

✖ Related to this topic, the section [Moodle](#) contains a selection of interesting pages.

Groups and Groupings

Groups

In Moodle, almost all *activities* (except *Glossary*, *Lesson*, *SCORM package*) and every *resource* allow you to divide your course participants into groups. Especially with large numbers of participants and different groups (labs, practical courses, etc.), group mode is useful for working more specifically or in a more differentiated way within smaller groups. Results and reports can be displayed filtered by individual groups when completed in group mode.

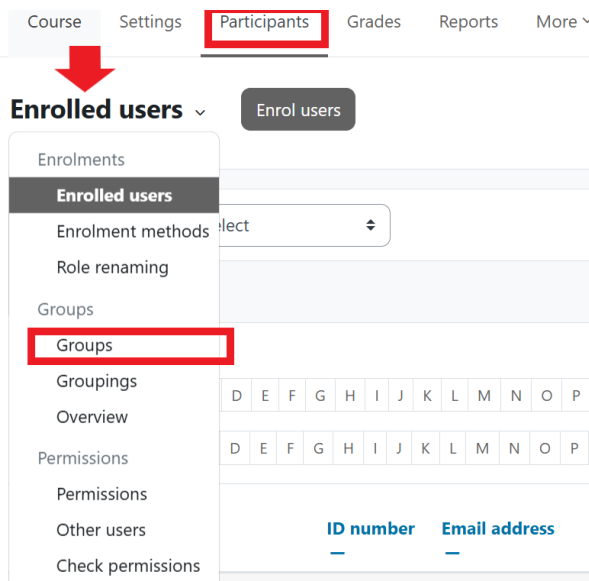
You can assign groups

1. manually,
2. automatically (random or alphabetical assignment possible),
3. or leave the choice to students via the activity *Group choice*.

Manual group assignment

You can find the group settings at the top of the course in the central menu bar under *Participants*.

On the page that opens, select the option *Groups* from the dropdown menu.



There, select the function Create group.

First, assign a unique *Group name*. If students should already be assigned to their group during course enrollment, set a group *Enrollment key*. However, group enrollment must first be activated under *Enrollment methods*.

General

Group name []

Group ID number []

Group description

Edit View Insert Format Tools Table Help

← → **B** *I* A ▾ ▾ ...

0 words Build with tinyMCE

Enrolment key Click to enter text

Group membership visibility

Visible ▾

Show group in dropdown menu for activities in group mode

Group messaging

No ▾

New picture Choose a file... Maximum size for new files: 500 MB

You can drag and drop files here to add them.

Save changes Cancel

Clicking Save changes creates the group and redirects you to the group overview page.

Groups ▾

Groups

Group1 (0)

Members of: Group1 (0)

With selected

Edit group settings Add/remove usersDelete

There, select the desired group. To manually add users, click **Add/remove users**. Under *Potential members*, select the desired person from the course participants and click **Add**.

Create groups automatically

You can find the group settings at the top of the course in the central menu bar under *Participants*. On the page that opens, select the option **Groups** from the dropdown menu.

There, click **Auto-create groups**.

Edit group settings

Delete

Disable messaging

Enable messaging

Manage

Create group

Auto-create groups

Import groups

Under *General*, first define the *Naming scheme*. The @ symbol acts as a placeholder for letters (Group A, Group B, ...), the # symbol generates group names with numbers (Group 1, Group 2, ...).

Under *Auto-create based on*, decide whether the criterion is the *Number of groups* or *Members per group*.

Under *Group members*, the option *Allocate members* defines the allocation criterion (*Randomly* or *Alphabetically*).

Group modes:

You can set the group mode for the entire course or only for individual learning activities. Generally, three different modes are available.

- No groups: There is no group division in the course; all participants belong to one group. This mode is the default.
- Separate groups: Each group sees only the members and contributions of its own group. Other groups (and their assigned activities) are invisible.
- Visible groups: Each group works independently but can see the members and activities of other groups with read-only access.

Group mode for the entire course

You can find the group mode settings at the course level in the central menu bar under *Settings*. Under *Groups*, define the group mode for the course. This setting predefines group work for all activities.

Group mode for individual activities

It is also possible not to set the group mode course-wide. This requires that *Force group mode* is set to *No* in the course settings. To set the group mode for individual activities, navigate to *Settings > Common module settings* within the activity and select one of the three group modes *No groups* - *Separate groups* - *Visible groups*.

Group mode for individual files

If you work with groups in your course, it may be necessary to make materials available to different groups at different times or to provide differentiated content. You can configure this via the *resource*

settings.

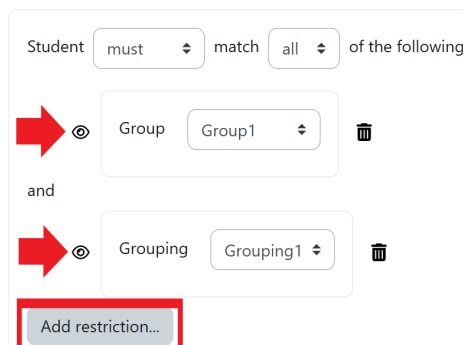
To do so, click *Edit* () → *Edit settings* behind the corresponding file.

Under *Restrict access* → *Add restriction* → *Group* or *Grouping*, select the desired group or grouping.

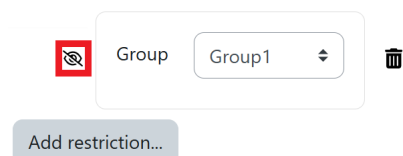
Click *Save* and *display* to apply the settings. 

Below the file, the selected group will then appear in the course space. Only participants of the group/grouping can access the material assigned to them. If you set the option to *Hidden*, only participants of the group/grouping will see the file. For all other participants, the material will not be visible.

Access restrictions

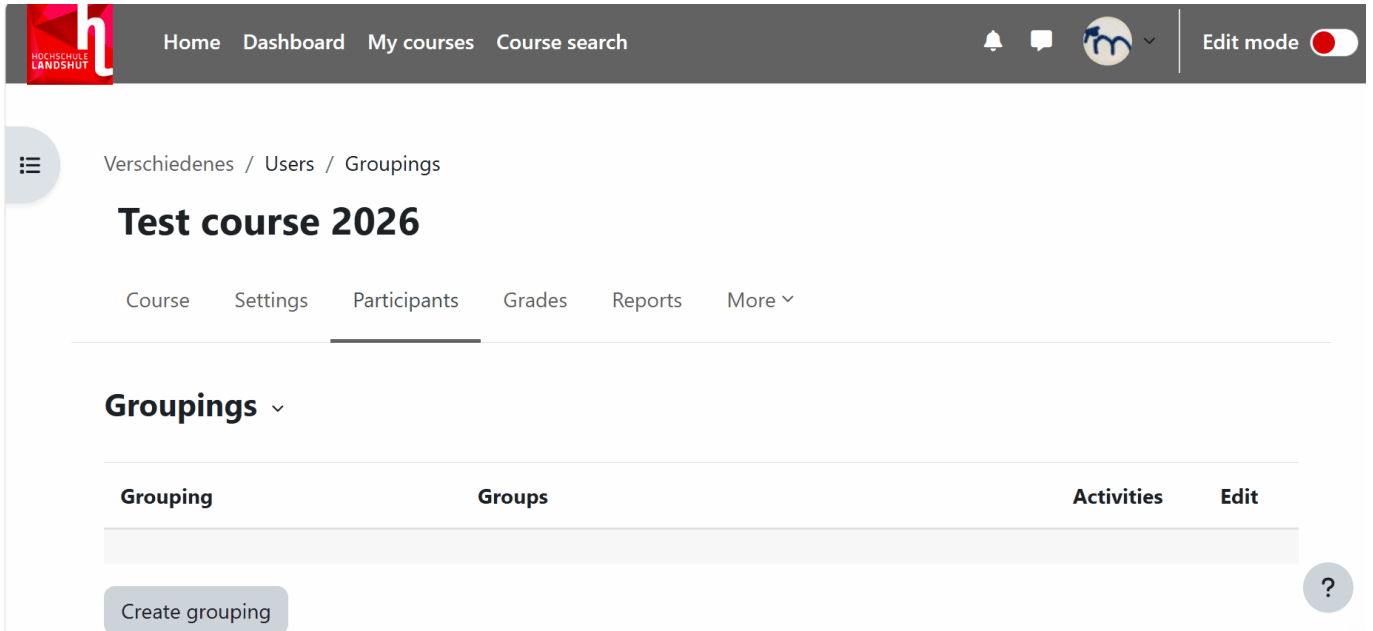


Student match the following



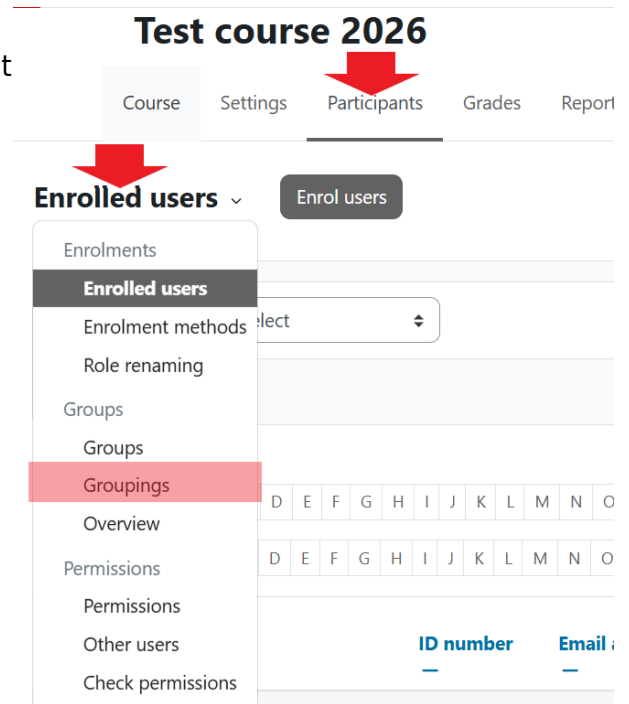
Groupings

A grouping allows you to combine several groups within a course. In addition, using *Groupings* and the restriction *Allow access only to group members*, you can make individual files or *materials* available to different groups or groupings, for example at different times.




Create grouping

You can create a *Grouping* if you have already created at least one *Group* beforehand. In the course, go to *Participants* via the central menu bar and select *Groupings* from the dropdown menu. Then click *Create grouping*.



Test course 202

Enter a unique name for the desired grouping. Then assign the desired group to the grouping by clicking the icon  *Show groups in grouping* on the right.


Course Settings **Partici**

Under *Potential members*, select the desired group and click Add. Use *Back to groupings* to return to the overview page.

Groupings

Grouping

Grouping1

Create grouping 

Course Settings **Participants** Grades Reports More 

Overview

Filter groups by: Grouping Group

Grouping1

Groups (1)	Group members	User count
Group1		0

Not in a grouping


Groups (0)	Group members	User count

Not in a group

Groups (1)	Group members	User count
No group	Muster, Falk (falk.muster@unibw.de,), Muster 2, Maxi (test2@testmail.de,), Musterfrau, Erika (s-emuste, s-emuste@haw-landshut.de, Automobilitformatik), Musterfrau, Maria (s-mmust1, s-mmust1@haw-landshut.de,	5

In the *Overview* tab, you will find a list of all groupings with the names of the respective group members.

Activity completion and completion tracking

The *Activity completion* functionality allows course leaders to define criteria or conditions for when an activity or resource is considered completed by students. Once the conditions are met, a checkmark appears next to the activity on the course page (.

Such conditions or criteria may include: the activity was viewed, a certain score was achieved, a specific date was reached, or the participant marked the activity as completed manually.

When is this functionality useful?

- Tracking learning progress

- In connection with the *Course completion* functionality
- In connection with *Restrictions*
- Linking multiple activities and resources (conditions, learning paths...)

Enable settings

At course level


At course level, you can find this functionality in the central menu bar under *Settings > Completion tracking*. Select *Enable completion tracking* → *Yes* and save your changes.

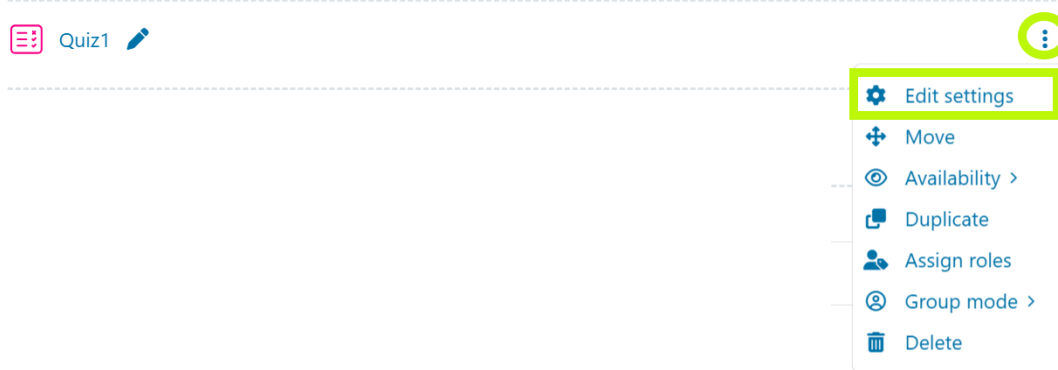
Note: For courses requested from SS20 onwards, completion tracking is already enabled by default and settings can be configured directly at activity/resource level.

At activity/resource level


You can now configure various activity completion settings at activity level, which vary depending on the activity or resource type. For example, a text page or PDF can be completed when viewed; a forum can be completed when someone has started at least one new discussion topic or replied to at least three posts; a glossary can be completed when two glossary entries have been created, etc.

Enable edit mode. 

Click *Edit* () next to the activity or resource you created → *Edit settings* → *Completion conditions*.



Alternatively, within the activity, you can click *Settings* in the central menu bar → *Completion conditions*.

You can display or hide *completion tracking* in different ways. If you want to define specific conditions, select *Add requirements*. This activates additional settings. 

You can configure the following completion conditions for all activities and resources:



- *View the activity:*
 - As soon as participants view the resource or activity, it is considered completed.
- *Receive a grade (graded activities only):*
 - You must have configured grading in the activity settings under GRADE. The activity is considered completed once participants receive a grade.
- *Achieve passing grade (graded activities only):*
 - You can differentiate between completed and passed, or completed but failed. Once the passing grade is reached, the activity is successfully completed. Alternatively, you can define completion when „all available attempts are completed,“ even if the passing grade is not reached.
- *Set reminder in timeline:*
 - This option allows you to set a reminder for participants to work on this activity. The reminder appears in the timeline block on the dashboard, e.g. „Quiz requires action.“

For different activity and resource types, additional specific completion conditions are available. These are explained using the FORUM example:

- *Start discussions:*
 - The activity is considered completed once participants have started a specified number of new discussion topics.
- *Post replies:*
 - Once participants have written a specified number of reply posts, the forum is marked as completed.
- *Start discussions or post replies:*
 - The activity is considered completed once participants have either started a specified number of new discussion topics or written a specified number of reply posts.

Finally, save your changes.

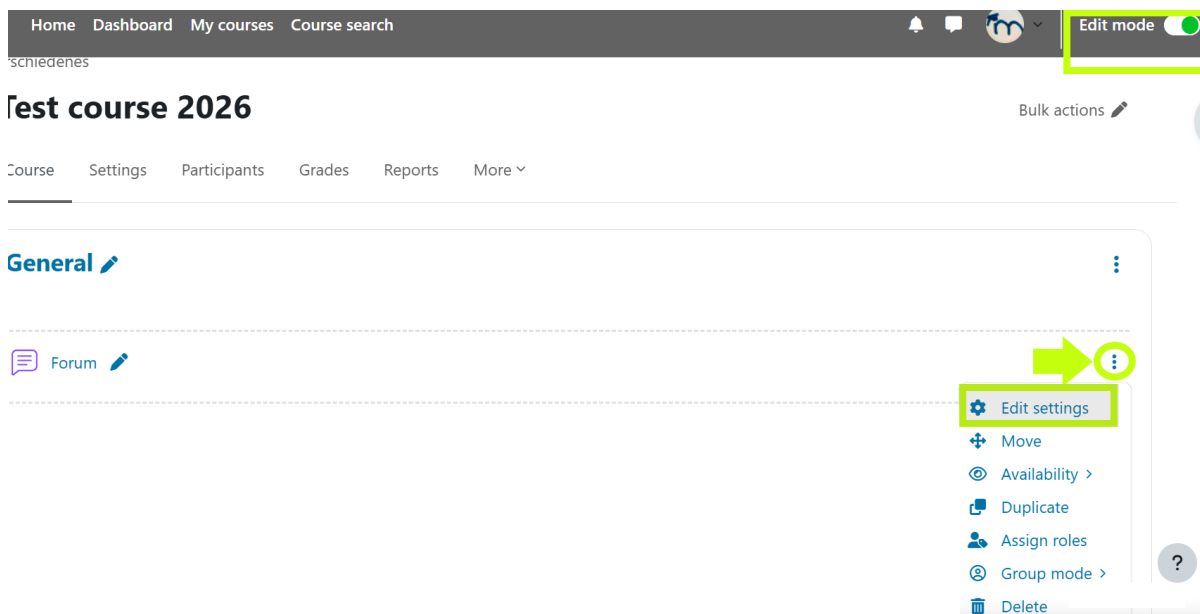
Restrict Access

Restrict Access allows instructors in a Moodle course to tie access to an activity, resource, or entire section to conditions. These conditions or restrictions are set at activity level (or when editing a section) and may include:

- A specific date or defined time period
- A grade that must be achieved previously in the course or in another activity
- Completion of a previous activity

Enable restrictions

First, enable editing mode.

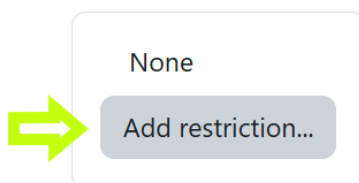


Next to the activity you want to restrict, click Edit (three dots on the right side of the activity) → Edit settings → Restrict access → Add restriction.

> Common module settings

∨ Restrict access


Access restrictions



A window opens where you can select different types of restrictions to limit availability. The following restrictions may be relevant for you:

- Activity completion
- Date
- Grade
- Groups and groupings
- User profile
- Restriction set

Activity completion

This defines that the resource or activity is only available/visible if a specific completion condition has been met for another selected resource or activity in the course: 

- *Must be marked complete*
- *Must not be marked complete*
- *Must be complete with pass grade*
- *Must be complete with fail grade*

Note: This option only appears if activity completion is enabled in the course and at least

one resource or activity has a defined completion criterion.

Date



This criterion defines that the resource or activity is available from and/or until a specific point in time (date/time).



Grade

This criterion defines a condition based on a specific grade in the course. You can specify a minimum or maximum score (given in percent), both, or neither.

Groups and groupings



You can restrict the visibility of the resource or activity to a specific group or grouping.

Note: This button only appears if there are groups or groupings in the course.

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