Manually Create Groups in your Moodle course web site

Introduction

An instructor can organize users into groups within particular activities. Activities that have groups enabled allow users to filter contributions by group.

For example, enabling either separate or visible groups on an assignment drop-box enables staff to filter the student submissions to see only those from a particular tutor group.

Using groups with discussion forums allow teachers to restrict interaction between students.

Separate groups mean only students in the same group can see and participate in discussions within a particular forum.

Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.

Manually-Created Groups

Step 1: To begin, click on Users from the Settings panel, after you have logged into your course.
Step 2: Click Groups

The Group page appears as shown below.

Step 3: Click Create group

The Create groups page appears as shown below.
Step 4: Enter the Group name, in the field provided. For this tutorial we will call the Group name Group 1.

![Group name field](image)

Step 5: Click Save changes, when finished.

![Save changes button](image)

Step 6: Repeat Step: 3-5, to add as many groups as you need.

Note: The groups created are all listed under the Groups box with no members.

![Groups list](image)

Add Members to a Group

Step 7: Select the Group to add members. In this example we will use Group 1.

![Groups list](image)
Step 8: Click **Add/remove users** button,

![Add/remove users](image)

The **Add/Remove: Group 1** page appears as shown below.

![Add/Remove: Group 1](image)

Step 9: Select **members** from Potential member list.

![Potential members](image)
**Step 10:** Click **Add** button.

The Added user appears in the Group members list as shown below.

**Step 11:** Repeat **Step: 9-10**, to add as many members as you need to the group.

**Step 12:** Click **Back to groups**.
Notice that *Group 1* now contains 2 members, *Group 2* and *Group 3* contains zero members.

![Diagram of groups and members](image)

**Step 13:** Repeat **Step: 7-10**, to add as many members as you need to the groups.

**Conclusion**
We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at tlitc@bhcc.mass.edu.