Groups and Forums in Moodle

First, Configure Group Settings

1. On the left of your Course page in the Administration Block, click on the "gear" icon to open the course settings.
2. Click on "Groups."
3. Choose Visible (*Visible groups - Each group member works in their own group, but can also see other groups*) or Separate Groups (*Separate groups - Each group member can only see their own group, others are invisible*).
4. Click "Save and display."
5. From the Administration Block, click on "Users," then click on the "Groupings" tab. Click "Create grouping." Give your Grouping a name, perhaps your course number, then click save changes.
6. From the Administration Block, click on "Users," then click on the "Groups."
7. tab.

Create the groups

1. In the lower left corner of the screen (you may need to scroll down), click on the "Create group" button.
2. In the *Group* name field, enter the name of the first peer group and click on the "Save changes" button.
3. For additional groups, click on the "Create group" button, type a name, save, etc.

Populate the groups

1. In the list of groups on the left side of the screen, click on the name of the first group into which you would like to add students.
2. With the group name highlighted on the left side, click on the "Add/remove users" button on the right side of the screen.
3. In the "*Potential members*" list on the right side of the screen, select/highlight all of the students to add to the group.
4. When all the students have been selected, click on the "< Add" button in the middle of the screen. *Note: Students can be added one by one as well.*
5. When all students have been added to the group, click on the "Back to groups" button in the lower left corner of the screen.
6. To populate additional groups, select the group name on the left, click the "Add/remove users" button, select potential members on the right, click on the "< Add" button, etc.
7. When all groups have been populated, return to the main course page.

Set up a peer review forum

1. Make sure editing is turned on.
2. In the appropriate location in your course, click on the +Add an activity or resource link.
3. On the *+Add an activity or resource* dialog box, select the "Forum" radio button in the left column, then click the "Add" button in the lower right.
4. In the forum settings:
    o In the *Forum name* field, type in a name for your forum. This forum will be used by all of your students regardless of the group in which they reside.
    o In the *Forum type* drop-down list box, select "Standard forum for general use." *(Note: "Single simple discussions" do not support groups)*
    o Scroll down and expand the "Common modules" section of the settings. In this section, set Group mode = "Separate groups."
    o Scroll down and click on the "Save and return to course" button.

Add discussion topics to your forum

1. Click on your forum to open it.
2. In the *Separate groups* drop-down list box, select the first group and then click on the "Add a new discussion topic" button.
3. Enter a Subject (required) and a Message (required). If you would like to attach a file, you can do that as well (optional). Click on the "Post to forum" button.

    Important
    You must add a separate discussion topic for each group. Even if they will be identical, the discussion topics must be added separately. As such, a "tip" you might consider is to add the group name as a part of the Subject description. This won't help the students but will make it easier for you!

4. In the *Separate groups* drop-down list box, select the second (or third, or fourth) group and then click on the "Add a new discussion topic" button.
5. Enter a Subject (required) and a Message (required). If you would like to attach a file, you can do that as well (optional). Click on the "Post to forum" button.
6. When all of the discussion topics have been added, you can close the forum.