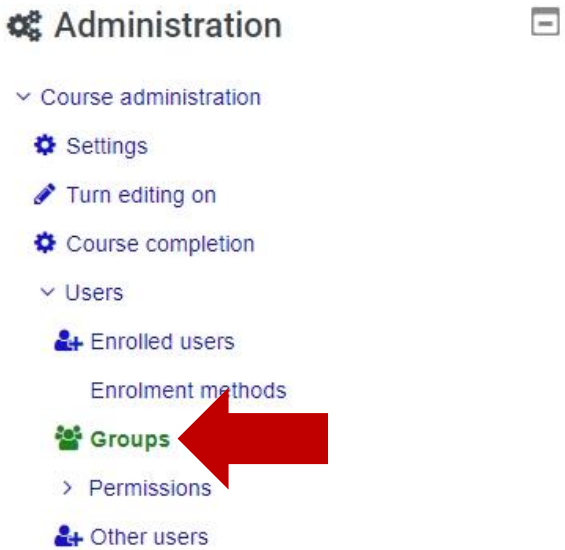
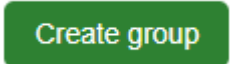
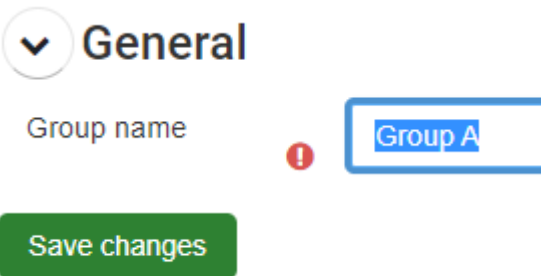
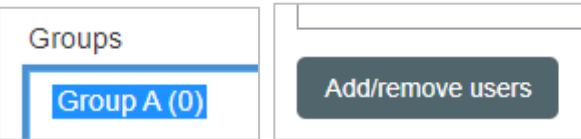
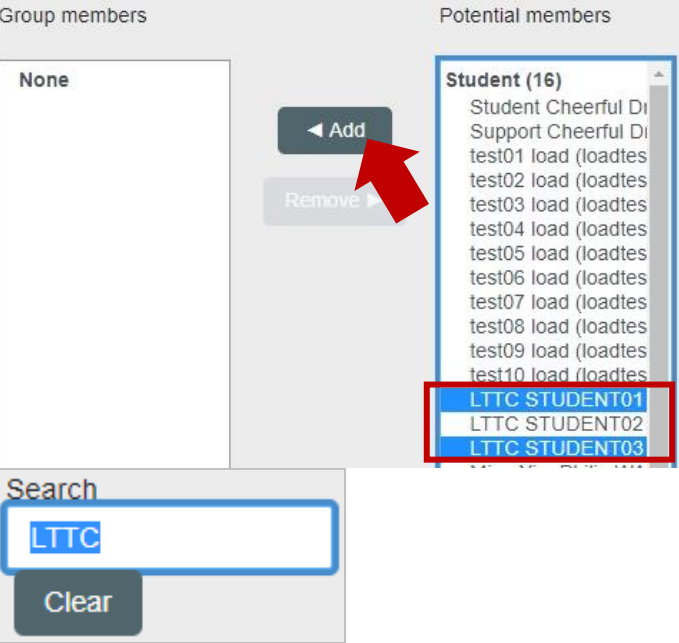




# Create Student Grouping

Moodle 4.0 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>

 <p>The screenshot shows the 'Administration' block in Moodle. It has a gear icon and a minus icon. Under 'Course administration', there are links for 'Settings', 'Turn editing on', and 'Course completion'. Under 'Users', there are links for 'Enrolled users', 'Enrolment methods', 'Groups' (highlighted with a red arrow), 'Permissions', and 'Other users'.</p>	<ol style="list-style-type: none"> <li>1. In your course '<b>Administration</b>' block, click on '<b>Users</b>' and then '<b>Groups</b>'.</li> </ol>
 <p>A green button with the text 'Create group'.</p>	<ol style="list-style-type: none"> <li>2. Click '<b>Create group</b>' button.</li> </ol>
 <p>The screenshot shows the 'General' settings for a group. It has a dropdown arrow and the title 'General'. There is a 'Group name' label and a text input field containing 'Group A'. A red exclamation mark icon is next to the input field. At the bottom is a green 'Save changes' button.</p>	<ol style="list-style-type: none"> <li>3. Type in a name in Group name text field.</li> <li>4. Scroll down to the end of the page, click '<b>Save changes</b>' button.</li> </ol>
 <p>The screenshot shows a list of groups with 'Group A (0)' selected. To the right is a button labeled 'Add/remove users'.</p>	<ol style="list-style-type: none"> <li>5. To add members into the group, select the group and click the '<b>Add/remove users</b>' button.</li> </ol>

	<p>6. Select the users from the list of 'Potential members' in the right column. Then, click the 'Add' button to add the selected users into the 'Group members' in the left column.</p> <p><b>Tip:</b> Ctrl key + mouse click or hold Shift key on keyboard for multiple selection).</p> <p><b>Tip:</b> Use the search bar to find the student's name.</p>
	<p>7. Click on the 'Back to groups' button to go back to the group page.</p>
	<p>8. In the group page, you can see the group name, the number of group member(s) within the parentheses ( ) and group members' name.</p>