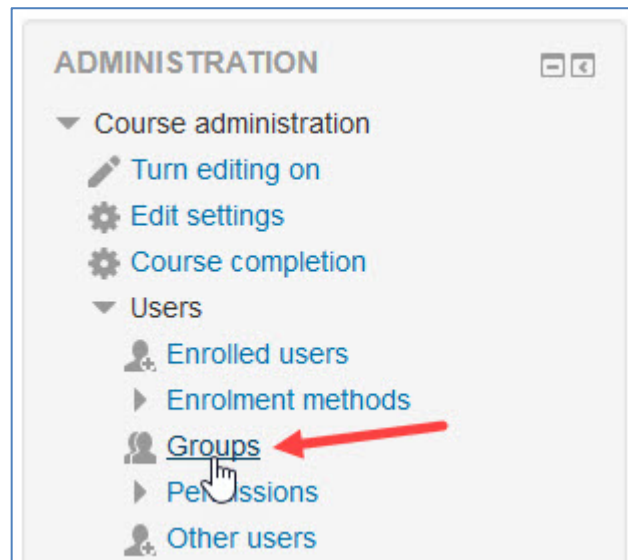


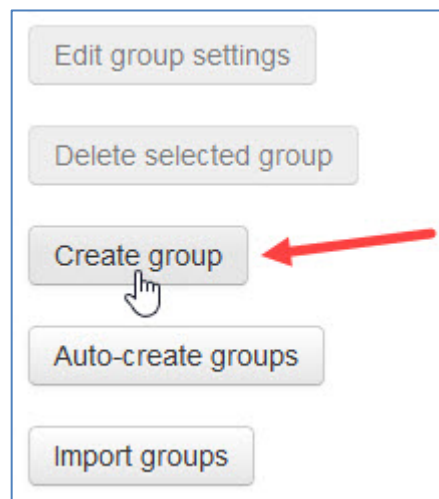
Groups of One

To set up **Folders** as digital portfolios for your students, you need to use the course **Groups** and the **Folder** settings to **Restrict access**. This makes the **Folder** visible only to the teacher and the student who the **Folder** is for.

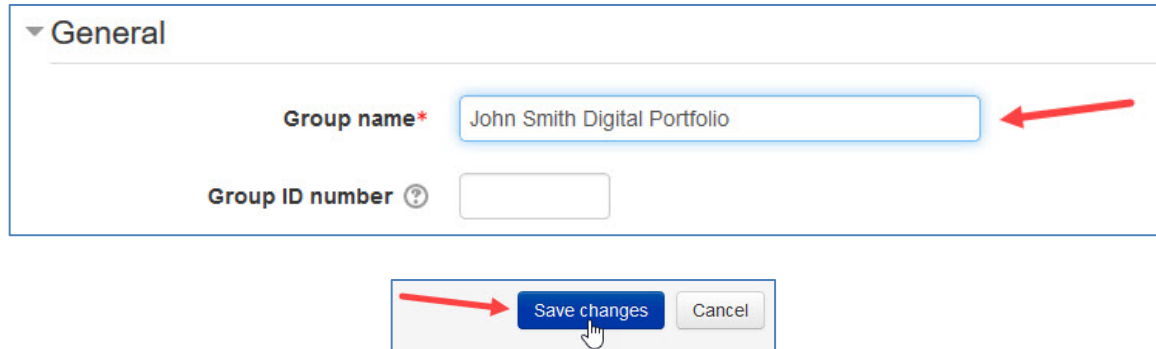
1. From the **Administration** block on your course page, click on **Users** to expand the drop-down menu, and then click on **Groups**.



2. On the **Groups** tab, click on the **Create Group** button.



3. Under the **General** heading, for the **Group name**, use the student's name, for example: *John Smith Digital Portfolio*, then click on the **Save changes** button at the bottom of the page.

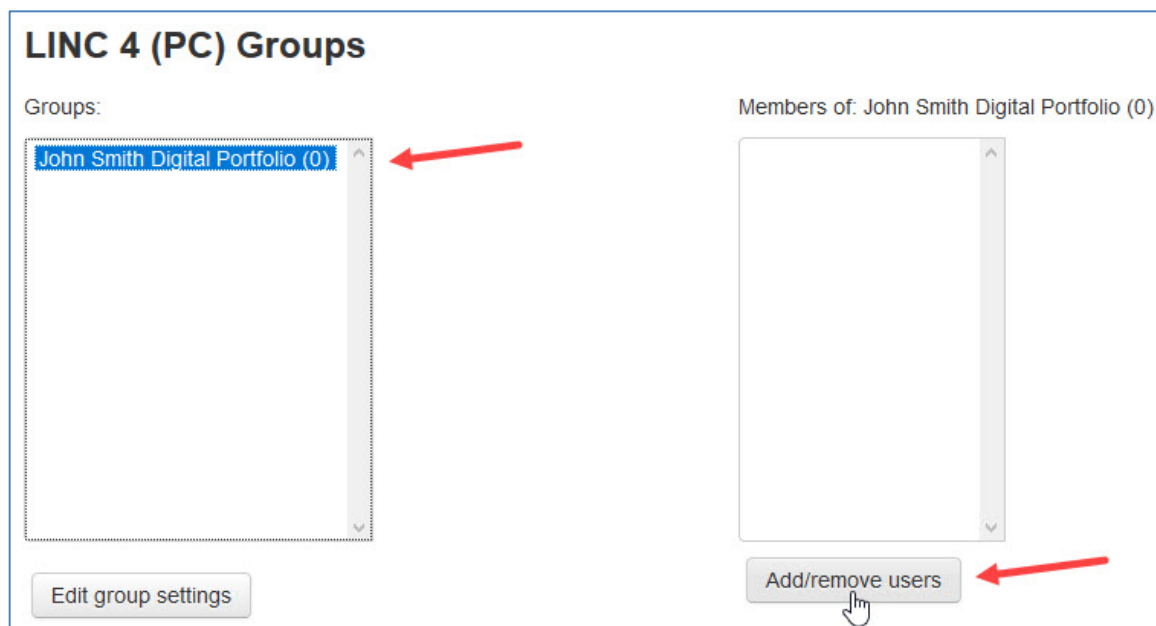


▼ General

Group name*

Group ID number

4. On the **Groups** tab that opens again, select the new group and click on the **Add/remove users** button to add the same student to their own group.



LINC 4 (PC) Groups

Groups:

John Smith Digital Portfolio (0)

Members of: John Smith Digital Portfolio (0)

5. Click on the student name to highlight it and then click on the **Add** button to add the student to their individual **Group of One**. See the next page for a screen shot to help you with this step.

Add/remove users: John Smith Digital Portfolio

Group members

None

Potential members

Student (7)
 Mary Blodeau (xxxxx@email.ca) (0)
 firstname6092 lastname6092 (xxxxx@e
 firstname6094 lastname6094 (xxxxx@e
 firstname6096 lastname6096 (xxxxx@e
 firstname6097 lastname6097 (xxxxx@e
 firstname6100 lastname6100 (xxxxx@e
John Smith (pjcc.galiano@outlook.com)
Teacher (1)
 Paul Carter (paul.carter.vancouver@gm:

Selected user's membership:

Search Clear

Search Clear

6. When you have added the student to their **Group of One**, you will see them in the new **Group**. Now, click on the **Back to groups** button and repeat this process for each student in the class.

Group members

Student (1)
 John Smith (pjcc.galiano@outlook.com)

Potential members

Student (6)
 Mary Blodeau (xxxxx@email.ca) (0)
 firstname6092 lastname6092 (xxxxx@e
 firstname6094 lastname6094 (xxxxx@e
 firstname6096 lastname6096 (xxxxx@e
 firstname6097 lastname6097 (xxxxx@e
 firstname6100 lastname6100 (xxxxx@e
Teacher (1)
 Paul Carter (paul.carter.vancouver@gm:

Selected user's membership:

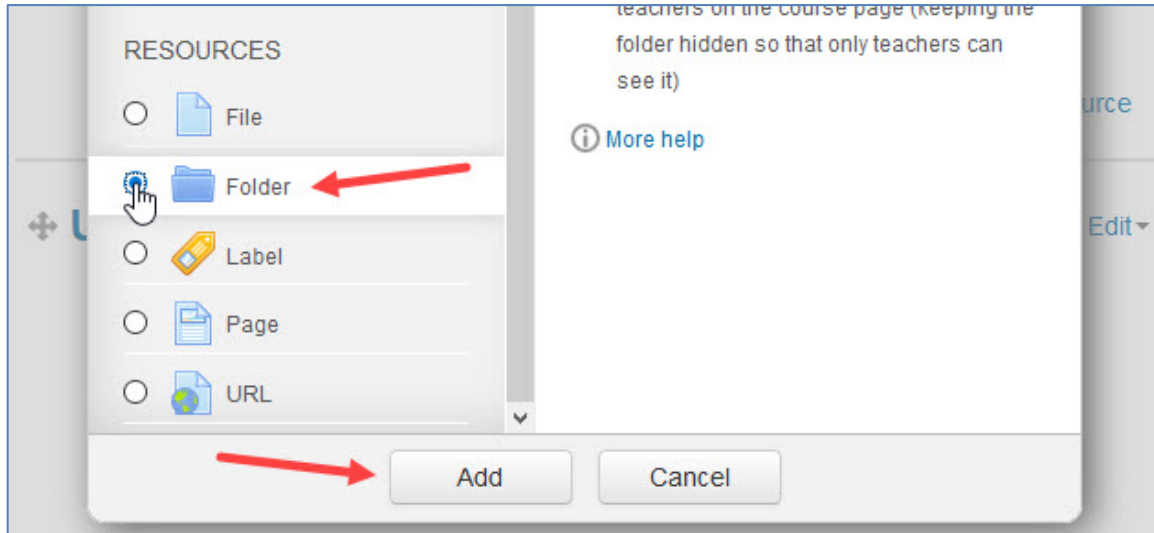
Search Clear

Search Clear

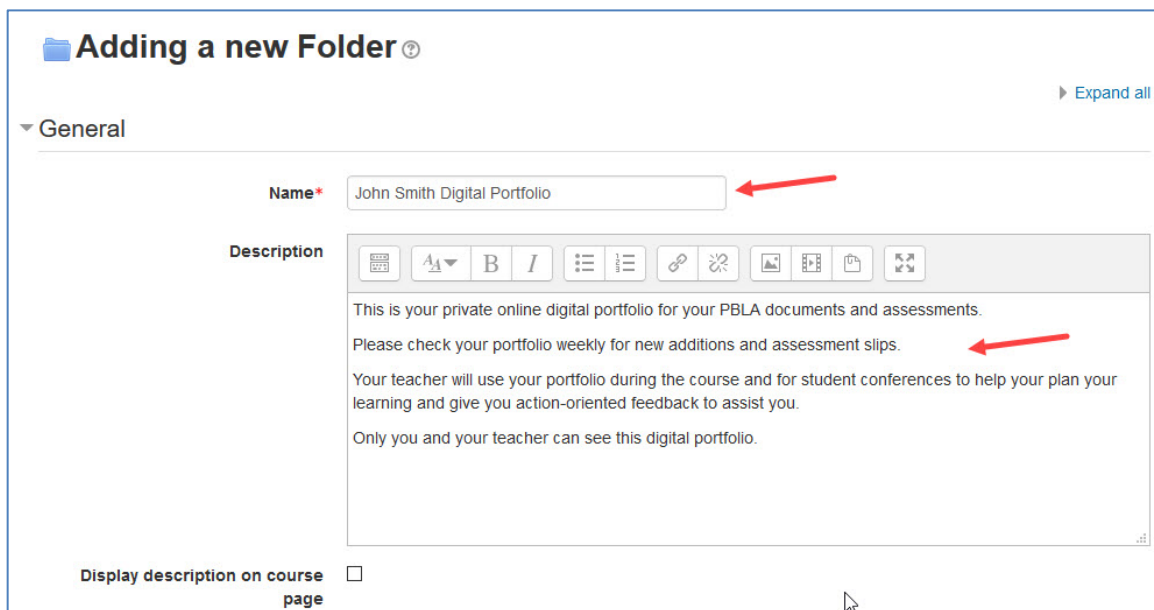
Search options ▾

Back to groups

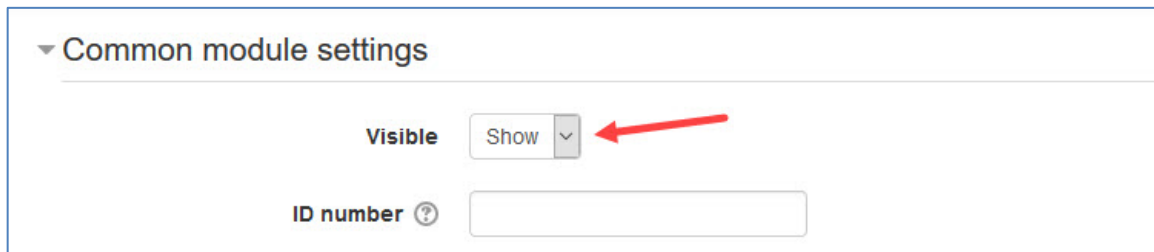
7. Once each student has a group and they are in it, return to the course page. Go to the **Administration** block and make sure editing is still on. Click **+Add an activity or resource** in the section where you want the students to access their digital portfolios. From the Activity chooser, select **Folder** and click **Add**.



8. On the **Adding a new folder** page, give the folder a name that includes the student's name, e.g. *John Smith Digital Portfolio*, and a description to guide learners on what they will find there and what they should do with it and when.

A screenshot of the 'Adding a new Folder' form. The 'Name' field contains 'John Smith Digital Portfolio' and the 'Description' field contains a detailed description of the digital portfolio. The 'Display description on course page' checkbox is unchecked. The form is titled 'Adding a new Folder' and includes an 'Expand all' link. The description text is: 'This is your private online digital portfolio for your PBLA documents and assessments. Please check your portfolio weekly for new additions and assessment slips. Your teacher will use your portfolio during the course and for student conferences to help your plan your learning and give you action-oriented feedback to assist you. Only you and your teacher can see this digital portfolio.'

9. Under the **Common module** settings, make sure that **Show** is selected from the **Visible** drop-down menu. Note that **Show** is the default setting.



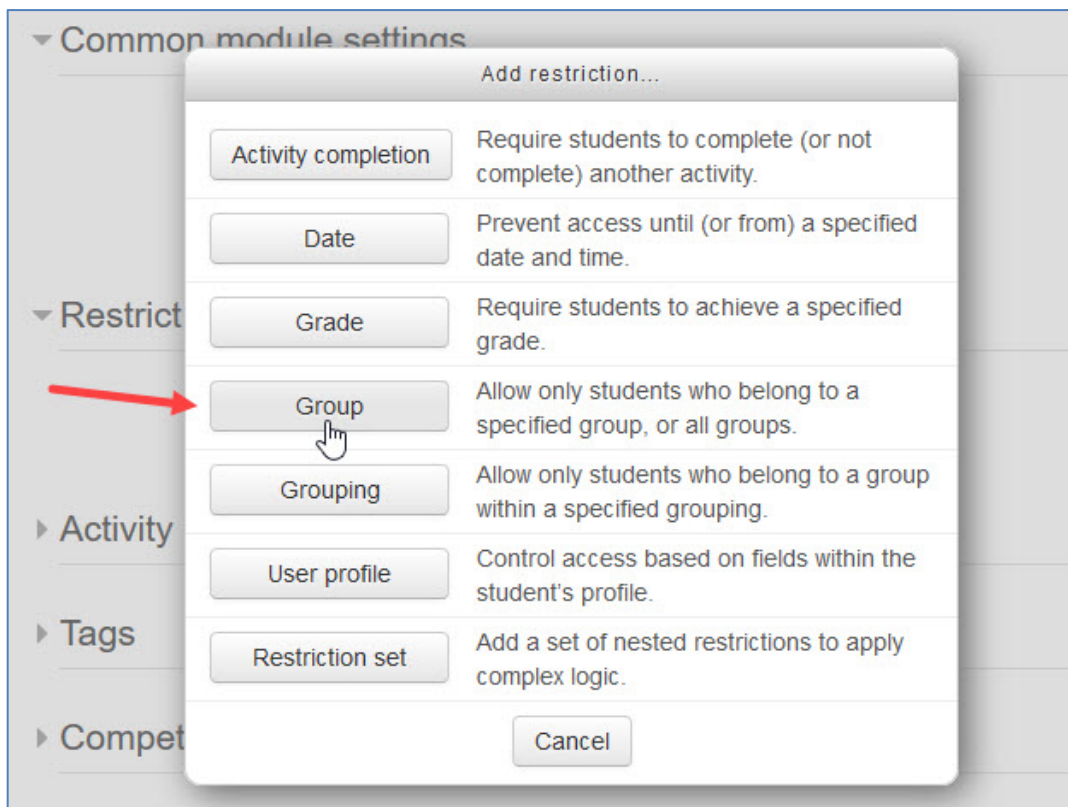
▼ Common module settings

Visible Show ▼

ID number ?

A red arrow points to the dropdown arrow next to the 'Show' option in the 'Visible' field.

10. Under the **Restrict access** settings heading, click on the **Add restriction** button and select **Group**.



▼ Common module settings

▼ Restrict

▶ Activity

▶ Tags

▶ Compet

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

A red arrow points to the 'Group' option in the 'Add restriction...' dialog box.

11. Select the student's **Group** (in this example John Smith) to match the name on the **Folder**. Be sure to click on the 'eye icon' beside the chosen **Group restriction** to show the **Group** to the student. This will hide the **Folder** from everyone except the teacher and the student in that **Group**.

▼ Restrict access

Access restrictions Student must match the following

Group John Smith Digital Portfolio

12. Click on the **Save and display** button.

Save and return to course Save and display Cancel

The final step involves changing permissions for this activity, so that each student is able to add files to the folder.

13. In the **Folder Administration** section of the **Administration** block, click **Permissions**.

14. Under **Advanced role override**, click on the drop down menu and choose **Student**.

Permissions in Folder


Advanced role override

- ✓ Choose...
- Manager (0)
- Manager LIT2T mentor (0)
- Course creator (0)
- Teacher (0)
- Non-editing teacher (0)
- Student (*)**
- Guest (0)
- Authenticated user (0)
- Authenticated user on frontpage (0)
- Teacher (+ reports) (0)

Risks	Roles with permission
	Teacher (+ reports) X
	+
	Teacher (+ reports) X
	+
	Authenticated user X
	+
	Teacher (+ reports) X

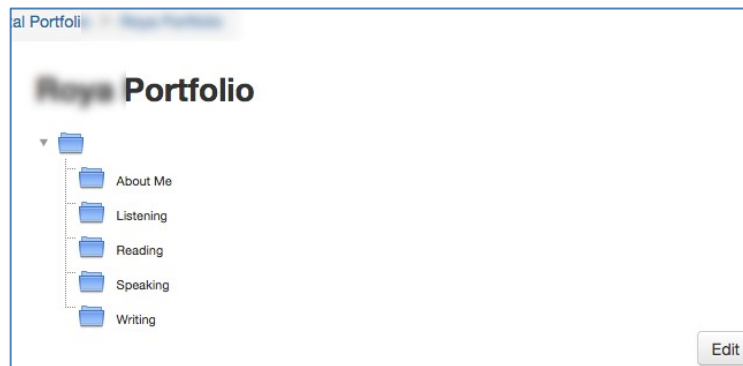
15. Change the setting to **Manage files in folder module** to **Allow**.

This will allow the student to add files to the folder, so that they can share work with their teacher.

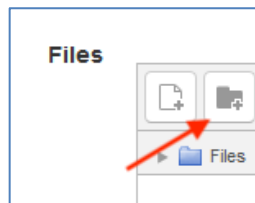
Capability	Permission ?	Risks
Course		
Access all groups moodle/site:accessallgroups	<input checked="" type="radio"/> Inherit (Not set) <input type="radio"/> Allow <input type="radio"/> Prevent <input type="radio"/> Prohibit	
Activity: Folder		
Manage files in folder module mod/folder:managefiles	<input type="radio"/> Inherit (Not set) <input checked="" type="radio"/> Allow <input type="radio"/> Prevent <input type="radio"/> Prohibit	
View folder content mod/folder:view	<input checked="" type="radio"/> Inherit (Not set) <input type="radio"/> Allow <input type="radio"/> Prevent <input type="radio"/> Prohibit	

16. Scroll down and click the **Save changes** button.

When the student enters the **Portfolio** activity, they now see an **Edit** button, which will allow them to make changes to the contents, such as uploading files or creating sub folders.



Hint: To create the above structure for all students, click the folder name in the breadcrumbs, click the **Edit** button, click the **Create folder** icon.

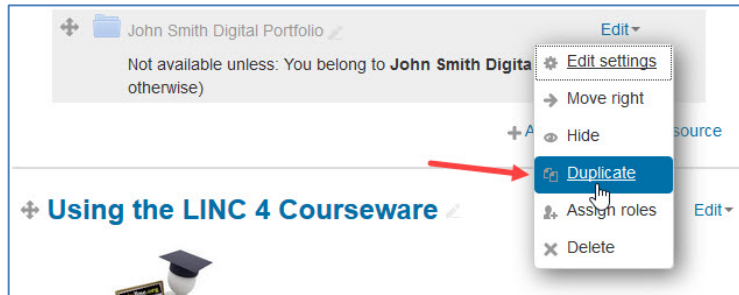


Enter the new folder's name in the **New folder** panel, e.g. About me, and click **Create folder**. Repeat these steps to create the Listening, Reading, Speaking, and Writing folders. Be sure to click the **Save changes** button when you are done.

Return to the main course page and locate the folder you created, e.g. *John Smith Digital Portfolio*.

17. You can save yourself some time by duplicating the folder you just created as

many times as you need, so there is one folder for each student. After duplicating the folder, edit the **Restrict access** settings so each individual student (**Group of One**) has their own folder. As the instructor, you will see a list of folders, while each student only sees, and has access to one folder.



It is important to remember not to hide the **Folder** on the course page as this will hide it from everyone's view, including the student who needs to see the portfolio. See steps 9 and 11 above to review this point again.

When the Restriction settings are in place in the **Folder** settings, only the one student and the teacher can see the folder.

Note: When a student moves out of your class, you should remind them to download the contents of their PBLA folder, as this activity is course specific.

Folder and Groups Help links

[Moodle Documents: Folder Resource Settings](#)

[Moodle Documents: Groups](#)