


Figure 1: Groups Option in Participants Menu

On the **Groups** page (Figure 2), you can **create groups** and assign users manually, or have Moodle **auto-create** random groups and populate them automatically. (You can also create groups by uploading a .csv file of the group names, if you have many groups to create.)

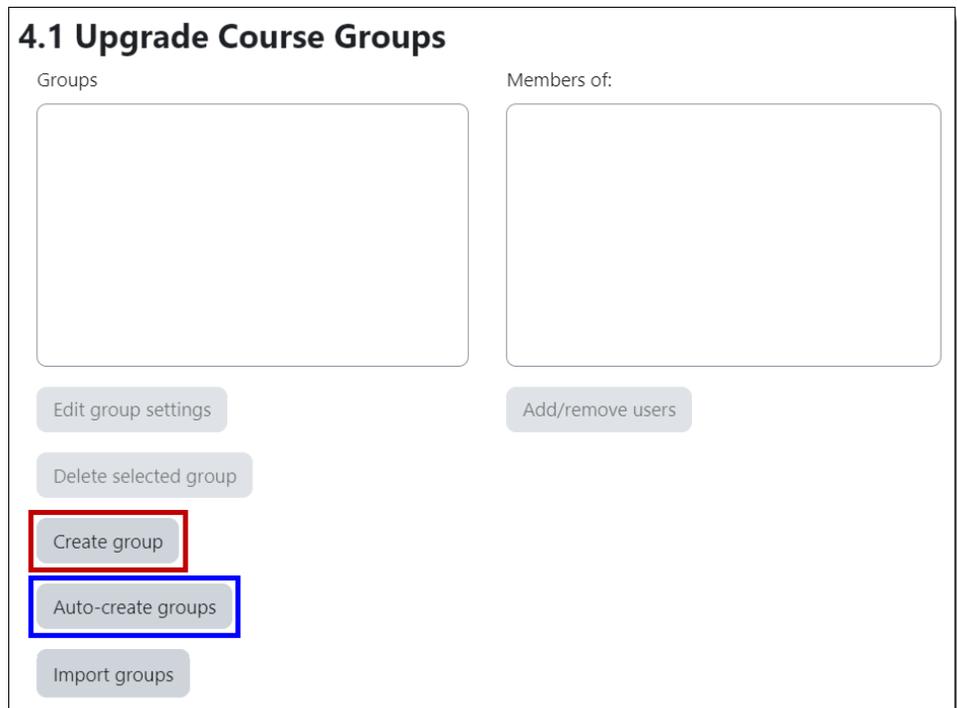


Figure 2: Group Options

## Create Groups Manually

In many cases, you'll want to manually assign students to groups. For example, you may wish to group students by CRN to make it easier to enter grades or take attendance, or you might want to have your students select specific projects to work on together.

**TIP:** With a "[Group choice](#)" activity, students can sign up for a group and self-enroll, saving time and effort.

# Create Groups

## Create Groups

1. On the groups page (Figure 2), click on **Create group**.
2. **Name** the group as needed (CRN, class meeting time, project name, etc.) (Figure 3).
3. Enter a description if you wish—students will only see it if you use the **Group choice** activity.
4. Do not enter an enrollment key, but feel free to upload an image. Images are cropped to 100 X 100 pixels. Group images are displayed along with profile images when students post in a forum.
5. **Save changes** to return to the **Groups** page to create more groups or add users to groups.

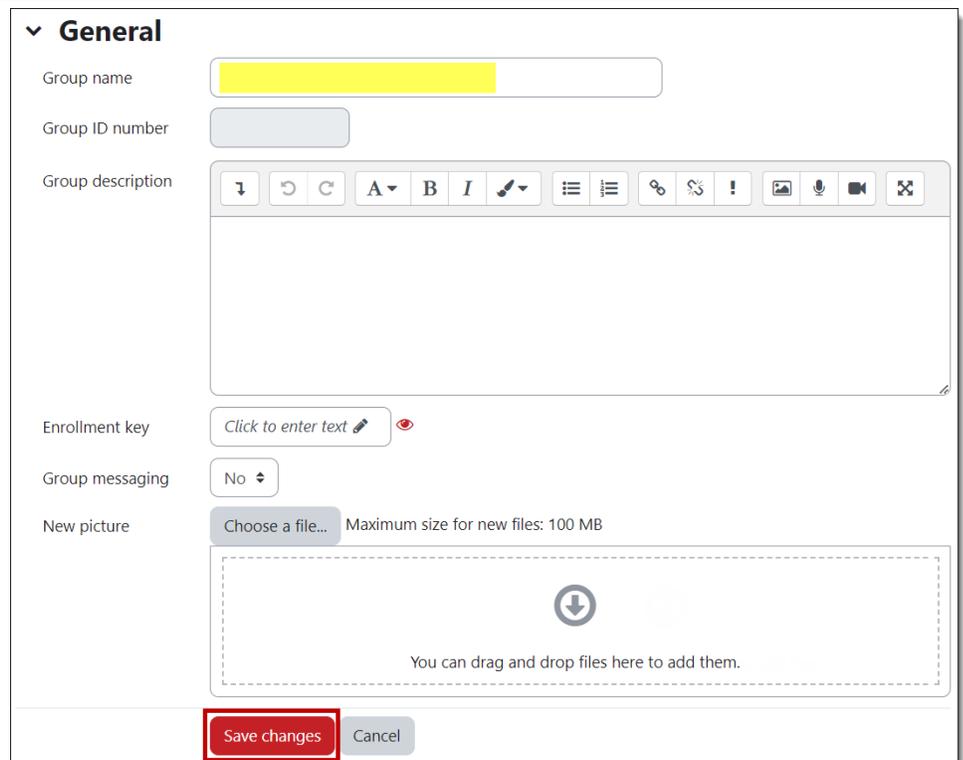


Figure 3: Manual Group Creation

Continue adding groups until you have created all the groups you need.

## Assign Students to Groups

1. On the **Groups** page, click on a group name from the list of groups in the left column (Figure 4).
2. Click on the **Add/remove users** button.
3. On the **Add/remove users** page (Figure 5, below), select a student's name and click on **Add** to include him/her in the group. Note that as students are assigned to groups, Moodle will indicate how many groups they belong to. Also, if you select a student's name, you can see any group that they already belong to in the **Selected user's membership** area on the right.

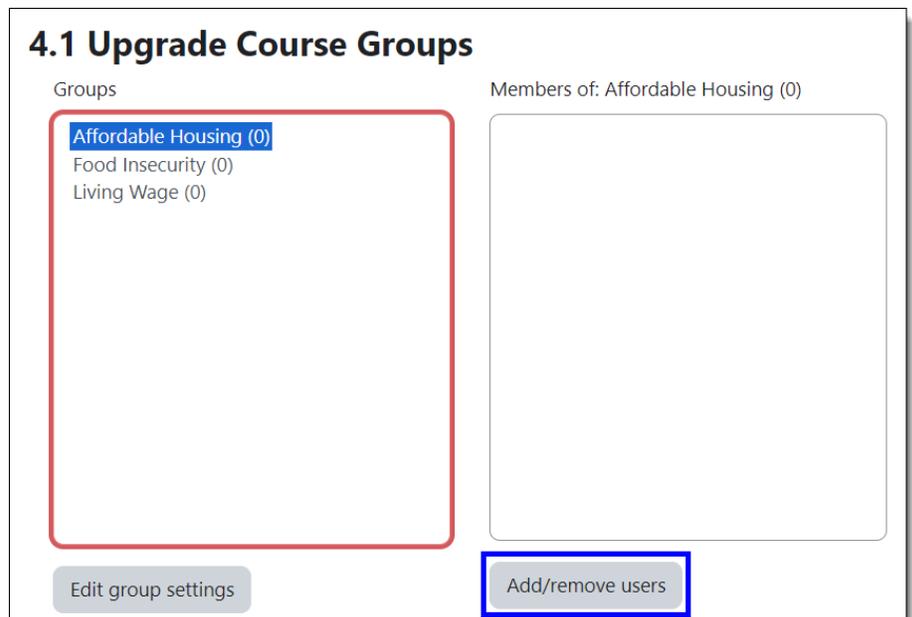


Figure 4: Group Selection & Add/Remove Users

**TIP:** To add multiple students at one time, hold the Ctrl or Cmd key down as you select each name.

**Note:** You don't need to enroll yourself in any groups, as you will be able to view and join in on group activities without being enrolled.

## Create Groups

- Click on [Back to groups](#) after adding students to the group.

**Add/remove users: Affordable Housing**

Group members: None

Potential members:

- Student (8)
  - Student8 Eight (12348) (0)
  - Student5 Five (12345) (0)
  - Student4 Four (12344) (0)
  - Student1 One (12341) (1)
  - Student7 Seven (12347) (0)
  - Student6 Six (12346) (0)
  - Student3 Three (12343) (0)
  - Student2 Two (12342) (0)
- Teacher (1)
  - Test Teacher () (0)
- Multiple roles (1)
  - Hart Wilson (940095823) (0)

Selected user's membership: Living Wage

Search [ ] Clear

Search [ ] Clear

Search options ▾

Back to groups

Figure 5: User Selection & Add Button

### Search Options

*Keep selected users.....* rather than stopping to add each user, select a desired user, search for and select the next, continuing until you have found and selected all you need, then click on **Add**.

*If only one user matches....* auto-select a unique user name and click on **Add**.

*Match the search text anywhere...* increase your ability to find a user quickly with a partial name.

Back on the main groups page, click on the group name to display the list of students assigned to it (Figure 6). The number of members is displayed next to the group name.

### Auto-create Random Groups

Moodle can automatically create groups and randomly assign students to these groups. Groups can be totally random or can be selected alphabetically by first or last name. To create random groups of students:

**4.1 Upgrade Course Groups**

Groups

- Affordable Housing (2)
  - Food Insecurity (3)
  - Living Wage (3)

Members of: Affordable Housing (2)

Student

- Student8 Eight (12348)
- Student5 Five (12345)

Edit group settings

Delete selected group

Add/remove users

Figure 6: Review Group Membership

## Create Groups

1. Go to the **Groups** page and click on **Auto-create groups** (Figure 2, above).
2. In the **Naming scheme** field (Figure 7), the default is **Group @** with the @ symbol representing a series of letters (resulting in groups named Group A, B, C, etc.). To number your teams (Group 1, 2, 3, etc.), replace the @ symbol with the pound sign (#). You can also replace *Group* with *Team*, *Peer Group*, etc. (**Note:** An @ or # symbol needs to remain in the field to count off each group.) Once the groups are created, you can also rename them if you wish.
3. Indicate whether you want to create a specific *number of groups* or if you want a certain *number of students* in each group in the **Auto create based on** pull-down menu.
4. Enter the desired number of groups or number of students per group in the field labeled **Group/member count**.
5. In the **Group members** options area, the default choice is to assign students to groups randomly. You can use the **Allocate members** field to group students alphabetically if desired. **Prevent the last small group** if you base the groups on the number of students and risk having one very small group.
6. **Groupings** are sets of groups. Leave this option set to **No grouping** if you only intend to have one set of groups in the class. To learn about groupings, see the article linked below.
7. If you wish, **preview** the groups to see if the distribution of students is appropriate, then click on **Submit** to create your groups. You can manually change randomly created group assignments as necessary.



**CAUTION!** Students who enroll in your course **after** groups have been auto-created will **NOT** be enrolled in a group. Follow the instructions for manually assigning them to groups.

You're all set! Consider adding a [Group Members](#) link to your course to allow students to see who is in their group easily.

For more information on working with groups, see these articles:

[Applying Group Settings to Activities & Resources](#)  
[Check Group Enrollment](#)

[Managing Groups with "Groupings"](#)  
[Combine CRNs in One Course Shell](#)

**Auto-create groups**

**General**

Naming scheme: Group @

Auto create based on: Number of groups

Group/member count: [Empty]

Group messaging: No

**Group members**

Select members with role: Student

Select members from grouping: None

Allocate members: Randomly

Prevent last small group

Ignore users in groups

Include only active enrollments

**Grouping**

Grouping of auto-created groups: No grouping

Grouping name: [Empty]

Preview Submit Cancel

@ = A, B, C...  
# = 1, 2, 3...

Figure 7: Auto Create Groups