

1

- Edit Settings
- Edit Content
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Share
- Reset
- Recycle Bin
- Competencies

2 **More**

3 Select 'Groups' under Users

Course Administration

Users Enrolled users
Groups Other users

Enrolment Methods Manual enrolments

Permissions Check permissions

4 Select 'Create Groups'

LCCMAD19/20 Groups

19/20 Unit Site LCC Full-time Year 1

Create group

5 Add a Group name and brief description of its relevance then click **Save Changes**

Group name: Group 1

Group Descriptions: This is your group for assignment 1.

Save Changes

6 Select the group and then click **Add/remove users**

Members of Group 1

Group 1 (0)

Add/remove Users

7 Add users from the Right column to the left column then press **Back to Groups**

Group members: Eeshta Burnett, Shao McAleese

Potential members: Peter Shah, Miles Colombo, Luisa Shang, Lee Park, Xin Albarrak

Back to Groups

Using Groups

Groups can be used to

- (1) Selectively reveal content and activities on Moodle to specific groups of students.
- (2) Control who receives announcements and Quickmail notifications.
- (3) Create Moodle chatrooms for specific groups of students.

Please contact a member of your digital learning team for further advice setting up and using groups on your Moodle Site.