

Automotive Technology Online Curriculum

Moodle Version 3.5

This documentation was created using the Unlicensed Assistive Personnel online site.
The steps are the same.

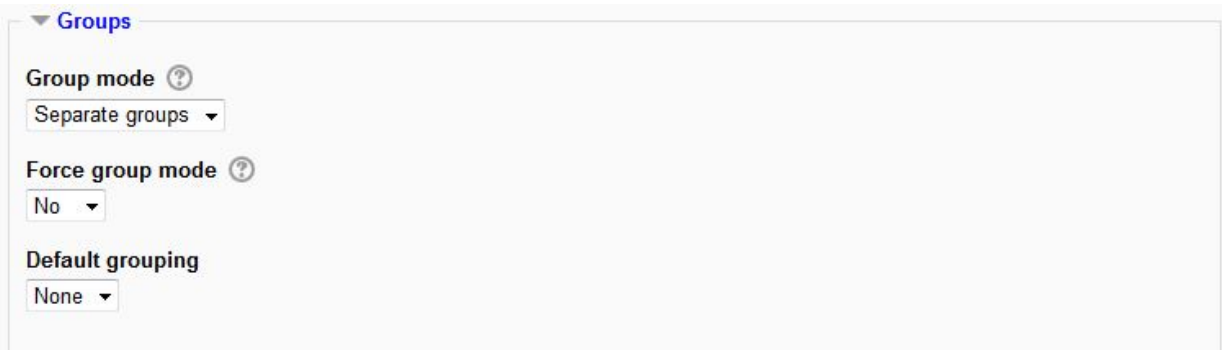
Creating Groups

Section One: There are default settings that are used when the facility 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 online course site.

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' is set to 'Separate groups', 'Force group mode' is set to 'No', and 'Default grouping' is 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 sub groups, 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 the 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.

How to Create Groups

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:

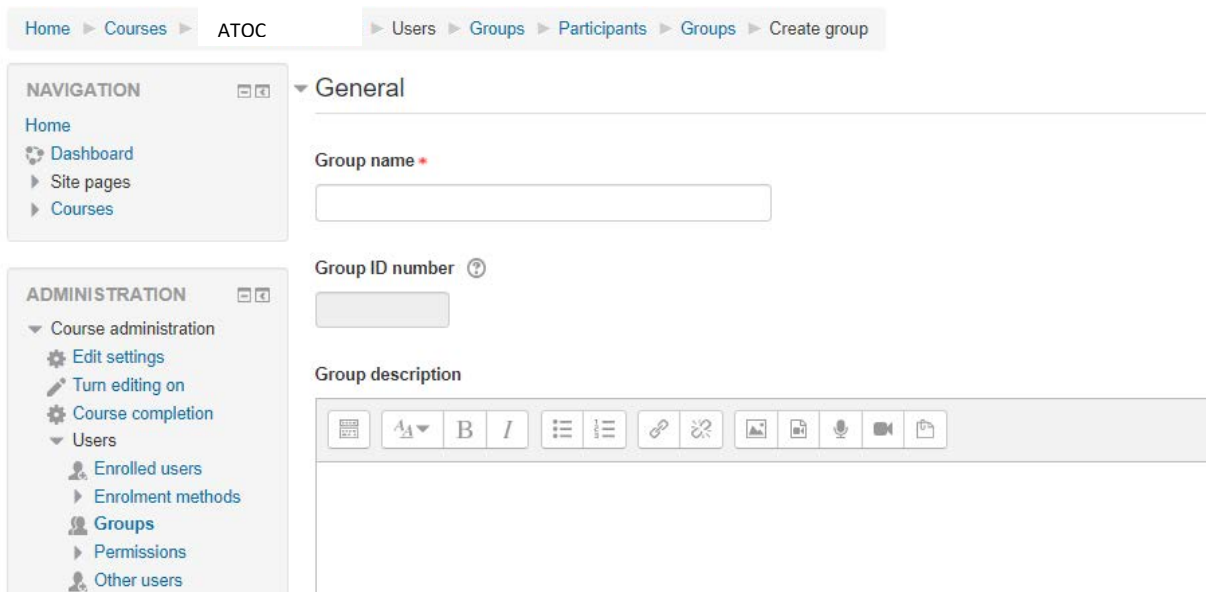
Open the course. Open the **Administration** block if it is not already open. From the **Course administration** dropdown select **Users** and then select **Groups**. The following screen will appear:

The screenshot displays the Moodle course administration interface for the 'Groups' section. The breadcrumb trail at the top reads 'Home > Courses > ATOC > Users > Groups'. The left-hand 'ADMINISTRATION' sidebar is expanded to show 'Users' > 'Groups', with blue arrows indicating the navigation path. The main content area features a 'Groups' header and two scrollable lists: 'Groups' (containing 'Hermann Area District Hospital (3)') and 'Members of:'. Below these lists are several action buttons: 'Edit group settings', 'Delete selected group', 'Create group' (highlighted with a blue arrow), 'Auto-create groups', and 'Import groups'. An 'Add/remove users' button is also present under the 'Members of:' list.

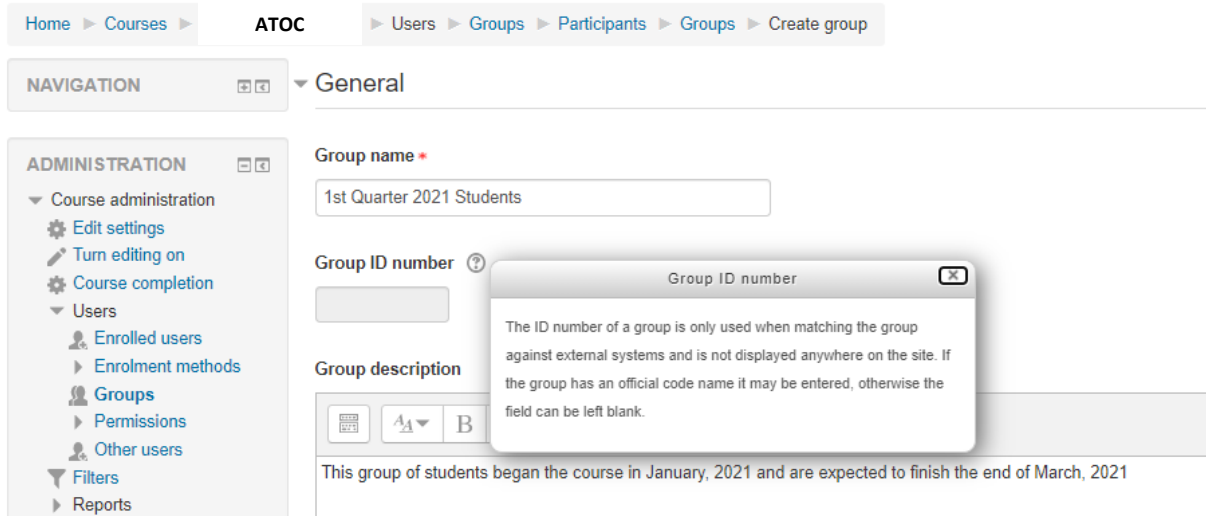
The first time you create a group only the **Create group** button will be active. Select this button.

How to Create Groups

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.

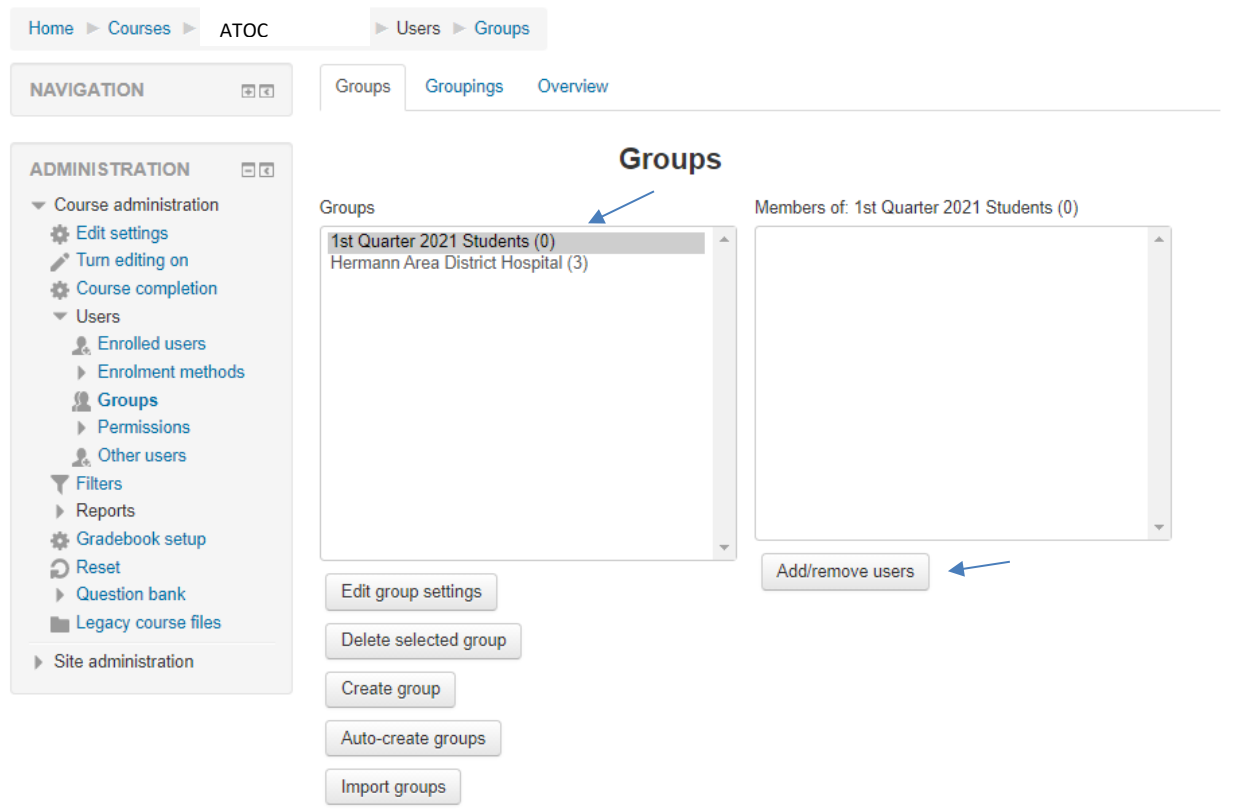


Below is a completed screen. The only required element is a group name. When you click on a question mark ? in Moodle it will give more information on that option. The screen displayed below includes more information regarding the Group ID number option and how you might use it. The Group description is optional. Information enter 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 click the **Save changes** button.



How to Create Groups

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



The screenshot shows the Moodle Groups management interface. At the top, the breadcrumb navigation reads "Home > Courses > ATOC > Users > Groups". Below this, there are tabs for "Groups", "Groupings", and "Overview". On the left, there is a "NAVIGATION" section and an "ADMINISTRATION" sidebar. The "ADMINISTRATION" sidebar includes options like "Course administration", "Users", "Filters", and "Reports". The main content area is titled "Groups" and contains two columns. The left column, labeled "Groups", lists "1st Quarter 2021 Students (0)" (highlighted) and "Hermann Area District Hospital (3)". The right column, labeled "Members of: 1st Quarter 2021 Students (0)", is currently empty. Below the "Groups" list, there are buttons for "Edit group settings", "Delete selected group", "Create group", "Auto-create groups", and "Import groups". Below the "Members" list, there is a button for "Add/remove users". Blue arrows point to the highlighted group name and the "Add/remove users" button.

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

How to Create Groups

The screenshot shows the 'Add/remove users' interface for a group named '1st Quarter 2021 Students'. The breadcrumb trail at the top reads: Home > Courses > ATOC > Participants > Groups > Add/remove users. The left sidebar contains a 'NAVIGATION' section and an 'ADMINISTRATION' section with various options like 'Course administration', 'Edit settings', 'Turn editing on', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Reset', 'Question bank', 'Legacy course files', and 'Site administration'. The main content area is titled 'Add/remove users: 1st Quarter 2021 Students' and includes a description: 'This group of students began the course in January, 2021 and are expected to finish the end of March, 2021'. Below this, there are three columns: 'Group members' (currently empty), 'Potential members' (listing 13 students and 1 teacher), and 'Selected user's membership:'. The 'Potential members' list includes names and email addresses for Rick Abrahms, Ian Bates, Halie Boyer, Ted Dalton, Jane Doe, Jill James, Thomas Kirk, Janet Owens, Zarah Perkins, Kathy Rogers, Peyton Schafer, Donald Smith, and Test Student. Below each list is a search box with a 'Clear' button. At the bottom left, there is a 'Search options' link.

The **Potential members** field will populate with available user names in the site. Notice that the names are divided by the 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:

How to Create Groups

Home ▶ Courses ▶ ATOC ▶ 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: 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@inter
 - Janet Owens (janetowens@inte
 - Zarah Perkins (zarahperloms@)
 - 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. The following screen will display:

How to Create Groups

Home > Courses > ATOC > 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

Student (10)

- Rick Abrahms (rickabrahms@inte
- Ian Bates (ianbates@internet.cor
- Ted Dalton (teddalton@internet.c
- Jane Doe (janedoe@internet.cor
- Jill James (jilljames@internet.cor
- Thomas Kirk (thomaskirk@intern
- Janet Owens (janetowens@interi
- Zarah Perkins (zarahperloms@in
- Kathy Rogers (kathyrogers@inte
- Donald Smith (brantona@interne

Potential members

Student (3)

- Halie Boyer (hboyer@hadh.org) (
- Peyton Schafer (pschaefer@had
- Test Student (brantona@missour

Teacher (1)

- Sue Daller (don@hadh.org) (1)

Selected user's membership:

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:

ATOC

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

NAVIGATION

ADMINISTRATION

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

ATOC : Groups

Groups

- 1st Quarter 2021 Students (10)
- Hermann Area District Hospital (3)

Members of: 1st Quarter 2021 Students (10)

Student

- 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

How to Create Groups

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 of the groups that have been created and the students that have been assigned to each group.

Home > Courses > ATOC > Users > Groups > Overview

NAVIGATION: Groups, Groupings, Overview (selected)

ADMINISTRATION: Course administration (Edit settings, Turn editing on, Course completion), Users (Enrolled users, Enrolment methods, Groups, Permissions, Other users), Filters

ATOC Overview

Filter groups by: Grouping: All | Group: 1st Quarter 2021 Students

[Not in a grouping]

Groups (1)	Group members	User count
1st Quarter 2021 Students	Rick Abrahams, 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 [ATOC](#) it will take you to course content section page. From the **People** block select the [Participants](#) link and the following screen (partial) will appear:

How to Create Groups

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

Group: 1st Quarter 2021 Students Enrol users

Search keyword or select filter

Number of participants: 10

Reset table preferences

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
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

Select	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

PEOPLE

- Participants

SECTION LINKS

1 2 3 4 5 6 7 8

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 heading that are in blue are links and will sort the column ascending or descending. This list was sorted alphabetically by Surname after it was filtered by the group name. To return to the complete list of Participants (students) click the X beside the options you have chosen to filter by.