2022 ASE Collision Repair and Refinish Competency Profile and Job Sheet Skill Tracking Modules
Moodle Version 3.5

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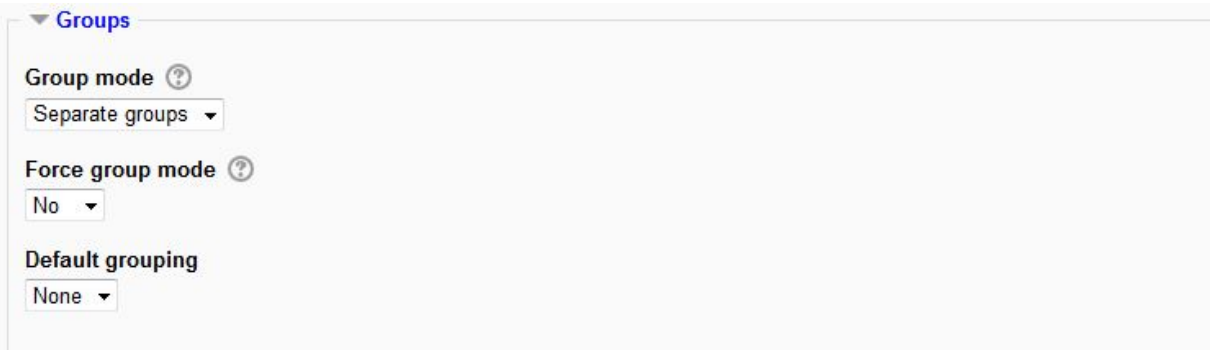The steps are the same.

Creating A Group With a Password

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 a Group with a password within a Module.
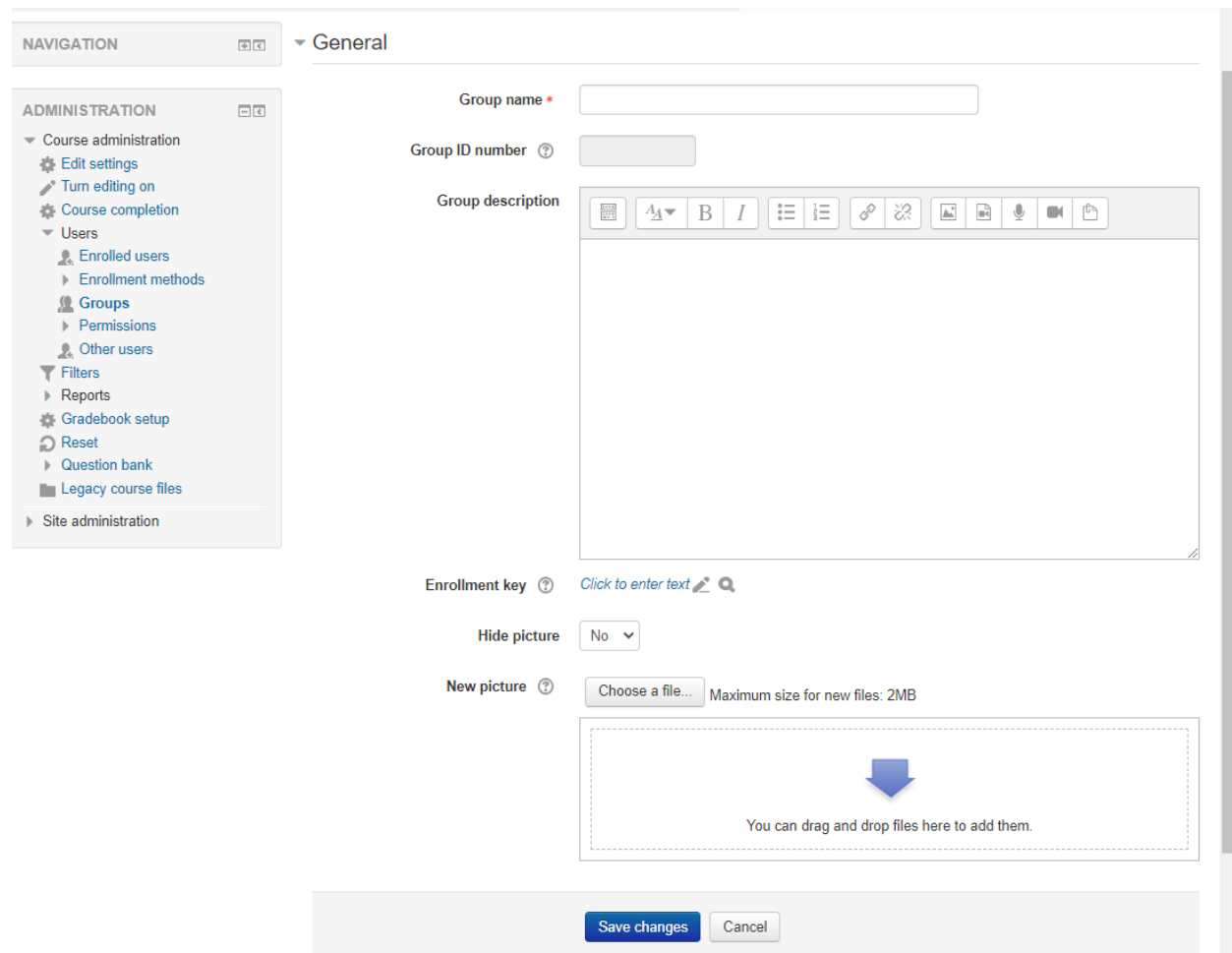
Open the course.
Open the **Administration** block if it is not already open. Open the **Course administration** dropdown if it is not already open. Select the **Edit settings** option from the dropdown list. The Edit course settings screen will appear. Scroll down the page until you locate the **Groups** 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:

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.==

NOTE: The default setting for the site is set to prevent students from viewing the participant list. This can be updated as needed.

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 Visiable groups is selected. If the setting is No groups, your groups will not display.

Section Two: Creating Groups with a Password

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

How to Create a Group with a Password

The following screen will appear:

Enter a name for the group.

Group ID number will be addressed later.

Group description is not required. However, if there are multiple groups and multiple instructors it is advisable to provide specific umique information related to the group's purpose and requiements for students to be added to the group.

Enrollment key is a password. This option helps instructors manage student ernollment in the group. **It also allows students to not only enrollment themselves in the course but specifically into the correct group**. To enter a password click on the "Click to enter text" link. The requirements for a password are: The password must be 8 characters long and include one upper and one lower case letter, one number, and one special character. Once you have entered the password it will turn to asterisks. To reveal the password, click on the magnifying glass icon and it will be revealed. To edit the password, click on the pencil icon. Be sure and **save** your changes.

Below is a completed screen:

NOTE: 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.

How to Create a Group with a Password

After the group has been created and saved you will be returned to the main Groups screen shown below:

The new group has been created and is ready for students to be added to it either by direct

enrollment by the student or manually by an instructor. Notice the (0) beside the Demo Group.
There are no students currently in that group.

If you choose the Overview tab (see screen below) 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.

In the above example the information has been **filtered** by using the
Filter groups by: option and choosing the name of a 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 the Participants link and the
following screen (partial) will appear:

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 acending or decending. This list was sorted alaphabetically by Surname after it was filtered by the group name. To return to the complete list of Partaicipants (students) click the X beside the options you have chosen to filter by.