



Purpose and Approach 🕒 15 min

- Enable students to register themselves to previously generated groups.
- Allow students' deregistration and use different group sizes.

1 Turn editing on

+ Add an activity or resource

2 Choose activity

3 Define the settings for the Grouptool

3a Groupool name: Group registration

3b Availability: Registration start (5 October 2020 09:00), Registration end (9 October 2020 23:55)

3c Instance settings: Enable self registration: Yes

3d Allow deregistration: Yes

3e Group size: 5 (checked)

3f Save and display

4 Create groups

4a Create groups

4b Mode: Define number of groups N

4c Number of groups N: 2

4d Allocate members: No allocation

4e Name scheme: Group #

4f Create groups

If self registration is enabled choose "No allocation" to generate empty groups.

By using tags, groups can be named automatically, e.g. with # serial numbers or with @ serial letters. An example: "Group #" creates the following: Group 1, Group 2, Group 3, ...

➔ continue on page 2 ...



continue ...

5 Check group preview

Preview

Groups (2)

- Group 1
- Group 2

Confirm

Continue to create groups as previewed above?

[Continue](#) [Cancel](#)

6 Check status of groups & change group size

Administration | Grading | Registration | Manage group users | Participants

Administrate groups | Create groups

To Moodle groups

Active | Inactive | **All**

De-/select groups and groupings

All | Select | Deselect | Invert | Go

All/None * Groupsize of groupool settings

Name	Size	Status
Group 1	5*	●
Group 2	5*	●

You can change the group size via the pencil icons.

7 Check the students' view

Administration | Grading | **Registration** | Manage group users

General information

- Group places: 10 Total / 10 Free
- Number of students: 5
- Group-registrations: 1 registration missing. You're not yet registered!
- Registration start: 16 August 2018, 10:00 AM
- Registration due to: 30 September 2018, 11:55 PM
- Deregistration: Allowed

Description

Groups

- Group 1: Registered: 0/5 [Register](#)
- Group 2: Registered: 0/5 [Register](#)

8 View current status of registration

Administration | Grading | Registration | Manage group users | **Participants**

Group view | Course view

To Moodle groups

Grouping: All | Group: All | PDF-orientation: Portrait

Download all: **TXT .XLSX .PDF .ODS** | Show inactive groups

Group 1

Total 5 / Registered 3 / Queued 0 / Free 2

Status	Full name	ID number	Email address
✓	Einstein Alfred	03456710	teststudent10@unet.univie.ac.at
✓	Muster Alex	03456712	teststudent05@univie.ac.at
✓	Muster Chris	03456711	teststudent11@univie.ac.at

Lists of registrations can be exported to different file formats.

Students register for groups



Short description of the procedure

1. Activate the button "Turn editing on" on the top right of the course and then click in the preferred topic on "Add an activity or resource".
2. Choose "Grouptool" in the tab "Activities". The settings form for the new Grouptool opens automatically.
3. First enter a name for your Grouptool [3a]. Then define a registration start date and an end date under "Availability" [3b]. Enable the self registration under "Instance settings" [3c]. With "Allow deregistration" [3d] you enable students to deregister from groups or change to other groups. If you want to define group sizes activate the checkmark next to "Activate" and enter the preferred group size [3e]. If you prefer individual group sizes you can enter the desired values under the tab "Administration / Administrate groups / All" after the Grouptool is created (see figure 6). When finished click "Save and display" [3f].
4. The Grouptool has been created successfully but there are no groups allocated to it yet. Therefore click on the tab "Administration" and then "Create groups" [4a]. In our example we want to generate two groups: "Group 1" and "Group 2". For this set the "Mode" on "Define number of groups N" [4b] and the "Number of groups N" on the value "2" [4c]. For "Allocate members" choose "No allocation" [4d] to create empty groups for self-registration. Then define the "Name scheme" [4e]. With the hash-tag (#) serial numbers will be generated, i.e. for "Group #" the following will be created: "Group 1", "Group 2", etc. Finally click "Create groups" [4f].
5. Check the preview of the group sizes and names. To proceed click "Continue".
6. Click on the tab "Administration" and then on the subtab "Administrate groups". You can see both groups in the submenu "All". In the column "Status" active groups are marked green. By clicking on the pencil icons in the column "Size" the group sizes can be defined individually.
7. To see a preview of the registration click on the tab "Registration".
8. To see the current status of the students' registration click on the tab "Participants". In this view you also can export the registration lists in several file formats.