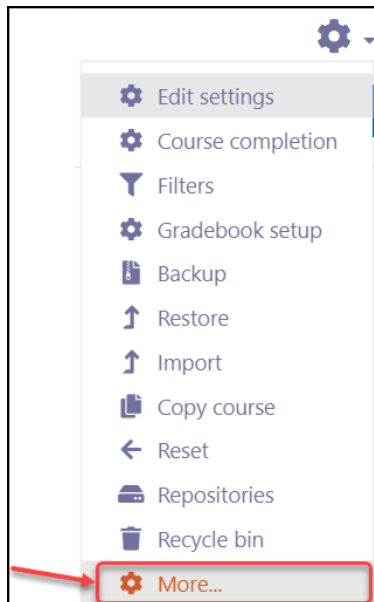# Groups and Restrict Access to Groups on Avenue

Group work and separating learners into groups is a common teaching practice. Groups allow instructors to separate learners by interests, strengths, LINC levels, etc., and they can be used to divide students when participating in group discussion forums, projects, wikis and more. Once students in a class are assigned to groups, teachers can use the resources and the activity **Restrict access** features to assign tasks appropriately.

Setting up Course Groups

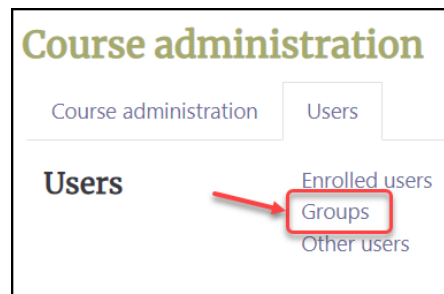1. On the course page, click on the **Actions Menu**.

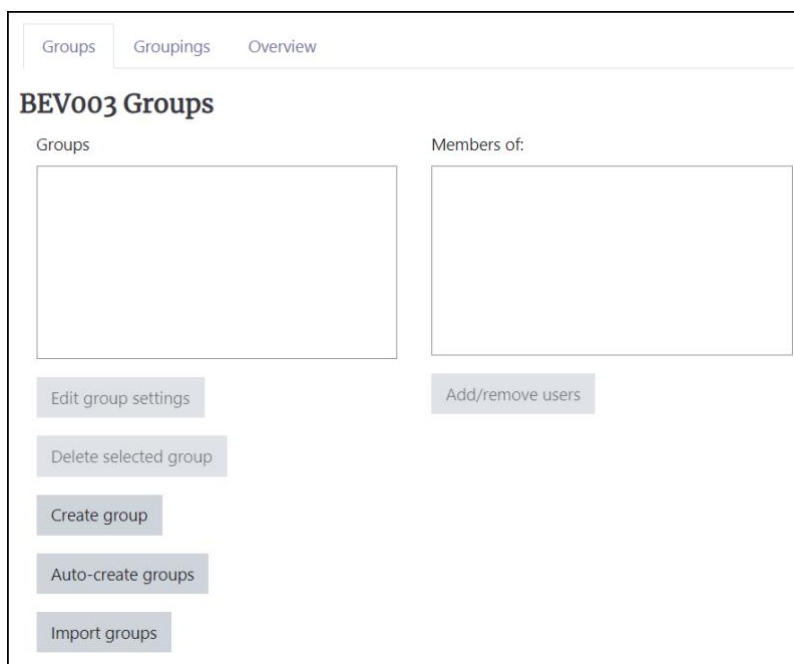2. Click on the **More** option from the drop-down menu.

3. On the next page, click on the **Users** tab.
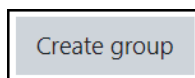
4. Click on the **Groups** link in the **Users** section.

The course **Groups** page appears.

Creating Groups Manually

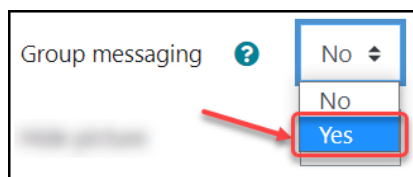5. To create a new group, click on the **Create group** button.

Create group

6. Type a **Group name** that is identifiable to students and the instructor.

7. Ignore the **Group ID** number.

8. Type a **Group description** if required.

9. You can add an **Enrolment key** if you wish to restrict access to the course to only those who have the key. Note that anyone who uses the **Enrolment key** to access the course will automatically join this group.
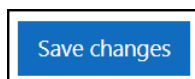
10. To allow the group members to message each other, choose **Yes** from the **Group messaging** drop down menu.
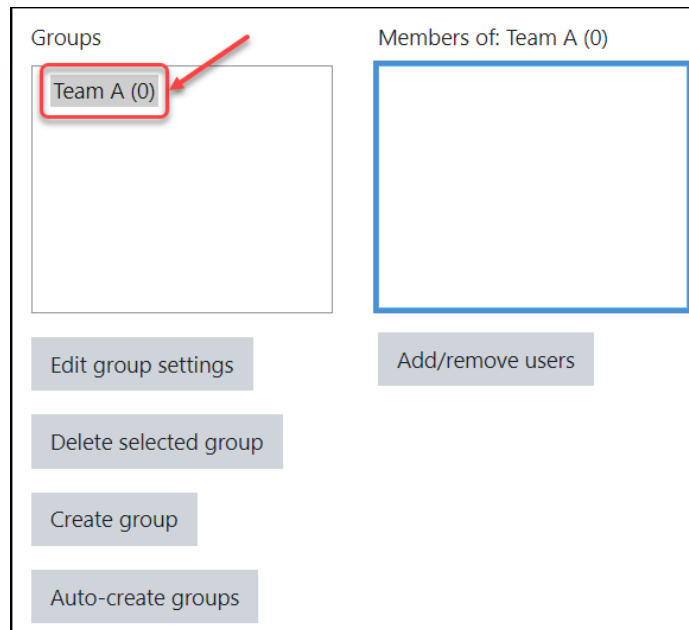

11. If you want the group picture hidden on group activities, set **Hide picture** to **Yes**.

12. To add a group picture, either drag the image into the **New picture** drag and drop area or click on the **Choose a file...** button to choose a picture from a saved location.
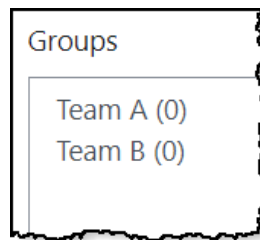
13. Click on the **Save changes** button.

Save changes

14. The name of the new group appears in the **Groups** box. The **(0)** after the group name indicates that the group has no members yet.
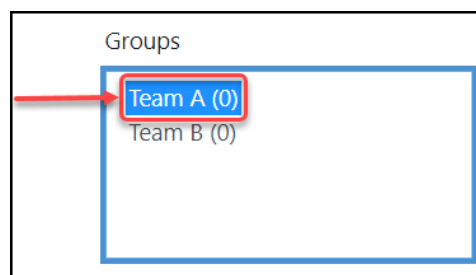
15. Repeat steps 5 to 11 to add more groups to your course. In this example, two groups were added: **Team A** and **Team B**.
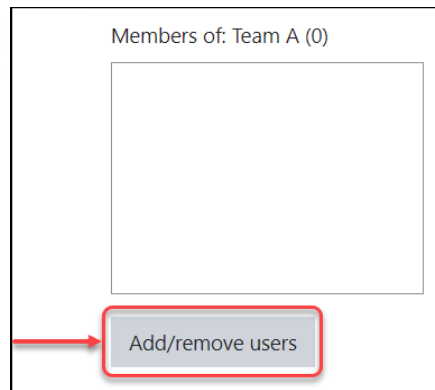

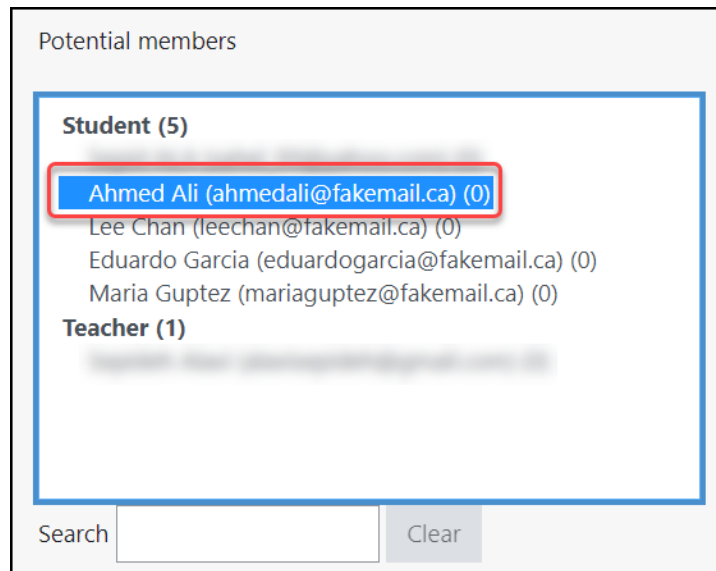# Adding Students to a Group Manually

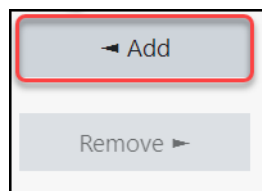1. On the **Groups** page, click on a group name.

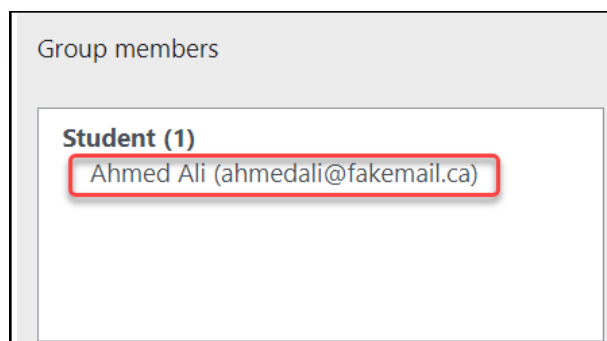2. Click on the **Add/remove users** button under the **Members of:** box.

3. Choose a name from the **Potential members** column.

4. Click on the **Add** button to the left of the **Potential members** box.
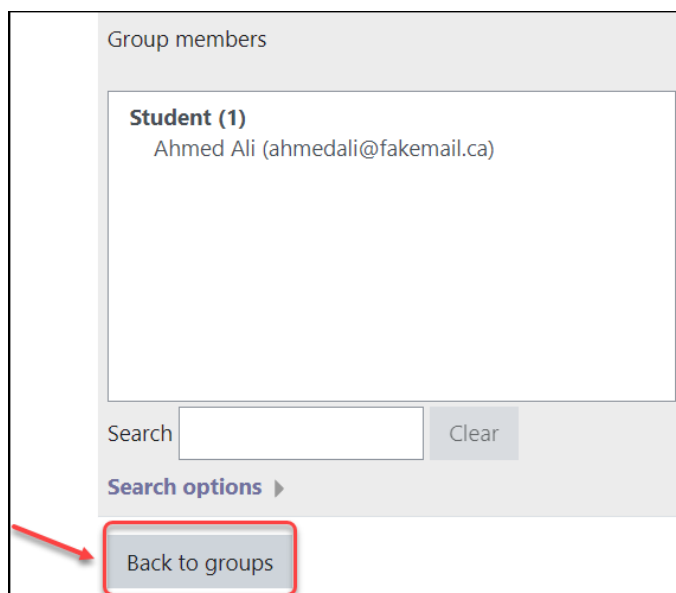

5. The account is now added to the **Group members** column.

6. Repeat the process until all desired students are added to the group. Note that you can choose multiple names by holding down the CTRL key (on Windows) or the Command key (on Macintosh) and clicking on the names.

7. Click on the **Back to groups** button.

8. Click on a different **Group name**.

9. Repeat steps 2 to 6 for each group to add new members.

Adding Students to a Group Automatically

Please refer to the help file, *Organizing Learners Using Groups*, in the *Course Management* section of the LearnIT2teach Stage 3 course for information about adding students to a group automatically.

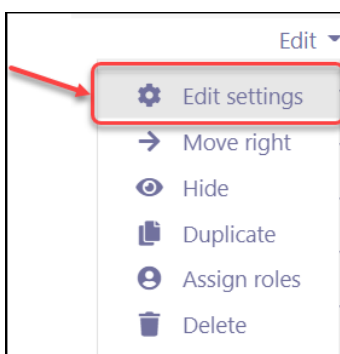# Setting up Group Restrictions for Course Activities

1. On the course page, click on the **Turn editing on** button.

2. Click on the **Edit** link beside an activity or resource.
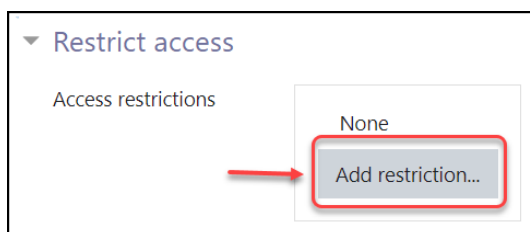

3. Click on the **Edit settings** option in the drop-down menu.

4. Scroll down and expand the **Restrict access** section.

5. Click on the **Add restriction** button.

6. In the **Add restriction…** pop up, click on the **Group** button.

7. Choose **Student <u>must</u> match the following**.

8. If the **Eye icon** is open, the message "Restricted. Not available unless: You belong to <group name>" If the Eye icon is closed, people not who don't have access won't see it at all.

9. Choose a **Group** name.

10. Click on the **Save and return to course** button.

11. The activity will be available to students in the selected group, which is **Team A** in this example. Students not in Team A, will see the activity with the label "Restricted. Not available unless: You belong Team A".