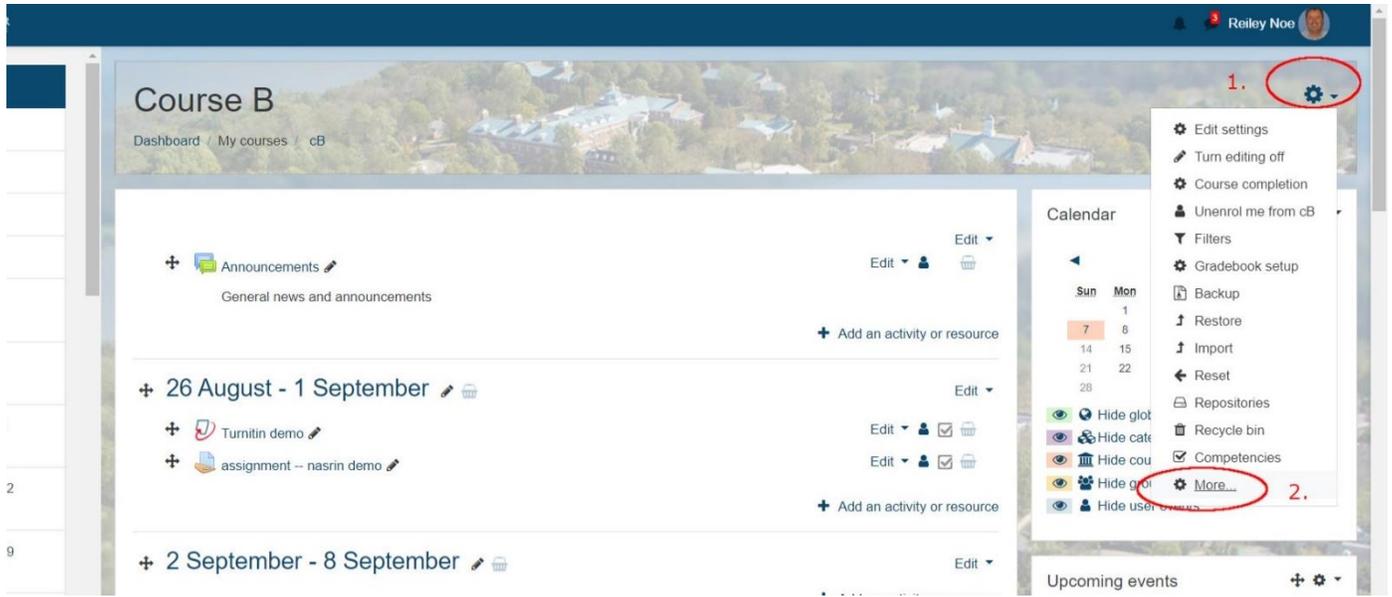


## Groups and Group Assignments

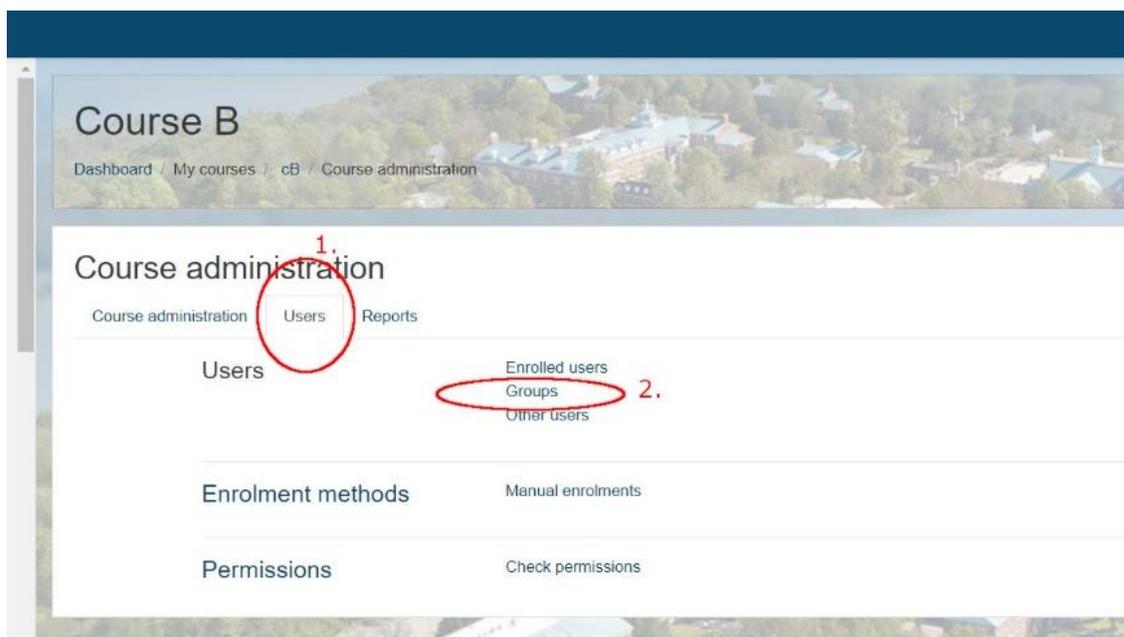
Moodle lets you define groups for an assignment or for the whole course. If you set up multiple sets of groups, you'll organize them by a grouping, which is the subject of another set of screenshots. You can set up groups such that they are visible to each other (all groups can see activities that each need to submit or interact with (like a forum)) or you can set up groups such that each person can only see their what group has to do.

This set of screenshots will show you how to set up an assignment that a group can submit collectively and that you can grade and give feedback collectively.

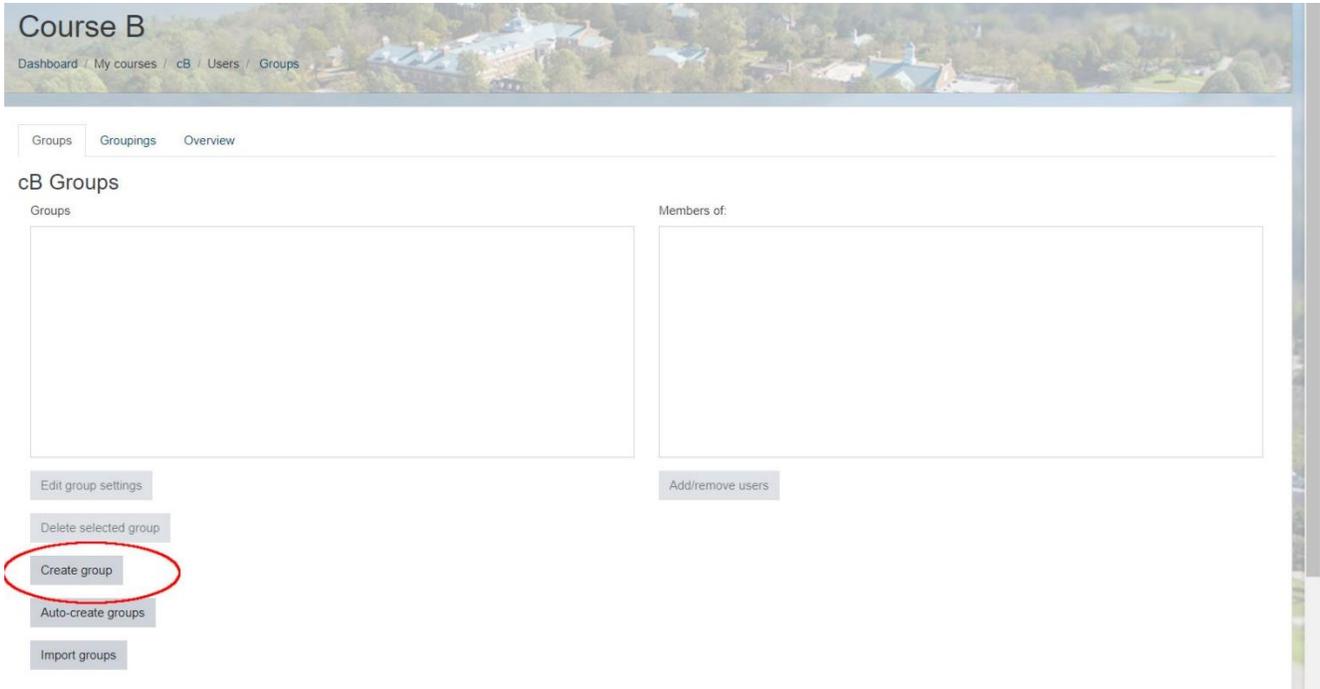
1. Click on the gear and then on the menu, scroll down to More



2. Click on the Users tab and then on the link for Groups.

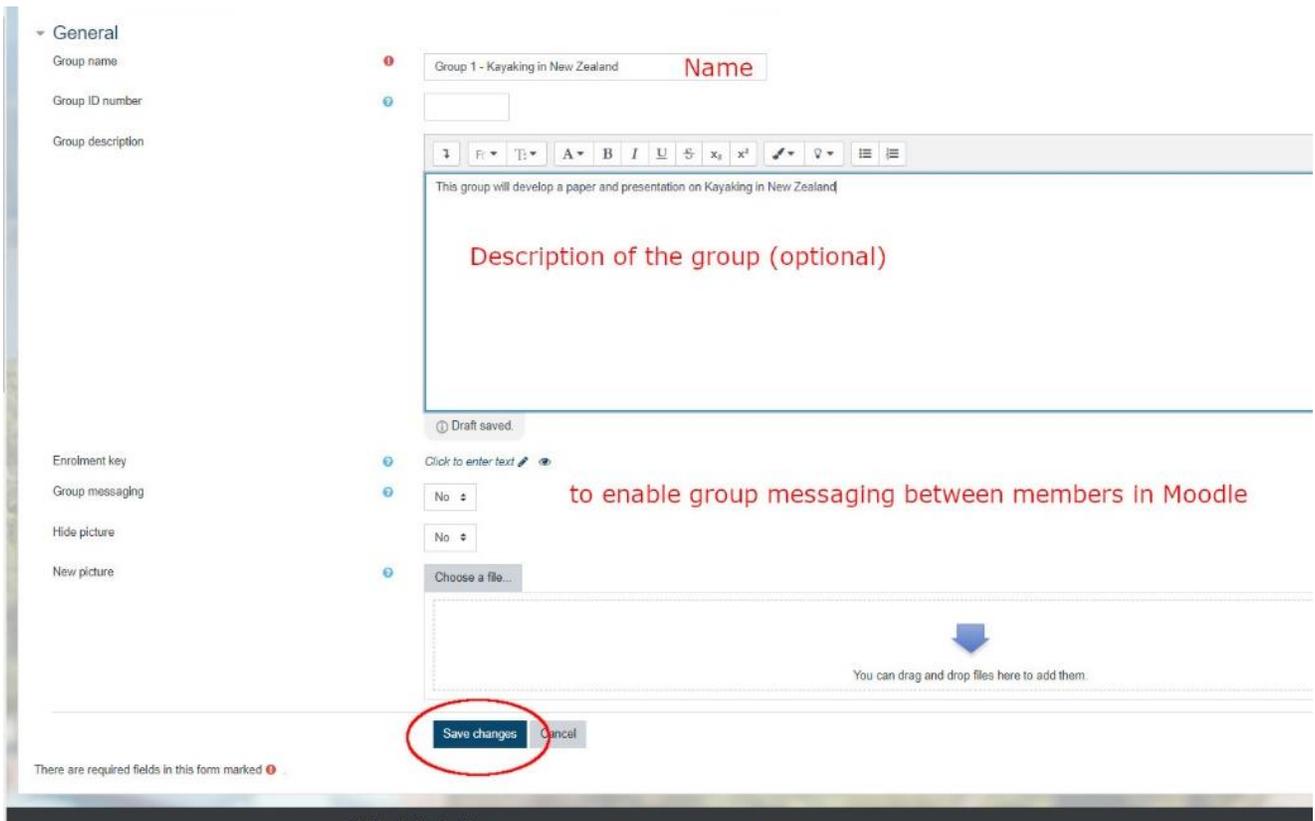


### 3. Click on Create Group

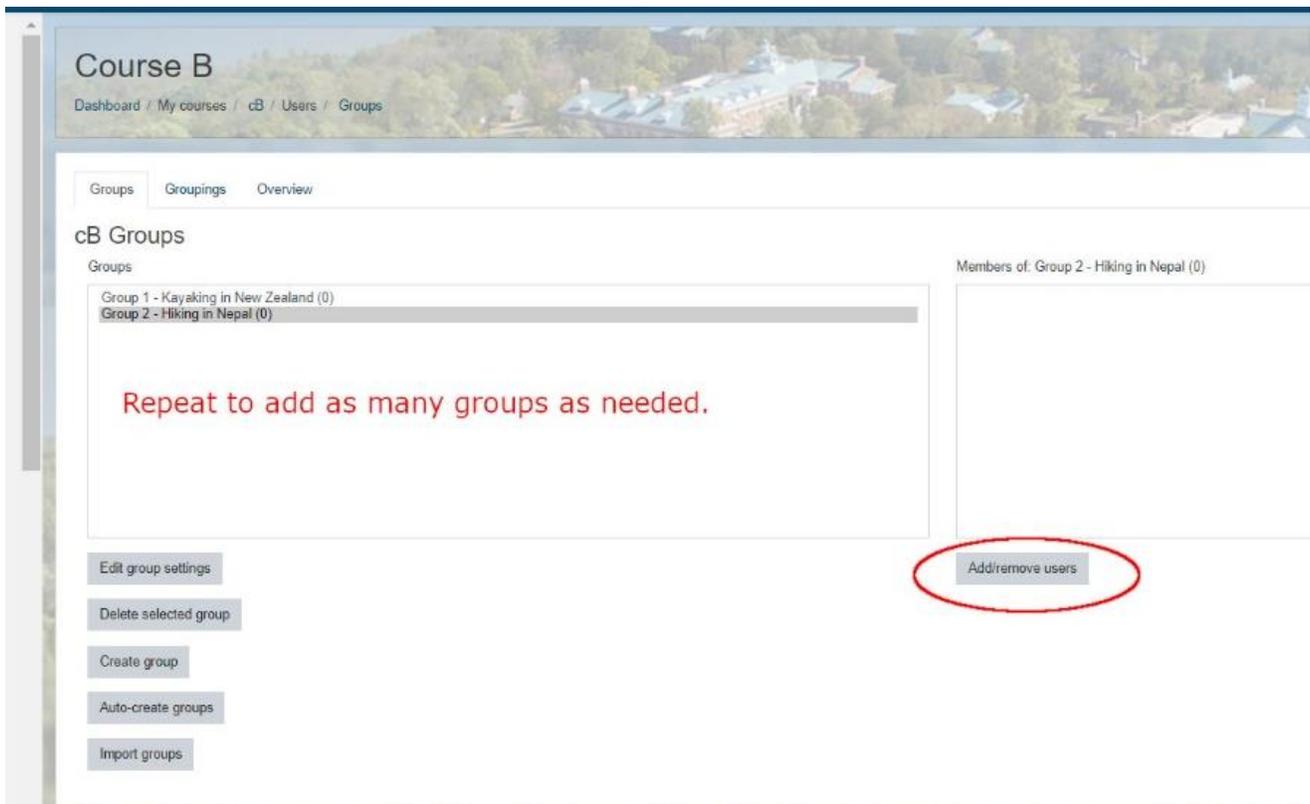


4. Add the Name of the group and any description that you want. You can add the ability for students to message each other in Moodle as part of the group, if you want. Click on save changes.

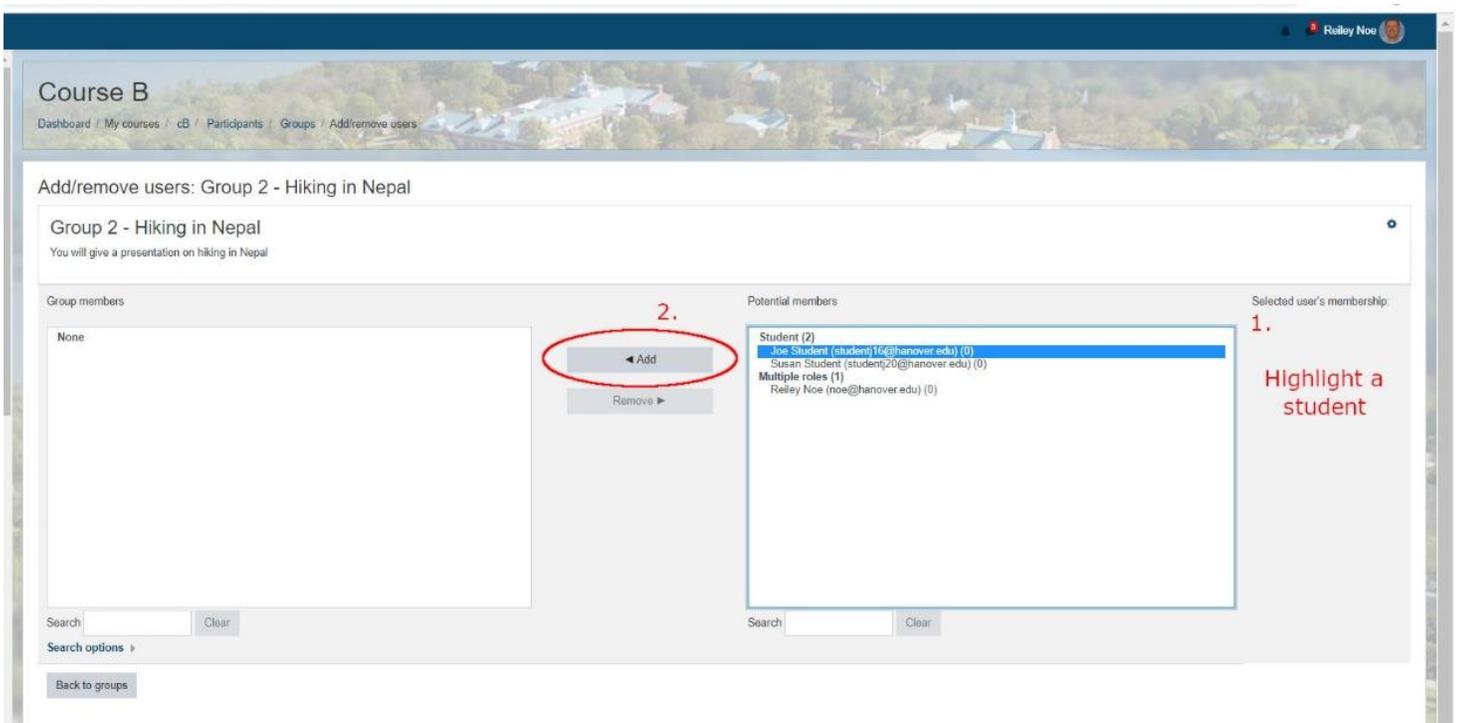
This group is Kayaking in New Zealand



5. Repeat these steps to add as many groups as necessary. We have added the Hiking in Nepal group.  
Next click on Add / Remove Users.



6. Students from your class appear on the left side of your box. Select one by highlighting his or her name and then click the Add button



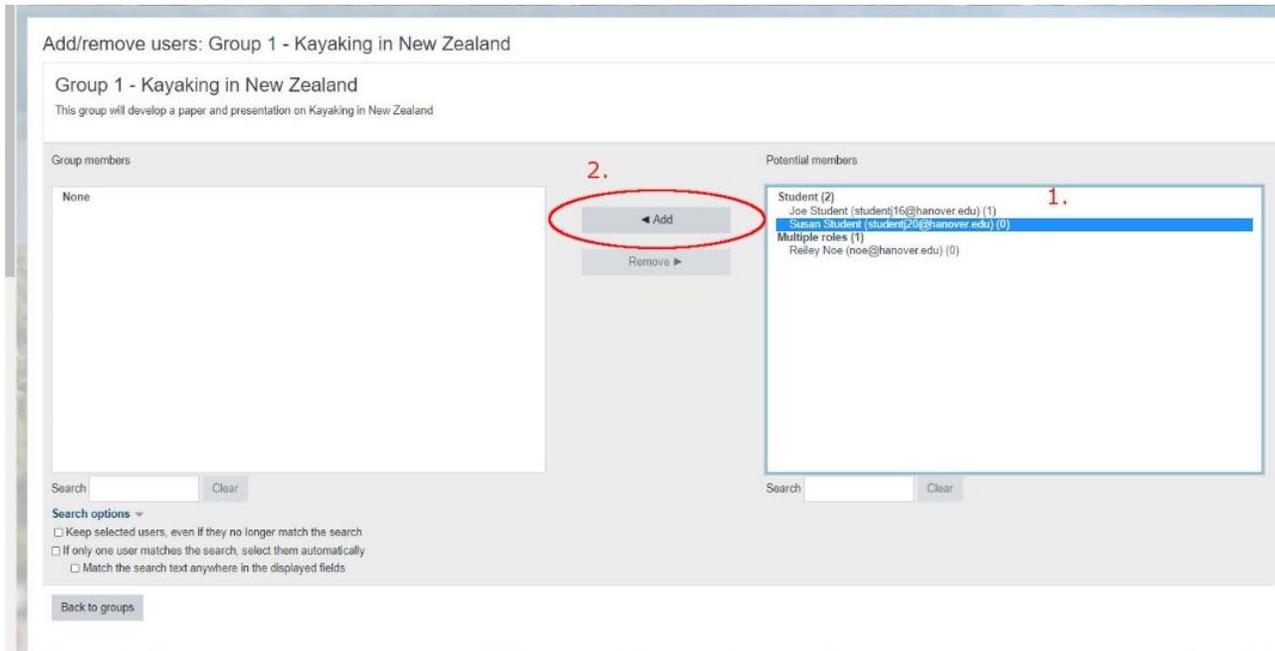
7. The students are added to the group. Here we added Joe Student to the Hiking in Nepal group. Add the rest of the students that you want to add the group. Click Back to Broups when you are finished.

The screenshot shows the 'Add/remove users' interface for 'Group 2 - Hiking in Nepal'. The breadcrumb trail is 'Dashboard / My courses / cB / Participants / Groups / Add/remove users'. The group name 'Group 2 - Hiking in Nepal' is circled in red. Below it, the description reads 'You will give a presentation on hiking in Nepal'. The interface is divided into three main sections: 'Group members', 'Potential members', and 'Selected user's membership'. The 'Group members' section contains one member: 'Student (1) Joe Student (studentj16@hanover.edu)'. A red arrow points to this member with the text 'Repeat to add more students to the group'. The 'Potential members' section contains three entries: 'Student (1) Susan Student (student20@hanover.edu) (0)', 'Multiple roles (1) Riley Noe (noe@hanover.edu) (0)', and an empty space. There are 'Add' and 'Remove' buttons between the sections. At the bottom left, a 'Back to groups' button is circled in red. A red text annotation at the bottom right says 'When you've finished the group, click here to go to the next group.'

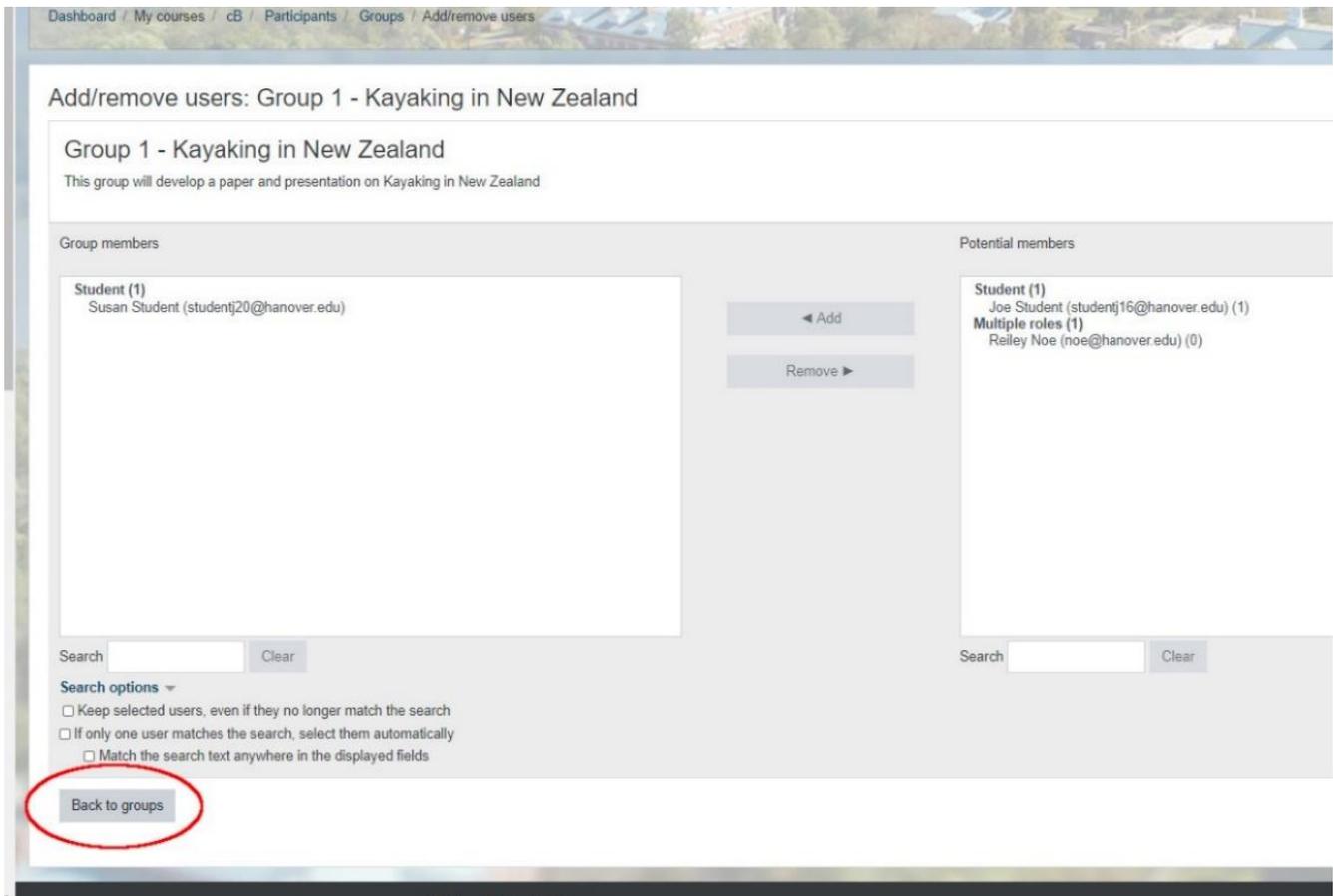
8. Highlight the next group and begin the same steps for that group. Here we are highlighting the Kayaking in New Zealand group to add students to that group.

The screenshot shows the 'cB Groups' overview page. The breadcrumb trail is 'Dashboard / My courses / cB / Users / Groups'. The 'Groups' tab is selected. The 'cB Groups' section shows a list of groups: 'Group 1 - Kayaking in New Zealand (0)' and 'Group 2 - Hiking in Nepal (1)'. The first group is highlighted with a blue border. A red text annotation in the center says 'Highlight the next group'. On the right side, there is a section for 'Members of: Group 1 - Kayaking in New Zealand (0)'. At the bottom right, an 'Add/remove users' button is circled in red. On the bottom left, there is a vertical menu with buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'.

9. repeat the same steps. Add students by highlighting them and clicking add. Here we are adding Susan Student to the group.



10. After everyone is added, click back to groups.



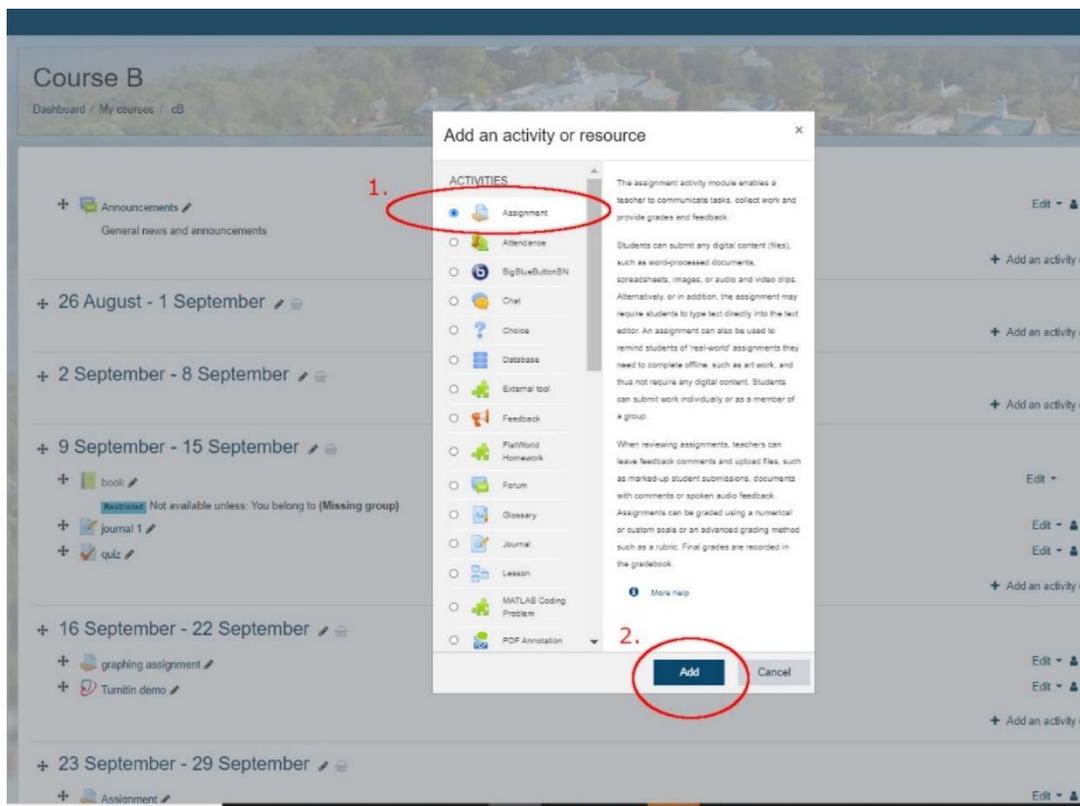
11. Navigate to the course page from the breadcrumb trail (that is the links to pages at the top). Note that both groups show a (1), which means that each has a student.

The screenshot shows the Moodle interface for 'Course B'. At the top, the breadcrumb trail reads 'Dashboard / My courses / cB / Users / Groups'. A red arrow points from the 'Groups' link in the breadcrumb trail to the 'Groups' tab in the navigation menu. Below the navigation menu, the page title is 'cB Groups'. A list of groups is shown: 'Group 1 - Kayaking in New Zealand (1)' and 'Group 2 - Hiking in Nepal (1)'. A red text overlay in the center of the group list states 'Both groups enrolled both with 1 student'. To the right, a panel titled 'Members of: Group 1 - Kayaking in New Zealand (1)' shows a single student, 'Susan Student'. Below the group list, there are several buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. On the right side, there is an 'Add/remove users' button.

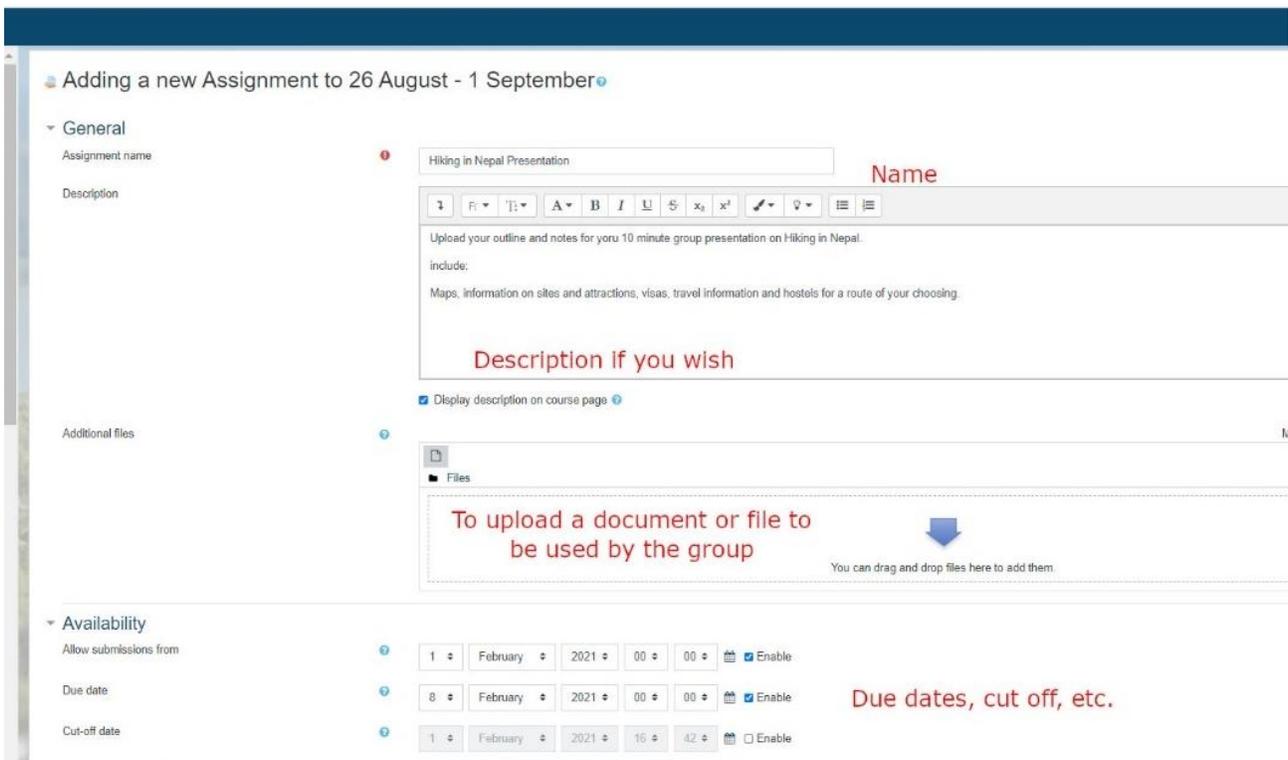
12. We are now going to make an assignment for a group of students, have them submit it and show you what grading and feedback looks like. To do this we'll click on add an activity or resource.

The screenshot shows the Moodle interface for 'Course B' with the 'Add an activity or resource' button circled in red. The page title is 'Course B' and the breadcrumb trail is 'Dashboard / My courses / cB'. The main content area shows a list of activities with dates: '+ Announcements', '+ 26 August - 1 September', '+ 2 September - 8 September', and '+ 9 September - 15 September'. Each activity has an 'Add an activity or resource' button next to it. The 'Add an activity or resource' button for the second activity is circled in red. On the right side, there is a 'Calendar' widget showing a monthly view for the month of February. Below the calendar, there is an 'Upcoming event' section.

13. We'll add an Assignment here, but you can use groups for other activities, like forums. Click Add.



14. Fill out the name and due dates, and other optional information. Then scroll down....



15. Fill out the Feedback and submission settings. See below.....then click the Save button.

The screenshot shows a settings page for submission and feedback. The 'Submission settings' section is expanded, showing the following options:

- Require students to click the submit button: Yes (dropdown) **Click button to submit**
- Require that students accept the submission statement: No (dropdown)
- Attempts reopened: Manually (dropdown)
- Maximum attempts: 1 (dropdown) **Maximum number of times students can turn in assignment**

The 'Group submission settings' section is also expanded, showing:

- Students submit in groups: Yes (radio button) **Submit in groups**
- Require group to make submission: Yes (dropdown)
- Require all group members submit: No (dropdown) **Yes -- every member must click button to 'sign off' on submission**
- Grouping for student groups: None (radio button)

Other visible settings include: Maximum number of uploaded files (20), Maximum submission size (Course upload limit (100MB)), and Accepted file types (Choose, No selection).

16. You won't need to do this, but to demonstrate how group submission looks with multiple people in a group, I'm adding myself to the Hiking in Nepal group

The screenshot shows the 'Course B' groups page. The breadcrumb trail is 'Dashboard / My courses / cB / Users / Groups'. The 'Groups' tab is selected. The page shows two groups:

- Group 1 - Kayaking in New Zealand (1)
- Group 2 - Hiking in Nepal (2)

A red arrow points from the text 'I added myself - as a student to the Hiking in Nepal group so that we can see group submission and group feedback.' to the 'Group 2 - Hiking in Nepal (2)' entry. Below the groups list are buttons for 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. On the right, the 'Members of: Group 2 - Hiking in Nepal (2)' list shows:

- Student: Joe Student
- Multiple roles: Reiley Noe

An 'Add/remove users' button is located below the member list.

17. Here is the Hiking in Nepal Presentation submission information that we've added to the Moodle page.

The screenshot shows a Moodle course page for 'Course B'. The breadcrumb trail is: Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / cB. The page features an 'Announcements' section with the text 'General news and announcements'. Below this is a submission assignment titled 'Hiking in Nepal Presentation' with a due date of '26 August - 1 September'. The assignment description reads: 'Upload your outline and notes for your 10 minute group presentation on Hiking in Nepal. include: Maps, information on sites and attractions, visas, travel information and hostels for a route of your choosing.' The page also shows a calendar on the right side with dates from Sunday to Monday, 8th.

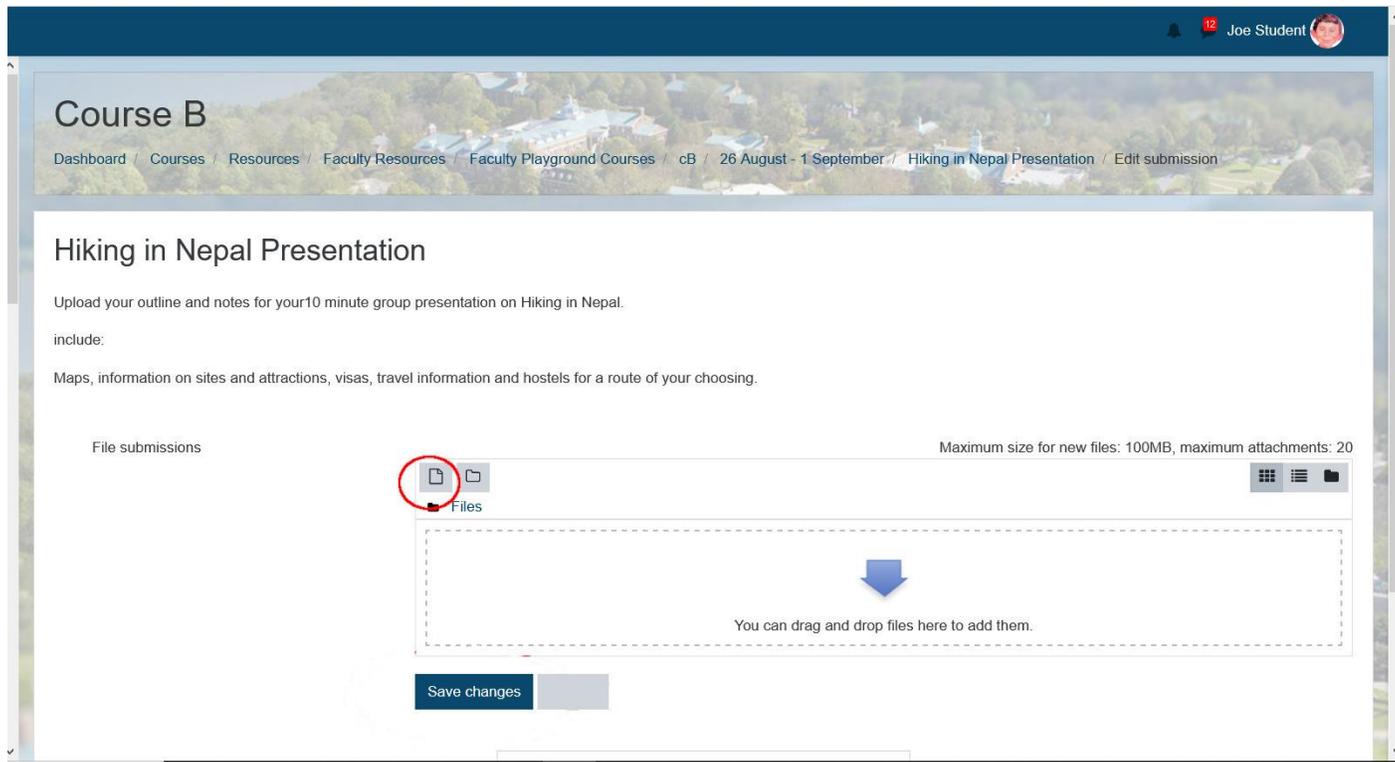
18. Joe Student will click on the link to add a submission for the group. With this setting he will submit the assignment on behalf of the group. There is a setting where every member of the group must click to sign off on it, but this example does not use that setting. He gets to this screen and clicks on Add Submission.

The screenshot shows the submission status page for 'Hiking in Nepal Presentation' for 'Joe Student'. The page title is 'Hiking in Nepal Presentation'. The description is: 'Upload your outline and notes for your 10 minute group presentation on Hiking in Nepal. include: Maps, information on sites and attractions, visas, travel information and hostels for a route of your choosing.' Below the description is a 'Submission status' section with the following information:

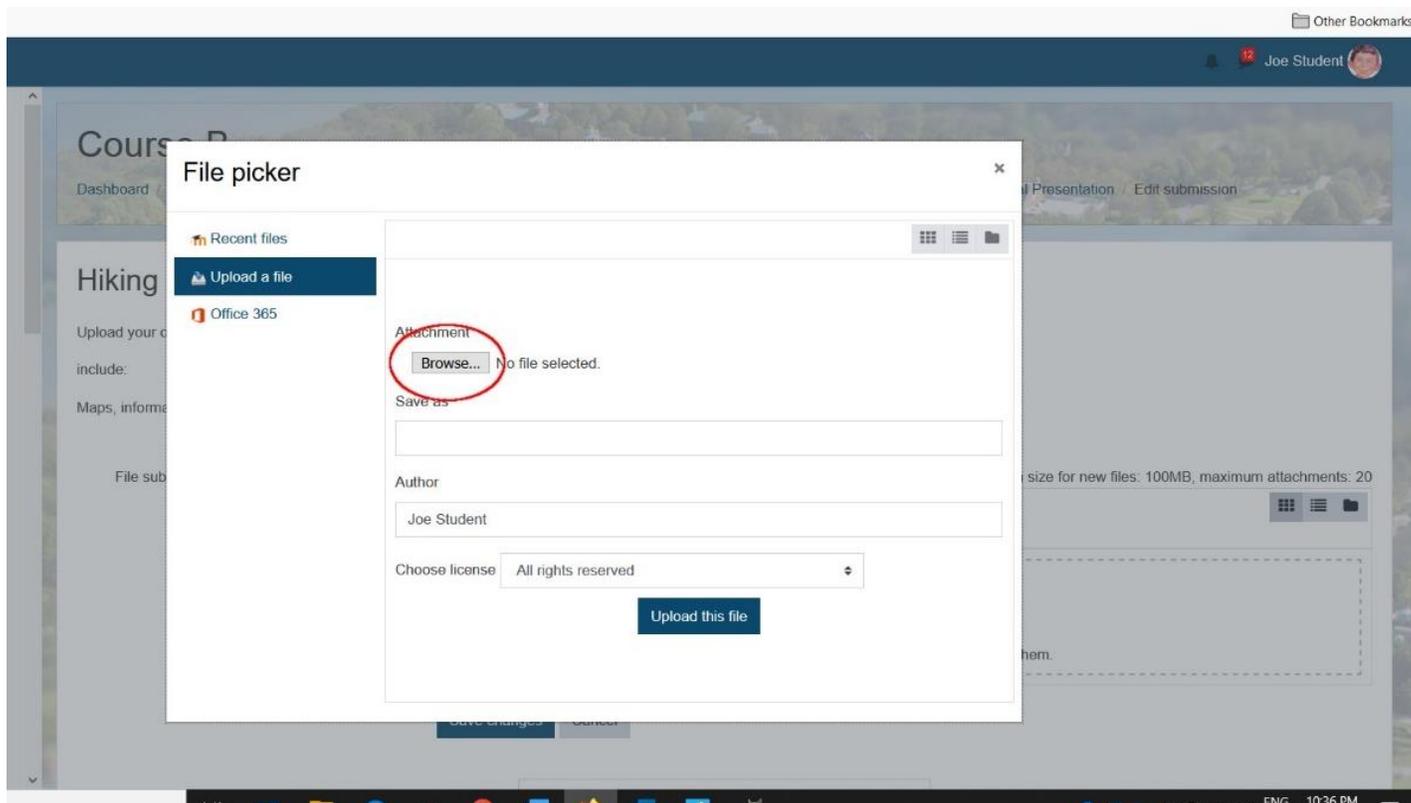
Group	Group 2 - Hiking in Nepal
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Monday, 8 February 2021, 12:00 AM
Time remaining	6 days 1 hour
Last modified	-
Submission comments	▶ Comments (0)

At the bottom of the page, there is an 'Add submission' button.

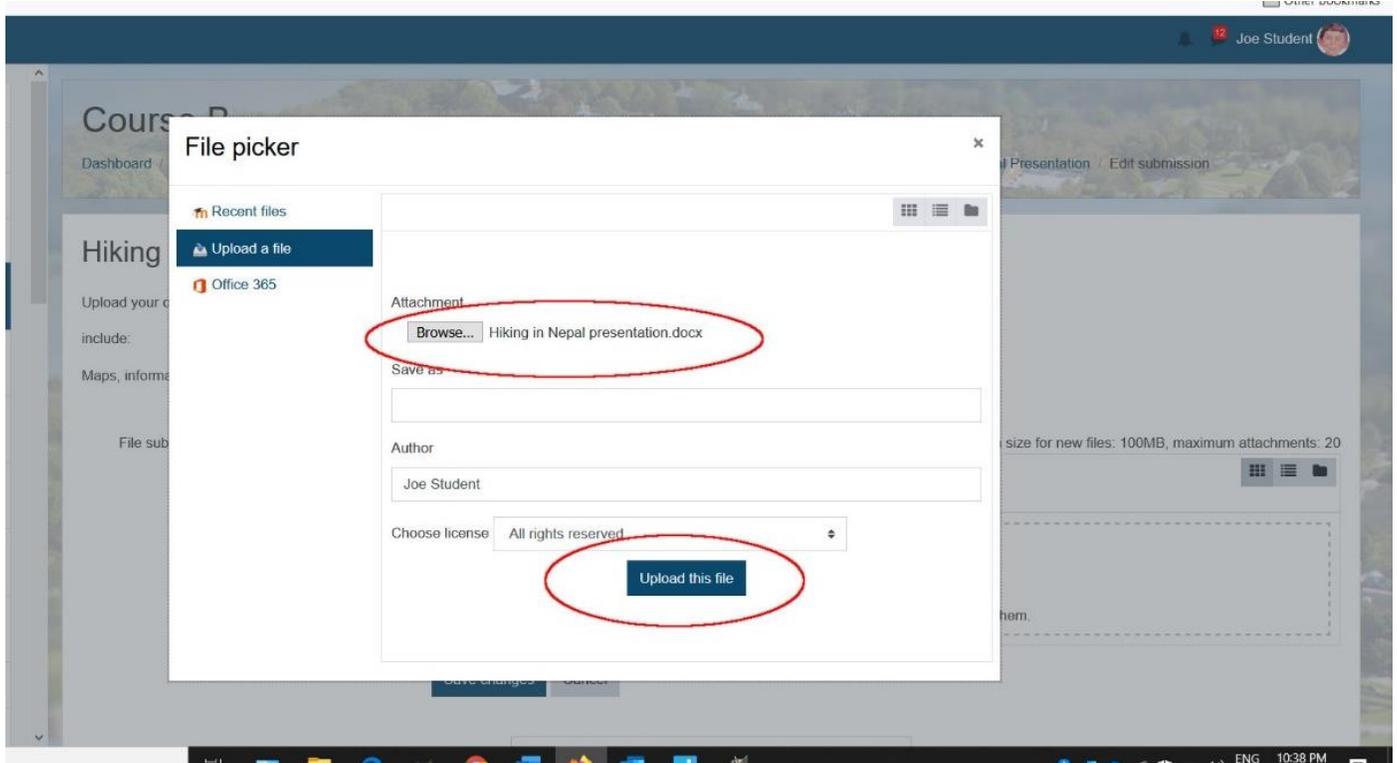
19. He clicked on the dogeared icon to upload a file



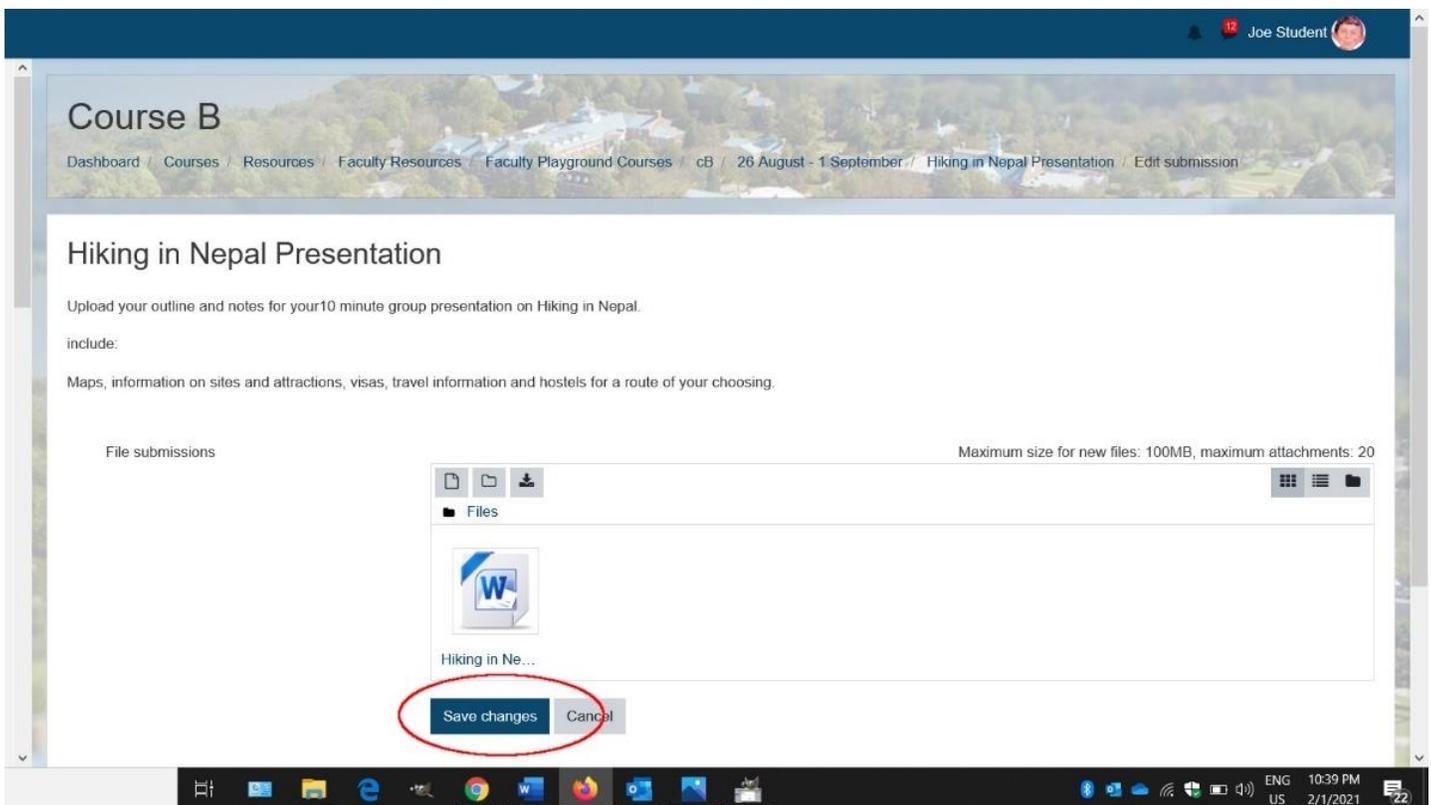
20. Click on browse to add a file.



21. He uploads the submission and clicks the Upload this File button.



22. He saves the changes.



23. The submission page looks like this....

The screenshot shows a submission page for a group assignment titled "Hiking in Nepal Presentation". The page includes instructions to upload an outline and notes for a 10-minute group presentation. Below the instructions, there is a "Submission status" section with a table of details. A red arrow points to the "Draft (not submitted)" status.

Submission status	
Group	Group 2 - Hiking in Nepal
Attempt number	This is attempt 1
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 8 February 2021, 12:00 AM
Time remaining	6 days
Last modified	Monday, 1 February 2021, 11:09 PM
File submissions	<a href="#">Hiking in Nepal presentation.docx</a> 1 February 2021, 11:09 PM
Submission comments	

24. He clicks on the submit assignment to submit the group assignment.

The screenshot shows the same submission page, but with the "Submit assignment" button circled in red. The page also displays "Edit submission" and "Remove submission" buttons, and a message indicating that changes can still be made to the submission.

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

◀ Announcements  journal 1 ▶

You are logged in as [Joe Student](#) (Log out)

25. He ticks the box and then clicks the submit button.

The screenshot shows a web interface for 'Course B' with a breadcrumb trail: Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / cB / 28 August - 1 September / Hiking in Nepal Presentation / Confirm submission. The main heading is 'Hiking in Nepal Presentation'. Below it, instructions ask the user to upload an outline and notes for a 10-minute group presentation. A 'Confirm submission' section contains a checkbox labeled 'This submission is the work of my group, except where we have acknowledged the use of the works of other people.' and a question: 'Are you sure you want to submit your work for grading? You will not be able to make any more changes.' Two buttons, 'Continue' and 'Cancel', are visible. The 'Continue' button is circled in red. A red circle also highlights the checkbox. At the bottom left, a message says 'There are required fields in this form marked'. Navigation links for 'Announcements' and 'Jump to...' are also present.

26. This is what it looks like after Joe has submitted the Hiking in Nepal presentation document. Next, we'll see what it looks like to grade the group's assignment and give collective feedback.

The screenshot shows the 'Submission status' page for the 'Hiking in Nepal Presentation'. It displays the following information:

Group	Group 2 - Hiking in Nepal
Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 8 February 2021, 12:00 AM
Time remaining	6 days
Last modified	Monday, 1 February 2021, 11:13 PM
File submissions	Hiking in Nepal presentation.docx 1 February 2021, 11:09 PM
Submission comments	▶ Comments (0)

The 'Submitted for grading' status is highlighted in green. The bottom of the page shows a system tray with 'ENG 11:13 PM'.

27. Click on the View Submission button.

Hiking in Nepal Presentation

Upload your outline and notes for your 10 minute group presentation on Hiking in Nepal.

include:

Maps, information on sites and attractions, visas, travel information and hostels for a route of your choosing.

### Grading summary

Hidden from students	No
Groups	2
Drafts	0
Submitted	1
Due date	Monday, 8 February 2021, 12:00 AM
Time remaining	6 days

[View all submissions](#) [Grade](#)

### Submission status

Group	Group 2 - Hiking in Nepal
-------	---------------------------

Attempt number: This is attempt 1

28. You will see the submission for all group members. Go to Joe to grade it and start the feedback process.

Course B

Dashboard / My courses / cB / 26 August - 1 September / Hiking in Nepal Presentation / Grading

### Hiking in Nepal Presentation

Grading action: Choose...

Select	User picture	First name / Surname	Email address	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback files	F g
<input type="checkbox"/>		Reiley Noe	noe@hanover.edu	Submitted for grading	Group 2 - Hiking in Nepal	<a href="#">Grade</a>	Edit	Monday, 1 February 2021, 11:13 PM	<a href="#">Hiking in Nepal presentation.docx</a> 1 February 2021, 11:09 PM	Comments (0)	-	-	-
<input type="checkbox"/>		Joe Student	studentj18@hanover.edu	Submitted for grading	Group 2 - Hiking in Nepal	<a href="#">Grade</a>	Edit	Monday, 1 February 2021, 11:13 PM	<a href="#">Hiking in Nepal presentation.docx</a> 1 February 2021, 11:09 PM	Comments (0)	-	-	-
<input type="checkbox"/>		Susan Student	studentj20@hanover.edu	No submission	Group 1 - Kayaking in New Zealand	<a href="#">Grade</a>	Edit	-	-	-	-	-	-

29. You can a 1) add a grade to the grading area, 2) upload a file with feedback to go to the group – maybe a marked up document. Make sure that the Group Submission Settings drop down is set to yes.

Joe Student  
studentj16@hanover.edu  
Due date: 8 February 2021, 12:00 AM

Submission  
Team: Group 2 - Hiking in Nepal  
Submitted for grading  
Not graded  
6 days remaining  
Student cannot edit this submission

Hiking in Nepal presentation.docx 1 February 2021, 11:09 PM

Comments (0)

Grade  
Grade out of 100  
Current grade in gradebook

1 - Grade the assignment

Feedback files  
Maximum size for new files: Unlimited

2.

Upload feedback files. This is set up for files to be distributed as feedback. If you have set up feedback comments, they will appear here, too.

Group submission settings  
Apply grades and feedback to entire group  
Yes

Click yes to have grades and feedback to apply to group members

Attempt settings  
Attempts reopened: Manually  
Maximum attempts

Notify students Save changes Save and show next Reset

30. You have give the group an 88 and uploaded some feedback on their presentation. Click Save changes.

Joe Student  
studentj16@hanover.edu  
Due date: 8 February 2021, 12:00 AM

Submission  
Team: Group 2 - Hiking in Nepal  
Submitted for grading  
Not graded  
6 days remaining  
Student cannot edit this submission

Hiking in Nepal presentation.docx 1 February 2021, 11:09 PM

Comments (0)

Grade  
Grade out of 100  
88  
Current grade in gradebook

Feedback files  
Maximum size for new files: Unlimited

Hiking in Ne...

Group submission settings  
Apply grades and feedback to entire group  
Yes

Attempt settings  
Attempts reopened: Manually  
Maximum attempts

Save Changes

Notify students Save changes Save and show next Reset

31. When you go back to the View Submissions screen, all group members have an 88 and both have the feedback that you've sent out.

The screenshot shows the Moodle 'View Submissions' interface for the assignment 'Hiking in Nepal Presentation'. The table below lists the submissions for three students. A red circle highlights the 'Grade' column for the first two students, both of whom have a grade of 88.00 (88.00 %). Another red circle highlights the 'Feedback files' column for the first two students, both of whom have a feedback file named 'Hiking in Nepal presentation.docx'.

Select	User picture	First name / Surname	Email address	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback files	Final grade
<input type="checkbox"/>		Riley Noe	noe@hanover.edu	Submitted for grading Graded	Group 2 - Hiking in Nepal	88.00 (88.00 %)	Grade	Monday, 1 February 2021, 11:13 PM	Hiking in Nepal presentation.docx 1 February 2021, 11:09 PM	Comments (0)	Monday, 1 February 2021, 11:23 PM	Hiking in Nepal presentation.docx 1 February 2021, 11:23 PM	88.00 (88.00 %)
<input type="checkbox"/>		Joe Student	student15@hanover.edu	Submitted for grading Graded	Group 2 - Hiking in Nepal	88.00 (88.00 %)	Grade	Monday, 1 February 2021, 11:13 PM	Hiking in Nepal presentation.docx 1 February 2021, 11:09 PM	Comments (0)	Monday, 1 February 2021, 11:23 PM	Hiking in Nepal presentation.docx 1 February 2021, 11:23 PM	88.00 (88.00 %)
<input type="checkbox"/>		Susan Student	student20@hanover.edu	No submission	Group 1 - Kayaking in New Zealand	-	Grade	-	-	-	-	-	-