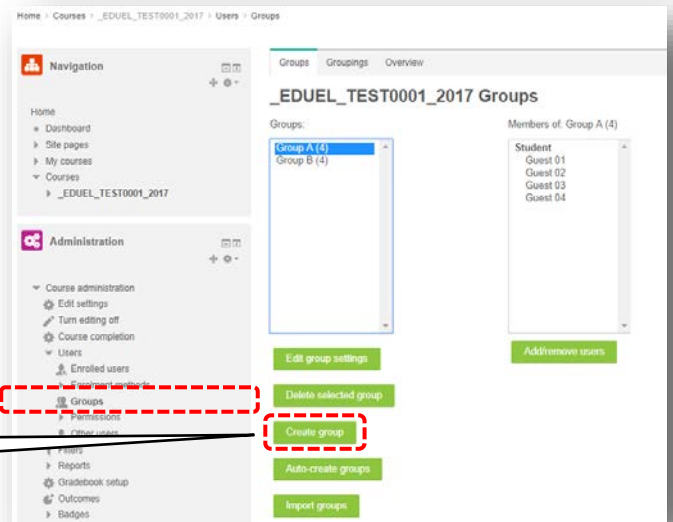


## Moodle Forum Grouping (based on HKU Moodle version 3.2.3)

- Before using the forum group mode on Moodle, you have to put your students into groups. Please log in the HKU Moodle at <http://moodle.hku.hk/>, click on “Groups” inside the course administration box and click “Create group” from the page.

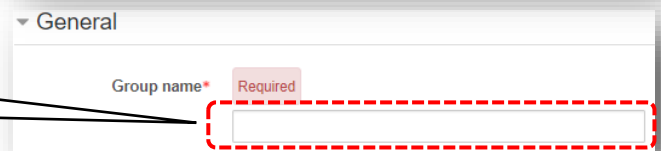
1a. Click “Groups”

1b. Click “Create group”



- Input group name and press “Save changes”.

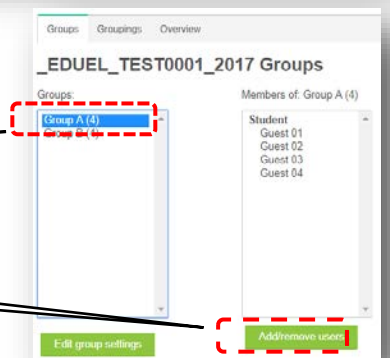
2. Input group name and press “Save changes”



- Place cursor to highlight a group and press “Add/remove users”.

3a. Place cursor to highlight a group

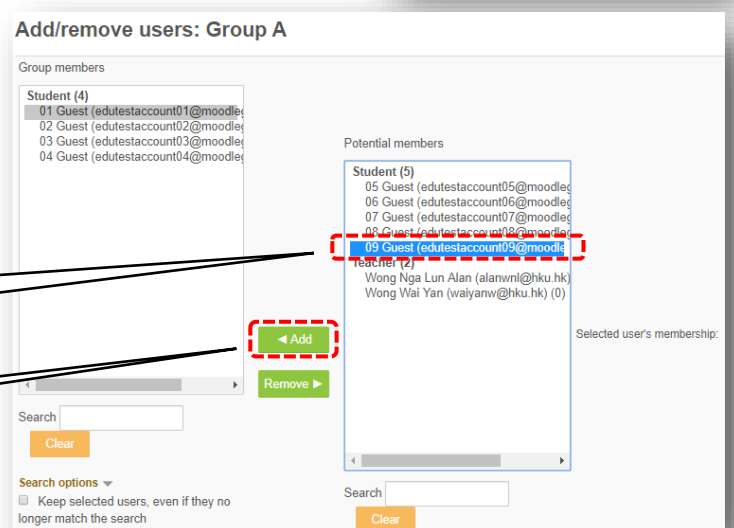
3b. Click “Add/remove users”



- Place cursor to highlight a student and press “Add”. Another option is to use the “Group choice” activity allowing students to select their own group (not covering here).

4a. Place cursor to highlight a student

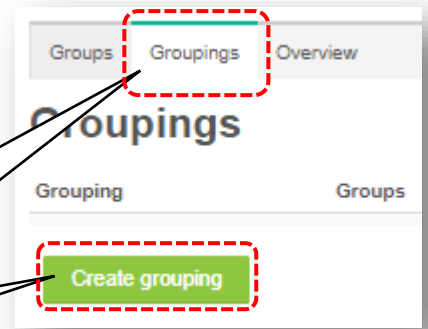
4b. Click “Add”



5. We can use “groups” in all course activities. However, if you want students participating in **different groups in different activities**, then we have to create “groupings”. In Moodle term, **grouping means group of groups**. Click on the “Groupings” tab at the top and press the “Create grouping” button at the bottom.

5a. Press “Groupings”

5b. Click “Create grouping”



6. Enter a grouping name and press “Save changes”.

6a. Enter a grouping name

6b. Press “Save changes”

Save changes

Cancel


### Create grouping

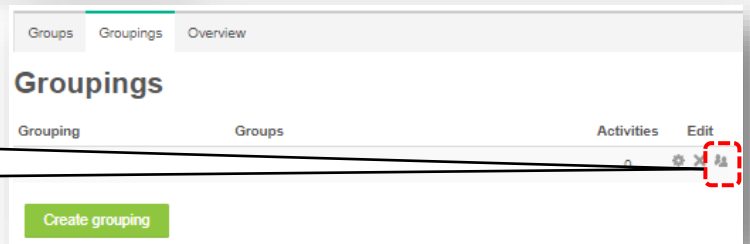
General

Grouping name: Cycle 1 grouping

Grouping ID number

7. Click on the  icon to assign groups.

7. Click 



8. Place cursor to highlight groups and click on “Add” to assign groups to grouping.

8a. Place cursor to highlight group(s)

8b. Click “Add”

### Add/remove groups: Cycle 1 grouping

Existing members: 0

Potential members: 4

Cycle 1 Group A

Cycle 1 Group B


Group A

Group B

◀ Add

Remove ▶

Back to groupings

9. Click on the  icon at the top right corner of the screen and select “Turn editing on”.

9a. Click 

9b. Select “Turn editing on”

10. Click on “Add an activity or resource”, select “Forum” from the popup box and press “Add”.

10a. Click on “Add an activity or resource”

10b. Select “Forum”

10c. Press “Add” button

11. Select “Standard forum for general use” as forum type.

11. Select “Standard forum for general use”

12. Select “Separate groups” or “Visible groups” from Group mode. Choosing “Separate groups”, each group member can only see their own group and other groups are invisible. Choosing “Visible groups”, each group member works in their own group and s/he can also see other groups. Also, select the newly created grouping.

12a. Select “Separate groups” or “Visible groups”

12b. Select grouping

13. Click on “Save and return to course” at the bottom to add page.

13. Press “Save and return to course”