



# Setting up Groups

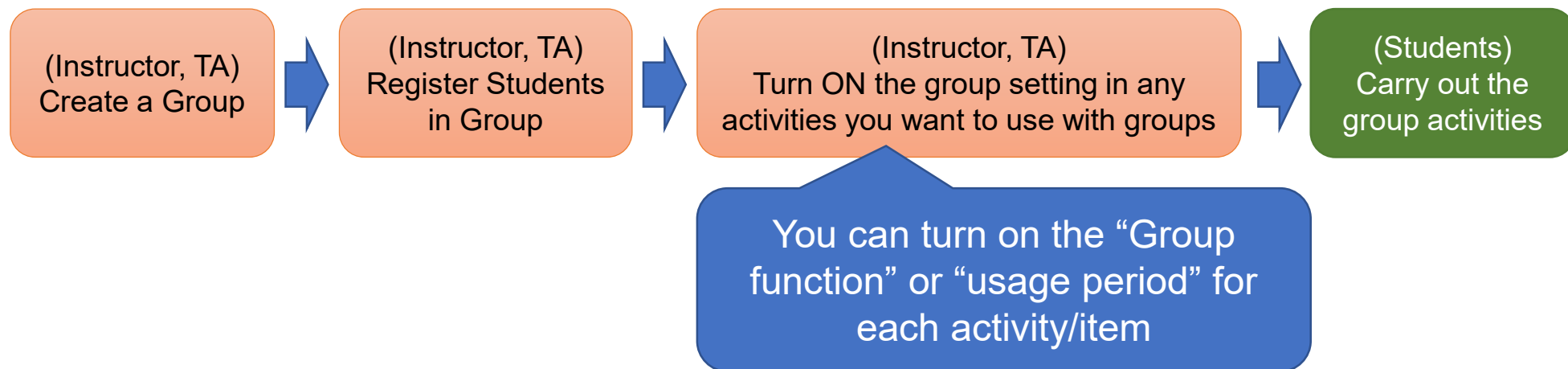
# Contents

No.	Content	Page
1	<a href="#">Setting up Groups</a>	3 – 5
2	<a href="#">How to Set up a Group</a>	6
3	<a href="#">Creating Groups Manually</a>	7
4	<a href="#">Creating Groups Automatically</a>	8
5	<a href="#">Importing Groups</a>	9
6	<a href="#">Registering Group Members</a>	10
7	<a href="#">Groupings</a>	11 - 12
8	<a href="#">Course Chat using Group Settings</a>	13

# Setting up Groups

- If you set up groups in your course, you can send announcements, share materials, or give assignments to selected group members only
- Using the Groupings function, you can further categorize groups of groups.

## How to set up a Group



# Setting up Groups

- There are two types of group modes
  - Separate Groups
    - Each group can only see their own group's activities. Other groups are invisible.
  - Visible Groups
    - Group members work in their own group, but can also see other groups.
- Notes and Warnings
  - You must set up your course's group settings in advance before you can create a group assignment.
    - If you haven't finished setting up the groups, you will not be able to create group assignments

# Setting up Groups

- After setting up your groups (making the groups and registering students), please turn on the group settings for each content / function.

- Group submission settings for assignments

### Group submission settings

Students submit in groups	?	Yes	▼
Require group to make submission	?	Yes	▼
Require all group members submit	?	No	▼
Grouping for student groups	?	None	▼

- Common module settings for each function

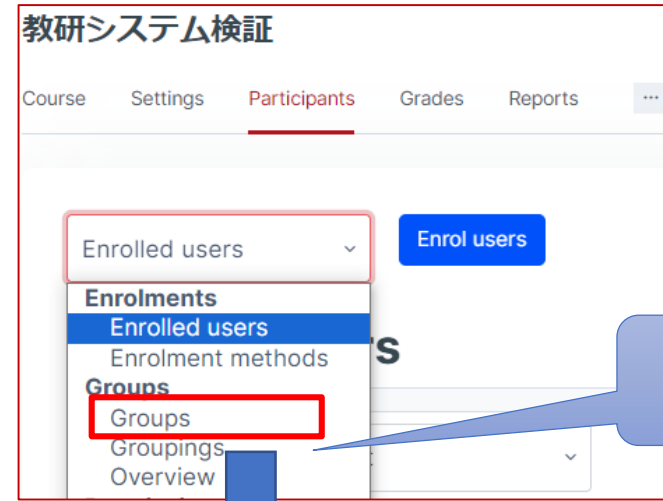
### Common module settings

Availability	?	Show on course page	▼
ID number	?		
Force language		Do not force	▼
Group mode	?	Separate groups	▼
Grouping	?	None	▼

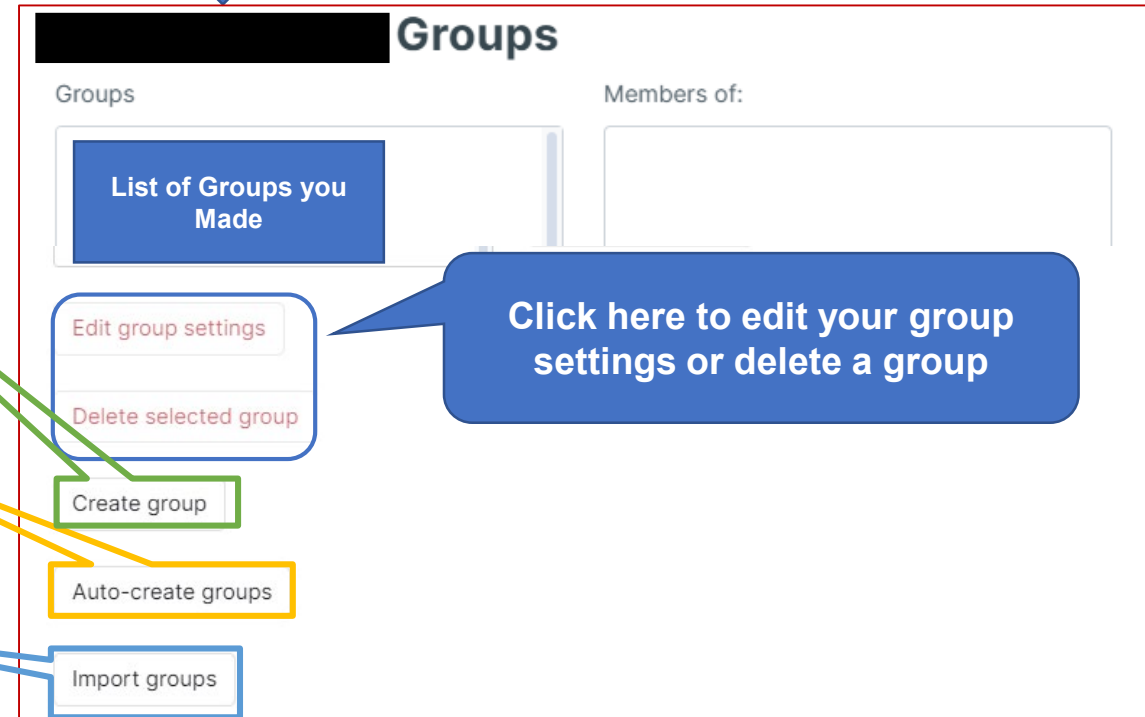
Add group/grouping access restriction

# How to Set up a Group

- From the course top page, click [Participants], then select [Groups]
- You will see the [Groups] page
  - Choose a method below to make a group



See Page 11 for details on Groupings



Click here to edit your group settings or delete a group

**[Create Group] (P5)**  
Create groups one by one

**[Auto-create Groups] (P6)**  
Set conditions to make groups automatically

**[Import Groups] (P7)**  
Create groups by importing from a CSV file

# Creating Groups Manually

If you want to make groups one-by-one

Turn the Moodle group messaging function on or off  
(APU Students mostly use Zoom or LINE to chat with each other, so we recommend setting this to "No")

The screenshot shows the 'General' tab of the Moodle group creation form. It includes fields for 'Group name', 'Group ID number' (set to 'Not used'), and a rich text editor for 'Group description'. Below these is an 'Enrolment key' field with the text 'CANNOT USE' and a 'Group messaging' dropdown menu set to 'No'. There is also a 'New picture' section with a file upload area and a 'Save changes' button highlighted in red.

Enter the group name  
(Ex: Group 1)

Add a group description if necessary  
(students cannot see this)

Use this to set a separate profile image for each group

After you finish the steps above, click [Save changes]

# Creating Groups Automatically

If you want to set up multiple groups at once



**Auto-create groups** Collapse all

**General**

Naming scheme

Auto create based on

Group/member count

Group messaging

**Group members**

Select members with role

Select members from grouping

Select members from group

Allocate members

Prevent last small group

Ignore users in groups

Include only active enrolments

**Grouping**

Grouping of auto-created groups

Grouping name

Naming Scheme	
Group @	Group names will be set with letters in the [@] space (Group A, Group B, Group C...)
Group #	Group names will be set with numbers in the [#] space (Group 1, Group 2, Group 3...)

You can auto-create groups based on the number of groups you want, or the number of members per group.

Auto create based on	
Number of groups	Create a set number of groups
Members per group	Create groups with a certain number of members per group

(Ex: In a class with 20 students, you can choose "members per group" and set it to [5] to make 4 groups)

Turn the Moodle group messaging function on or off (APU Students mostly use Zoom or LINE to chat with each other, so we recommend setting this to "No")

Conditions for students to be registered in the group

- Select members with role  
→ You can choose course roles like "student" or "TA," no roles, or all people registered in the course
- Select members from grouping  
→ You can choose this if you have set up groupings
- Select members from group  
→ If you already have existing groups, you can choose to have the members stay in the same groups
- Allocate members  
→ Choose how you want students to be assigned to groups you make

Allocate members	
No allocation	Groups will be created, but you can manually assign students after
Randomly	System will assign students to groups randomly
Alphabetically by first or last name	Based on names as shown alphabetically in Moodle
Alphabetically by ID number	Students will be assigned by Student ID number starting with Group A

If you want to set up groupings at the same time you set up your groups

Click [Preview] to see the groups that will be made with these settings. If everything is ok, click [Submit] to create your groups.



# Importing Groups

If you want to use a CSV file to batch create groups  
(Cannot register members)

Open Excel.  
Enter [groupname] in cell A1,  
and [description] in cell B1.

groupname	description
グループ①	グループ①の説明です。
グループ②	グループ②の説明です。
グループ③	グループ③の説明です。

From cell 2, enter group names

From cell 2, enter group descriptions (leave blank if you don't need descriptions)

From cell 2, enter group names

From cell 2, enter group descriptions (leave blank if you don't need descriptions)

After filling this out, choose [Save As] and select CSV(UTF-8)

File name: グループ作成サンプル.csv

File type: CSV UTF-8 (コンマ区切り) (\*.csv)

**Upload your CSV File**

Choose a file... Maximum size for new files: 512 MB

You can drag and drop files here to add them.

CSV separator: ,

Encoding: UTF-8

**DO NOT CHANGE**

Import groups Cancel

Group Group 1 added successfully

Group Group 2 added successfully

Group Group 3 added successfully

Continue

If it says each imported group has been "added successfully" then group setup is complete

# Registering Group Members

- Unless you choose [Auto-create Groups] and [Assign Members], you will need to register members individually in each group you create.

**Member Details (List of Registrants)**

**(No.) is number of members**

**Choose the group to add the members to, then click [Add/Remove users]**

**Add/remove users**

**Add/remove users: 小クラス 1**

**To add members, select them from the list on the right and click [Add]**

**To delete members, select them from the list on the left, then click [Remove]**

**selected user's membership:**  
日本語基準グループF  
小クラス2

**Search**

**Search options**

**Back to groups**

**If the selected member belongs to any other groups, their groups will be shown here**

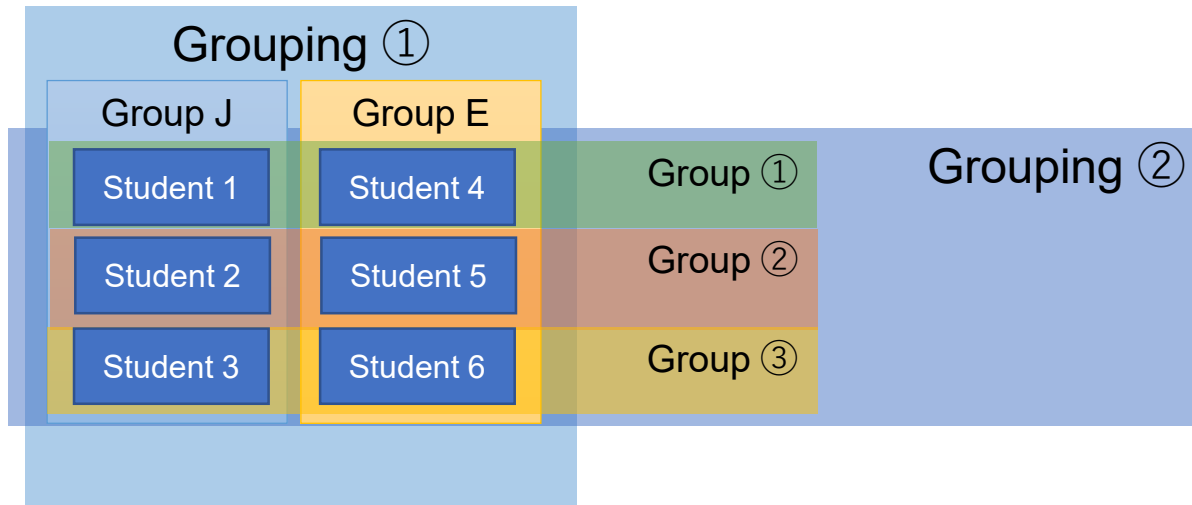
**Click to Select (If you hold down [Shift] or [Ctrl] you can select multiple users)**

**Search by student name or ID number**

# Groupings

- Groupings are collections of groups. You can register individuals as members of groups. You can register groups as members of groupings.
- How to Use
  - If you have multiple groups in your class, you can use groupings to assign selected groups assignments or activities, instead of having to change the settings of each group individually.

## • Picturing Groupings



We want [Group J] and [Group E] to submit Assignment (1) together, but we want [Group 1], [Group 2], and [Group 3] to submit a midterm report together.

Assignment (1): Make Grouping → Grouping 1  
 Midterm Report: Make Grouping → Grouping 2

# Groupings

教研システム検証

Course Settings **Participants** Grades Reports ...

①

Groupings

Select [Groupings]

Groupings

Grouping	Groups	Activities	Edit
小クラス	小クラス 1, 小クラス 2, 小クラス 3, 小クラス 4	1	⊙ 🗑️ 🔄
小グループ	グループ A, グループ B, グループ C, グループ D, グループ E, グループ F, グループ G, グループ H, グループ I, グループ J, グループ K, グループ L, グループ M, グループ N, グループ O, グループ P, グループ Q, グループ R, グループ S, グループ T	1	⊙ 🗑️ 🔄
言語基準	日本語基準, 英語基準	0	⊙ 🗑️ 🔄

Create grouping

1. Under [Participants], select [Groupings]
2. Select [Create Grouping] to set up your grouping
3. Add members (groups) to your new grouping

②

Enter name of Grouping

Create grouping

General

Grouping name

Grouping ID number Not used

Grouping description

Only fill this out if you need to describe your grouping  
(students cannot see this information – it's just a note for the instructor)

Save changes



After creating your grouping, click the icon to register member groups

③

Add/remove groups: 小クラス

Existing members: 4 Potential members: 25

小クラス 1	グループ A
小クラス 2	グループ B
小クラス 3	グループ C
小クラス 4	グループ D
	グループ E
	グループ F
	グループ G
	グループ H
	グループ I
	グループ J
	グループ K
	グループ L
	グループ M
	グループ N
	グループ O
	グループ P
	グループ Q
	グループ R

Back to groupings

Select the group you wish to add from the list on the right, then click [Add]

Click to Select  
(If you hold down [Shift] or [Ctrl] you can select multiple groups)

# Course Chat using Group Settings

- If you turn on [Group Messaging] in the group settings, students can message each other on Moodle.

**Auto-create groups** Collapse all

**General**

Naming scheme   **Course Name**

Auto create based on: Number of groups

Group/member count:

Group messaging:  **Yes**

**Group members**

Select members with role: Student

Select members from grouping: None

Select members from group: None

**Allocate members**: Randomly

Prevent last small group

Ignore users in groups

Include only active enrolments

**Grouping**

Grouping of auto-created groups: New grouping

Grouping name:

Ex.) [Culture and Society of the Asia Pacific JA]

[Group/member Count] : Enter [1]

[All]

[None]

Default Settings

[None]

If you set it up as shown at left, a Chat Icon will appear on the top right of students' Moodle page, where they can open the group chat

