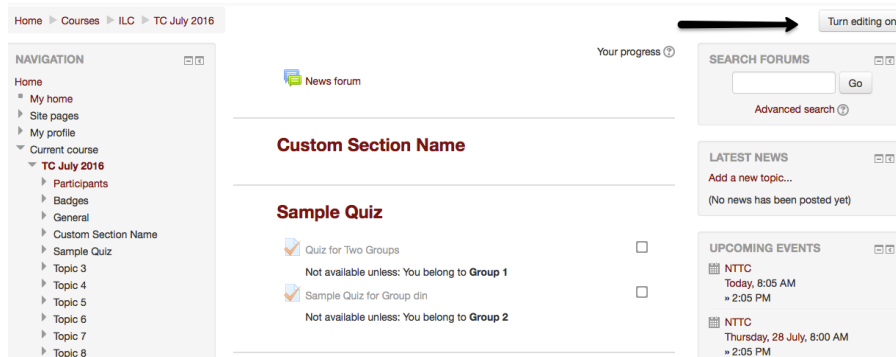


HOW TO CREATE GROUPINGS IN YOUR UPM VLE COURSE

Creating Groups in your course enables you to divide certain activities such as quizzes, forums, etc. to a particular set of students.

In order to create groups, it is assumed that you have already successfully enrolled your students in your course.

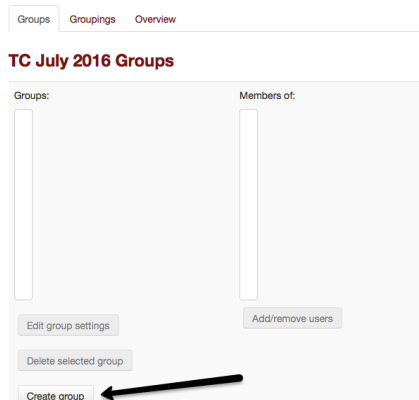
To Create Group, Turn Editing On



The screenshot shows a VLE course page for 'TC July 2016'. A 'Turn editing on' button is highlighted with a black arrow. The page content includes a 'News forum', a 'Custom Section Name', and a 'Sample Quiz' section. The 'Sample Quiz' section lists two quizzes: 'Quiz for Two Groups' and 'Sample Quiz for Group din', both marked as 'Not available unless: You belong to Group 1' and 'Group 2' respectively. On the right side, there are sections for 'SEARCH FORUMS', 'LATEST NEWS', and 'UPCOMING EVENTS'.

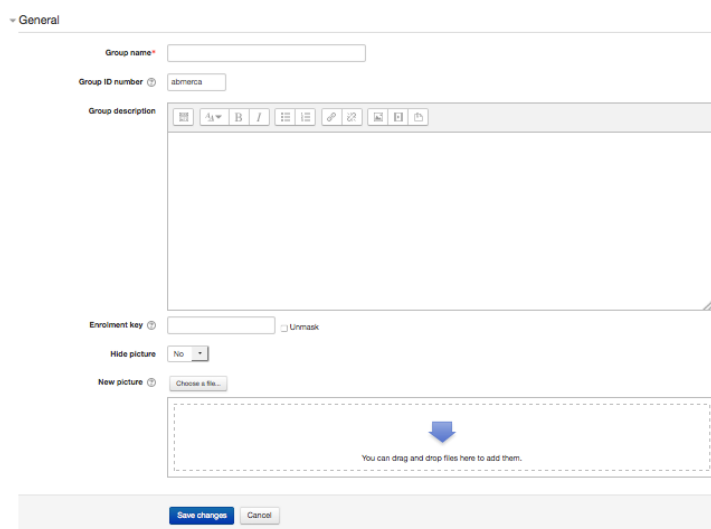
Scroll down the Page and Look under the sub menus on the **ADMINISTRATION Box**. Click on **Users**, then choose **Groups**

Click **Create Group**



The screenshot shows the 'TC July 2016 Groups' page. It has tabs for 'Groups', 'Groupings', and 'Overview'. The 'Groups' tab is active. The page displays two empty columns: 'Groups' and 'Members of:'. Below these columns are buttons for 'Edit group settings', 'Delete selected group', and 'Add/remove users'. A 'Create group' button is highlighted with a black arrow.

Fill in **Group Name** and click **Save Changes** just leave **Group ID Number** and **Enrolment key** blank



The screenshot shows the 'General' form for creating a group. It includes the following fields and options:

- Group name***: A text input field.
- Group ID number**: A text input field containing 'abmerca'.
- Group description**: A rich text editor with a toolbar.
- Enrolment key**: A text input field with an 'Unmask' button.
- Hide picture**: A dropdown menu set to 'No'.
- New picture**: A 'Choose a file...' button.
- A dashed box for file uploads with a blue arrow pointing down and the text 'You can drag and drop files here to add them.'
- Buttons for 'Save changes' and 'Cancel'.

At the bottom, there is a note: 'There are required fields in this form marked *.'

Add/ Remove Users

TC July 2016 Groups

Groups:

Group 1 (0)

Members of: Group 1 (0)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

Select and/ or highlight names from the enrollees and click **Add**.
Scroll down and click **Back to Groups**

Group members

None

Potential members

Student (15)

Sheryl N. Refuerzo (snrefuerzo@up.ed

Zaldivar B. Marquez (zbmarquez@up.e

Pedro B Bas, Jr. (pbbasjr@gmail.com)

Kendice A. Bobis (kendicekeabb@yah

Marietta Buela (mmbuela@post.upm.e

Ma. Victoria G. Burgos CAD-Cash (mc

Alma V. Labro CAMP (avlabro@post.uj

Ma. Concepcion C. Cabatan CAMP (m

Faith Deanne Mari B. CAUBE CAMP-D

Charlemaine Deane A. PEREZ CAMP-f

Yves Y. PALAD CAMP-DPT (yypalad@p

Kristofferson G. MENDOZA CAMP-OSI

Gina G Canceran (ggcanceran@post.uj

Asst. Prof. Andrea Bautista Martinez C

Al Raymund B. Merca ILC (alraymund@

Search

Search

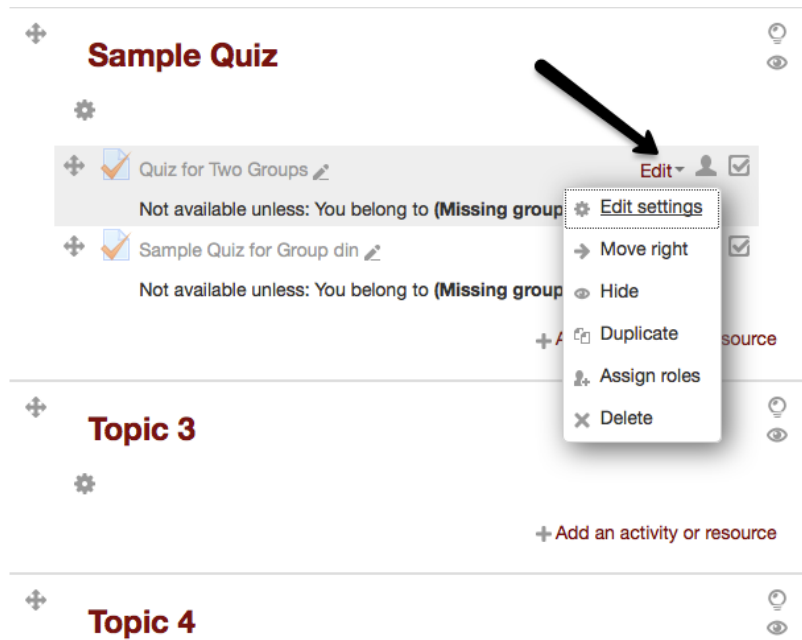
Search options

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the

Repeat the steps depending on the number of groups you like to create.

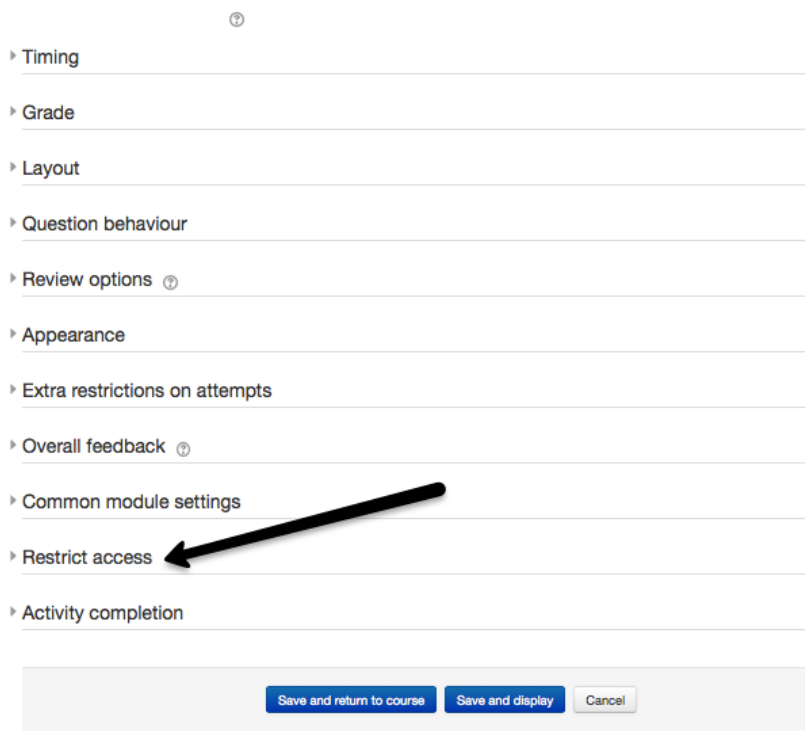
After successfully creating your groups, you may now assign activities to a particular set of students. In this example, we may now assign a quiz for Groups 1 & 2.

In your Course Page,
Edit > Edit Settings



The screenshot shows a course page with three topics: 'Sample Quiz', 'Topic 3', and 'Topic 4'. Under 'Sample Quiz', there are two quiz activities. The first activity, 'Quiz for Two Groups', has an 'Edit' dropdown menu open. The menu options are: 'Edit settings' (highlighted with a dashed box and a black arrow), 'Move right', 'Hide', 'Duplicate', 'Assign roles', and 'Delete'. The second activity, 'Sample Quiz for Group din', is also visible. At the bottom of the page, there is a '+ Add an activity or resource' button.

Scroll down and choose **Restrict Access**



The screenshot shows the 'Edit Settings' page for a quiz activity. The page has a list of settings categories, each with a right-pointing arrow and a help icon: 'Timing', 'Grade', 'Layout', 'Question behaviour', 'Review options', 'Appearance', 'Extra restrictions on attempts', 'Overall feedback', 'Common module settings', 'Restrict access' (highlighted with a black arrow), and 'Activity completion'. At the bottom of the page, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

Toggle the settings accordingly

Then **Save and Display**

▼ Restrict access

Access restrictions Student must match the following

Group Choose... × Please set

Add re Choose...
(Any group)
Group 1
Group 2




▶ Activity completion

Save and return to course Save and display Cancel




You should be able to see something like this after correctly setting the groupings

⊕ **Sample Quiz** ⚙️

⚙️

⊕  Quiz for Two Groups  Edit 

Not available unless: You belong to **Group 1**

⊕  Sample Quiz for Group din  Edit 

Not available unless: You belong to **Group 2**

+ Add an activity or resource

Lastly, **Turn Editing Off**