

Unlicensed Assistive Personnel Online Curriculum Moodle Version 3.5

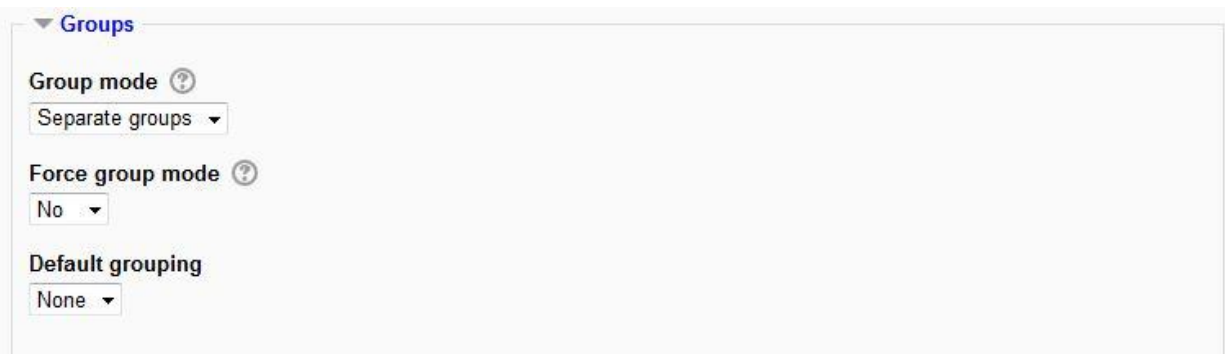
Creating Groups

Section One: There are default settings that are used when the school site is created. This section is for information only, or if you want to change the Group settings at a later date.

See [Section Two](#) for how to create Groups in a Module.

Open the course.

Open the **Administration** block if it is not already open. Open the **Course administration** dropdown if it is not already open. Select the **Edit settings** option from the dropdown list. The Edit course settings screen will appear. Scroll down the page until you locate the **Groups** section near the bottom of this page. Open this section by clicking on the right facing diamond. The topic will open and it will look like this:



The screenshot shows the 'Groups' settings section in Moodle. It contains three dropdown menus: 'Group mode' set to 'Separate groups', 'Force group mode' set to 'No', and 'Default grouping' set to 'None'. Each dropdown menu has a question mark icon to its right.

Separate groups is the default setting.

This setting has 3 options:

- No groups - There are no subgroups; everyone is part of one big community
- Separate groups - Each group member can only see their own group; others are invisible
- Visible groups - Each group member works in their own group but can also see other groups

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode; however, if the group mode is forced at course level, the group mode setting for each activity is ignored.

After you have made these selections scroll to the bottom of the page and save your changes.

NOTE: If you have created groups and added students to the group and the gradebook does not display a dropdown for your groups, check the setting above to make sure either **Separate or **Visible** groups is selected. If the setting is **No groups**, your groups will not display.**

Section Two:

Open the course. Open the **Administration** block if it is not already open. From the **Course administration** dropdown, select **Users** and then select **Groups**. The following screen will appear:

The screenshot displays the Moodle course administration interface for the course "UAP-Nurse Assistant". The breadcrumb trail is "Home > Courses > UAP-Nurse Assistant > Users > Groups". The left sidebar shows the "ADMINISTRATION" menu with "Groups" highlighted. The main content area shows "UAP-Nurse Assistant Groups" with a list of groups (currently empty) and a "Members of:" list. Below the group list are buttons for "Edit group settings", "Delete selected group", "Create group", "Auto-create groups", and "Import groups". A blue arrow points to the "Create group" button.

The first time you create a group, only the **Create group** button will be active. Select this button.

The following screen will appear and you will need to create a name for the group. Add information in the Group description box if appropriate and **save** your changes.

Below is a completed screen. The only required element is a group name. When you click on a question mark ? in Moodle, it will give more information on that option. The screen displayed below includes more information regarding the Group ID number option and how you might use it. The Group description is optional. Information entered here helps others know the purpose of the group and the requirements for being added to this group. Scroll to the bottom of the screen and the click the **Save changes** button.

The following screen will appear. The group has been created and you are now ready to add students to the group.

Home > Courses > UAP-Nurse Assistant > Users > Groups

NAVIGATION: Groups, Groupings, Overview

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
- Users
 - Enrolled users
 - Enrolment methods
 - Groups**
 - Permissions
 - Other users
- Filters
- Reports
- Gradebook setup
- Reset
 - Question bank
- Legacy course files
- Site administration

UAP-Nurse Assistant Groups

Groups

- 1st Quarter 2021 Students (0)**
- Hermann Area District Hospital (3)

Members of: 1st Quarter 2021 Students (0)

Buttons: Edit group settings, Delete selected group, Create group, Auto-create groups, Import groups, Add/remove users

Be sure that your Group name is highlighted. This first time you create a group, notice the left column indicates there are (0) student. Click on the **Add/remove users** button. The following screen will display:

Home > Courses > UAP-Nurse Assistant > Participants > Groups > Add/remove users

NAVIGATION: Add/remove users

Add/remove users: 1st Quarter 2021 Students

1st Quarter 2021 Students

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

Group members	Potential members	Selected user's membership:
None	Student (13) Rick Abrahms (rickabrahms@inte... Ian Bates (ianbates@internet.co... Halie Boyer (hboyer@hadh.org) (... Ted Dalton (teddalton@internet.c... Jane Doe (janedoe@internet.com)... Jill James (jilljames@internet.co... Thomas Kirk (thomaskirk@intern... Janet Owens (janetowens@inter... Zarah Perkins (zarahperloms@in... Kathy Rogers (kathyrogers@inte... Peyton Schafer (pschaefer@had... Donald Smith (brantona@inteme... Test Student (brantona@missour...	

Buttons: Add, Remove

Search: [input] Clear

Search options >

The **Potential members** field will populate with available user names in the site. Notice that the names are divided by role each user has been assigned. Select the name of a student that you would like to add to the group and then select the **Add** button. You may also use the click + shift windows command to select (highlight) a consecutive group of names and then click the **Add** button to move those students into the group. You may also use the click + ctrl windows command to select (highlight) more than one nonconsecutive name and then click the **Add** button to move those students into the group. These actions move the students from **Potential members** to **Existing members**. Students may be removed from a group by selecting the student(s) and then selecting the **Remove** button. Below is a screen display of selected students to be added to the group:

Home ► Courses ► UAP-Nurse Assistant ► Participants ► Groups ► Add/remove users

NAVIGATION

Add/remove users: 1st Quarter 2021 Students

1st Quarter 2021 Students

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

Group members: None

Potential members:

- Student (13)
 - Rick Abrahms (rickabrahms@int)
 - Ian Bates (ianbates@internet.co)
 - Halie Boyer (hboyer@hadh.org)
 - Ted Dalton (teddalton@internet.
 - Jane Doe (janedoe@internet.co)
 - Jill James (jilljames@internet.co)
 - Thomas Kirk (thomaskirk@int
 - Janet Owens (janetowens@inte
 - Zarah Perkins (zarahperforms@)
 - Kathy Rogers (kathyrogers@int)
 - Peyton Schafer (pschaefer@had
 - Donald Smith (brantona@intern
 - Test Student (brantona@missou
- Teacher (1)
 - Sue Daller (don@hadh.org) (1)

Selected user's membership:

Search Clear

Search Clear

Search options ►

Double check your selection and if everything is accurate, click the **Add** button.

Home > Courses > UAP-Nurse Assistant > Participants > Groups > Add/remove users

NAVIGATION

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Reset
 - Question bank
 - Legacy course files
- Site administration

Add/remove users: 1st Quarter 2021 Students

1st Quarter 2021 Students ⚙️

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

Group members	Potential members	Selected user's membership:
<p>Student (10)</p> <ul style="list-style-type: none"> Rick Abrahms (rickabrahms@inte Ian Bates (ianbates@internet.co Ted Dalton (teddalton@internet.c Jane Doe (janedoe@internet.co Jill James (jilljames@internet.co Thomas Kirk (thomaskirk@intern Janet Owens (janetowens@interi Zarah Perkins (zarahperloms@in Kathy Rogers (kathyrogers@inte Donald Smith (brantona@interne 	<p>Student (3)</p> <ul style="list-style-type: none"> Halie Boyer (hboyer@hadh.org) (Peyton Schafer (pschaefer@had Test Student (brantona@missour <p>Teacher (1)</p> <ul style="list-style-type: none"> Sue Daller (don@hadh.org) (1) 	

Search Clear

Search Clear

[Search options](#)

[Back to groups](#)

There are now 10 students in the 1st Quarter 2021 Students group. Select the **Back to groups** button, and this screen will appear:

Home > Courses > UAP-Nurse Assistant > Users > Groups

NAVIGATION

Groups **Groupings** Overview ←

UAP-Nurse Assistant Groups

Groups	Members of: 1st Quarter 2021 Students (10)
<ul style="list-style-type: none"> 1st Quarter 2021 Students (10) Hermann Area District Hospital (3) 	<p>Student</p> <ul style="list-style-type: none"> Rick Abrahms Ian Bates Ted Dalton Jane Doe Jill James Thomas Kirk Janet Owens Zarah Perkins Kathy Rogers Donald Smith

[Edit group settings](#)
[Delete selected group](#)
[Create group](#)
[Auto-create groups](#)
[Import groups](#)

[Add/remove users](#)

The Group you just created is highlighted and the members are indicated in the right column. You now have the ability to:

- Edit group settings
- Delete selected group
- Create Group
- Auto-create groups
- Import groups

If you choose the Overview tab (see screen above), the following screen will appear. This screen gives you a list of all groups that have been created and the students that have been assigned to each group.

The screenshot shows the 'UAP-Nurse Assistant Overview' page. The breadcrumb trail is: Home > Courses > UAP-Nurse Assistant > Users > Groups > Overview. The navigation tabs are: Groups, Groupings, Overview. The left sidebar contains an 'ADMINISTRATION' menu with options like Course administration, Users, Groups, and Filters. The main content area has a title 'UAP-Nurse Assistant Overview' and filters for 'Filter groups by: Grouping' (set to 'All') and 'Group' (set to '1st Quarter 2021 Students'). Below the filters, there is a heading '[Not in a grouping]' and a table with the following data:

Groups (1)	Group members	User count
1st Quarter 2021 Students	Rick Abrahms, Ian Bates, Ted Dalton, Jane Doe, Jill James, Thomas Kirk, Janet Owens, Zarah Perkins, Kathy Rogers, Donald Smith	10

In the above example, the information has been filtered by using the Filter groups by: option and choosing the name of the specific group. If you have multiple groups, all of them will display by default when you choose the Overview tab. To return to the Groups page, select the Groups tab.

If you use the breadcrumbs at the top of the screen and choose [UAP Nurse Assistant](#), it will take you to course content section page. From the **People** block, select [Participants](#) link and the following screen (partial) will appear:

ADMINISTRATION

- ▼ Course administration
 - ⚙ Edit settings
 - ✍ Turn editing on
 - ⚙ Course completion
- ▼ Users
 - 👤 Enrolled users
 - ▶ Enrolment methods
 - 👤 Groups
 - ▶ Permissions
 - 👤 Other users
- ▼ Filters
 - ▶ Reports
 - ⚙ Gradebook setup
 - 🔄 Reset
 - ▶ Question bank
 - 📁 Legacy course files
- ▶ Site administration

1st Quarter 2021 Students

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

x Group: 1st Quarter 2021 Students
Enrol users

Number of participants: 10

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Reset table preferences

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Rick Abrahms	rickabrahms@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Ian Bates	ianbates@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Ted Dalton	teddalton@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Jane Doe	janedoe@internet.com	Student	1st Quarter 2021 Students	76 days 22 hours	Active ⓘ
<input type="checkbox"/>	Jill James	jilljames@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Thomas Kirk	thomaskirk@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Janet Owens	janetowens@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Zarah Perkins	zarahperloms@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Kathy Rogers	kathyrogers@internet.com	Student	1st Quarter 2021 Students	Never	Active ⓘ
<input type="checkbox"/>	Donald Smith	brantona@internet.com	Student	1st Quarter 2021 Students	69 days 23 hours	Active ⓘ

Select all
Deselect all
?

This list has been filtered to display the students in the 1st Quarter 2021 Students group. There are many options available to filter your list of students. The column headings in blue are links and will sort the column ascending or descending. This list was sorted alphabetically by Surname after it was filtered. To return to the complete list of Participants (students), click the X beside the options you have chosen to filter by.