

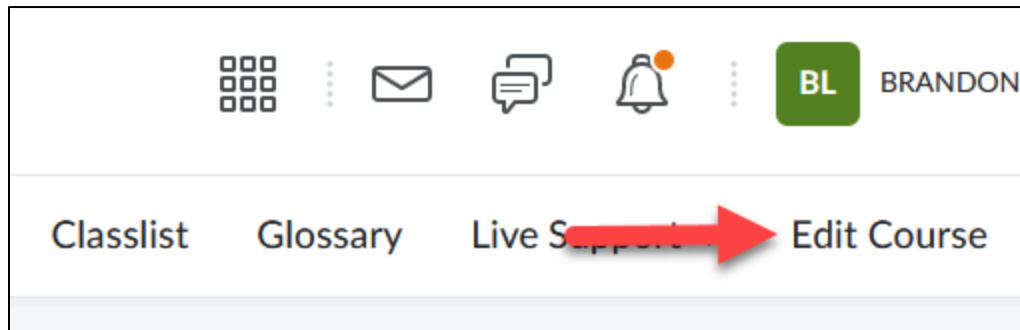


Creating Groups

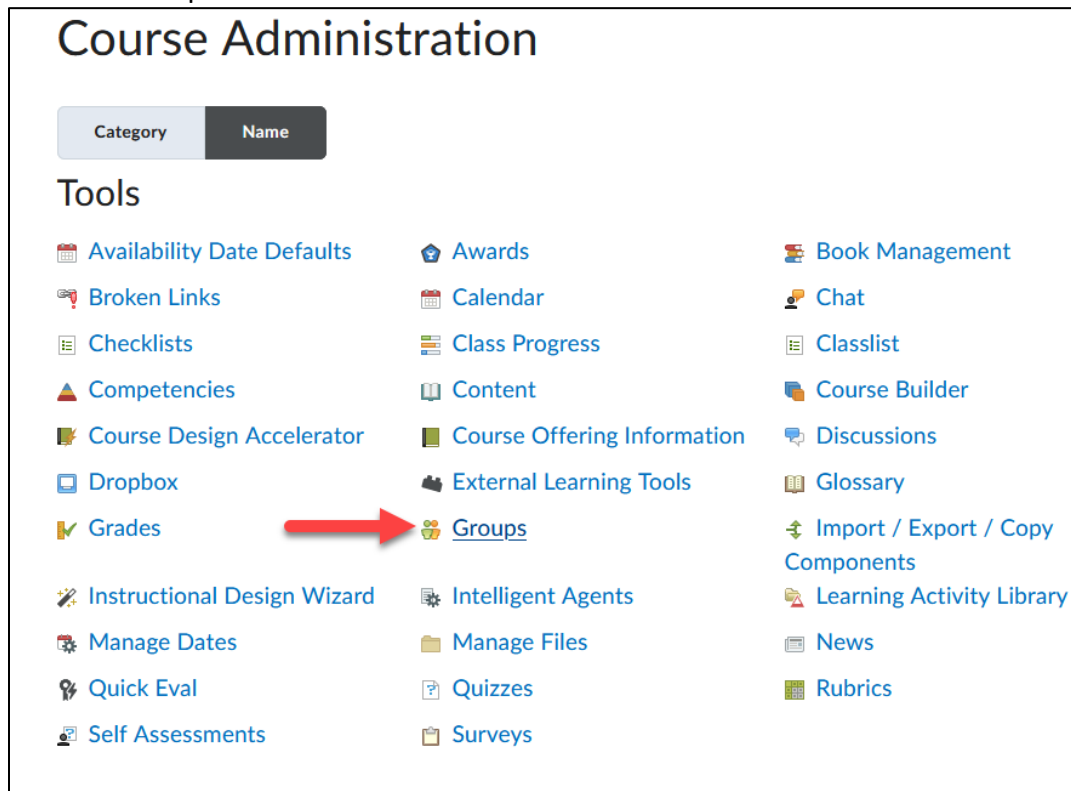
If you have multiple sections in your course, create groups for each section and set restrictions to course announcements, content and tools based on those groups.

Create your groups first:

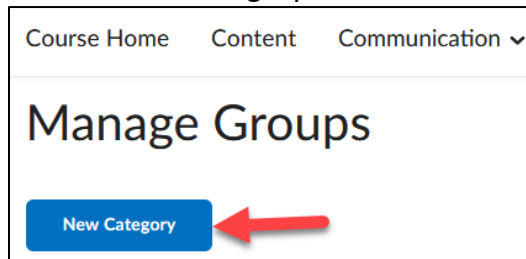
1. Click on Edit Course.



2. Click Groups.

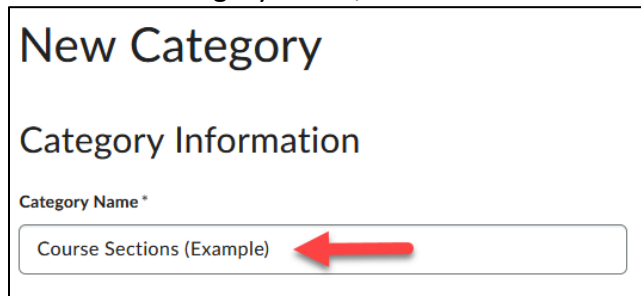


3. Click New Category.



The screenshot shows the 'Manage Groups' page. At the top, there is a navigation bar with 'Course Home', 'Content', and 'Communication' (with a dropdown arrow). Below the navigation bar, the title 'Manage Groups' is displayed. Underneath the title, there is a blue button labeled 'New Category'. A red arrow points to this button.

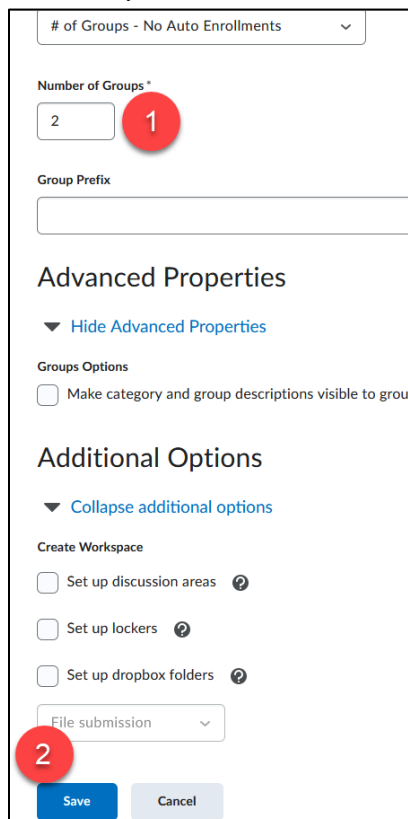
4. Enter a Category Name, such as Course Sections.



The screenshot shows the 'New Category' form. The title 'New Category' is at the top. Below it is the section 'Category Information'. Under 'Category Information', there is a label 'Category Name *' and an input field. The input field contains the text 'Course Sections (Example)'. A red arrow points to this input field.

5. Enter the number of groups (1) and click Save (2).

Optional: You can select to *Set up Discussions* and *Dropbox* areas for each section at this time, but it may be easier to set restrictions to groups within the tools themselves.



The screenshot shows the 'New Category' form with additional options. At the top, there is a dropdown menu labeled '# of Groups - No Auto Enrollments'. Below it, there is a label 'Number of Groups *' and an input field. The input field contains the number '2'. A red circle with the number '1' is next to the input field. Below the input field, there is a label 'Group Prefix' and an empty input field. Underneath, there is a section 'Advanced Properties' with a dropdown menu labeled 'Hide Advanced Properties'. Below that, there is a section 'Groups Options' with a checkbox labeled 'Make category and group descriptions visible to group'. Underneath, there is a section 'Additional Options' with a dropdown menu labeled 'Collapse additional options'. Below that, there is a section 'Create Workspace' with three checkboxes: 'Set up discussion areas', 'Set up lockers', and 'Set up dropbox folders'. Each checkbox has a question mark icon next to it. Below the checkboxes, there is a dropdown menu labeled 'File submission'. A red circle with the number '2' is next to the 'File submission' dropdown menu. At the bottom, there are two buttons: 'Save' and 'Cancel'.

6. To rename a group and enroll students to it, **click** on each section title (1). **Enter** a new name, such as Fully Online and Hybrid (2). **Click** Save (3).

Table:

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Group 1	
<input type="checkbox"/>	Group 2	

Dialog Box: Edit Group

Group Name *
Fully online

Group Code *
grp_1

Description
Paragraph **B** *I* U ~~A~~

Save Cancel

7. **Click** the new group name.

<input type="checkbox"/>	Groups
<input type="checkbox"/>	Fully online
<input type="checkbox"/>	Hybrid

8. Click the Enroll Users button (1). Select the users you want to enroll in the group (2) and click Save (3).

Edit Group - Fully online

1

Enroll Users

View Enrollment

Edit Group

Group Name *

Fully online

Enroll Users - Course Sections (Example)

Add Group

Enrollments

Category

Course Sections (Example)

Display

Fully online

Search For... [Show Search Options](#)

Last Name ▼, First Name, Username, Org Defined ID	Fully online Users: 1
Elder, Angela, aelder5758, 510005758	<input checked="" type="checkbox"/> 2

3

Save

Cancel

Now that we have our sections we can create or edit course Announcements and tools to restrict views based on a specific group.

Restrict Modules in the Content Tool:

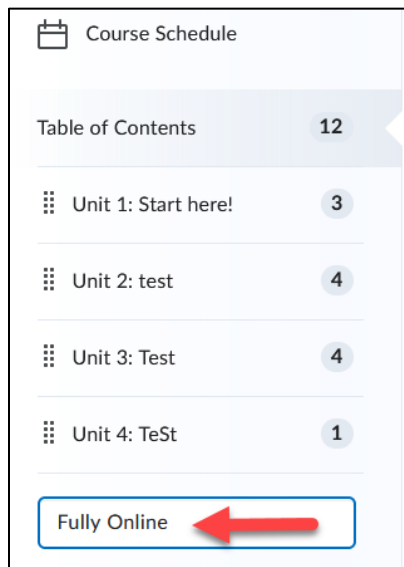
In the **Content tool** you can create modules based on your course sections, add content to those modules and then restrict access based on your groups.

Create Content Folders:

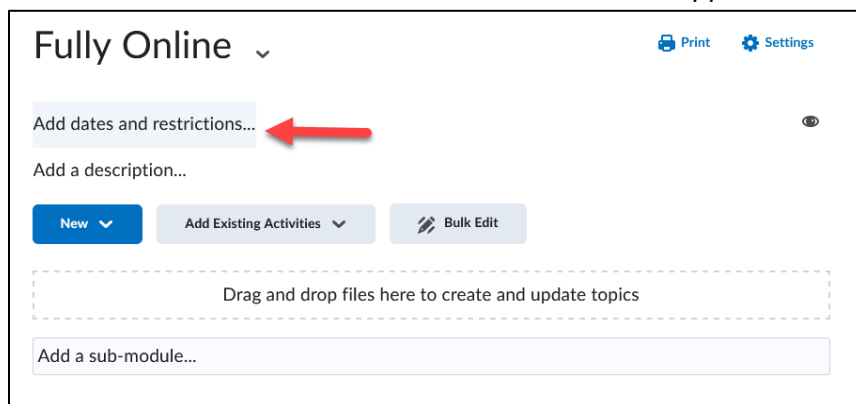
1. **Go** to Content in the navbar.



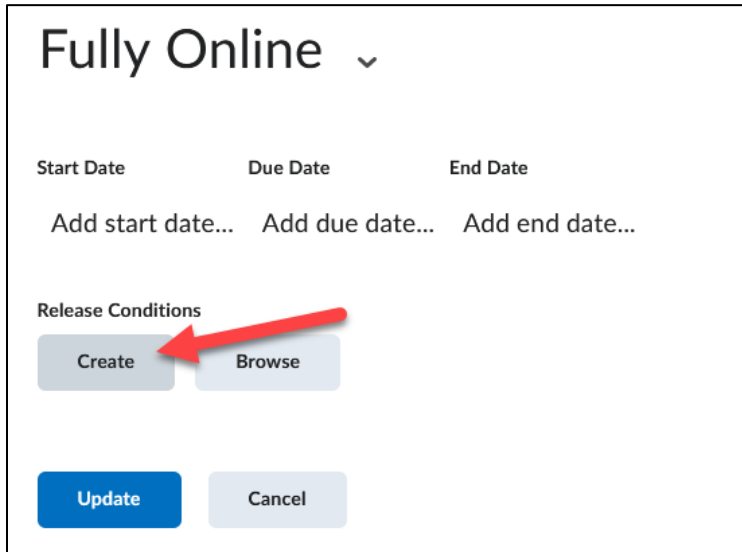
2. Create a module by **entering** a Title for it in the *Add a module* field (**enter** a Title based on your group names such as Fully Online or Hybrid [*this helps you with future Content management*]).



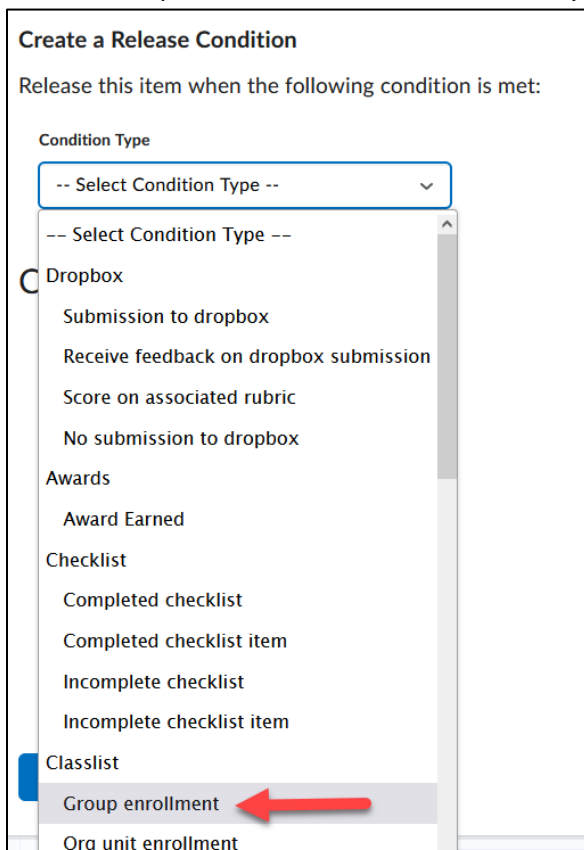
3. **Click** on the Add dates and restrictions link that appears for the module you created before.



4. Click on the Create button under the Release Conditions section.



5. Use the pull-down menu for *Condition Type* and **select** Group Enrollment.



6. Use the pull-down menu for *Group* to select which of your groups you would like to have access this particular module (1) and **click** Create (2).

Create a Release Condition

Release this item when the following condition is met:

Condition Type

Group enrollment

Condition Details

Group

-- Select Group --

-- Select Group --

Course Sections (Example)

Fully online 1

Hybrid

Course Selections (Example)

Fully online

Hybrid

2

Create Cancel

7. When finished creating the folder **click** the Update button.

Fully Online ▾

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

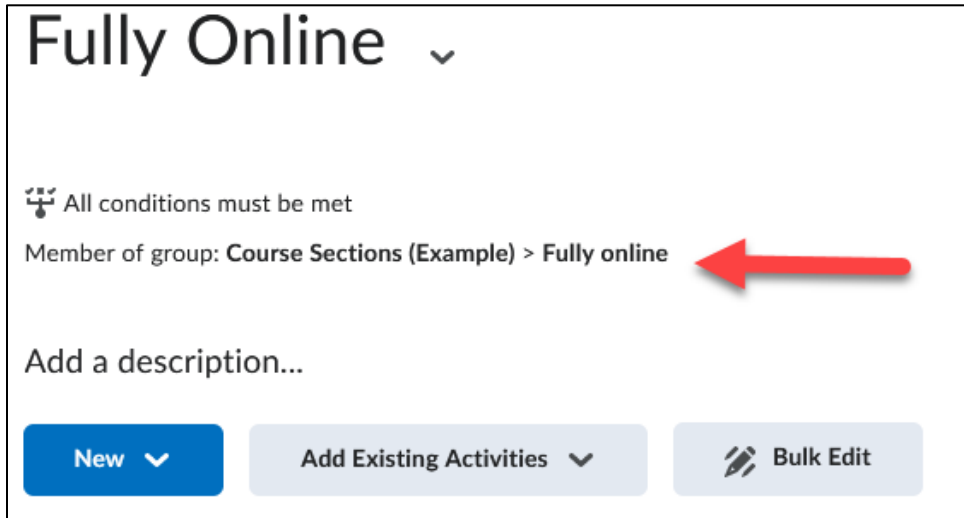
Create Browse

All conditions must be met ▾

Member of group: **Course Sections (Example) > Fully online** ✕

Update Cancel

8. You have now created a folder(s) that are restricted to specified groups which are indicated by the Member of group text.



Fully Online ▾

🔗 All conditions must be met

Member of group: Course Sections (Example) > Fully online ←

Add a description...

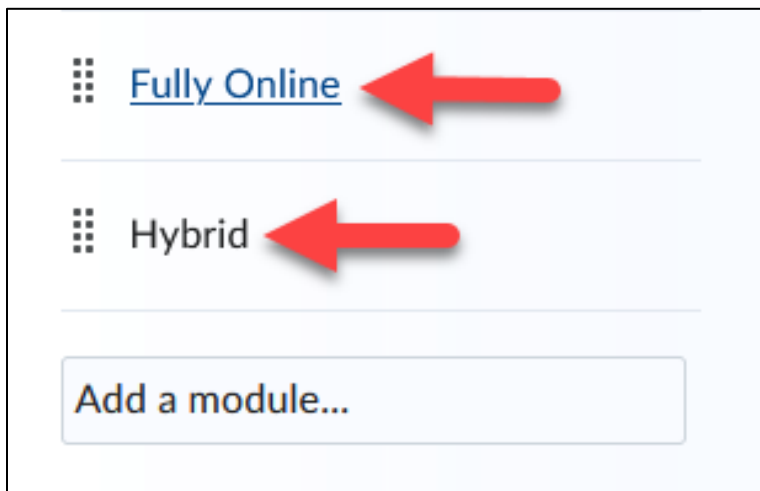
New ▾ Add Existing Activities ▾ Bulk Edit

9. **Create** any additional group modules following the same process as described above.

From this point you can now either add sub- modules or topics for each group module you created OR move existing modules/topics into the module(s).

Add a Topic to a Group Module:

1. **Click** on the module (from under the Table of Contents section) that you would like to add a topic to.

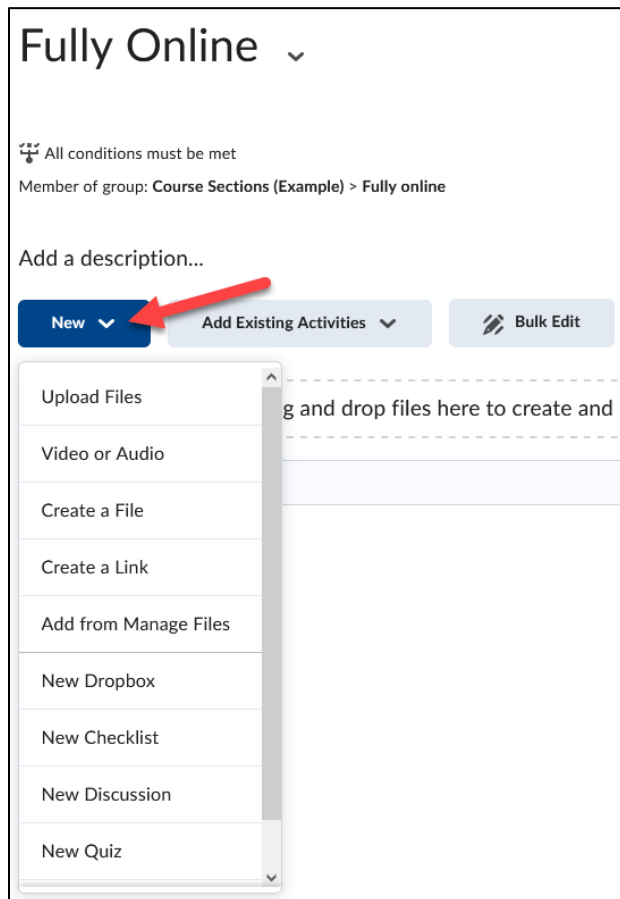


☰ Fully Online ←

☰ Hybrid ←

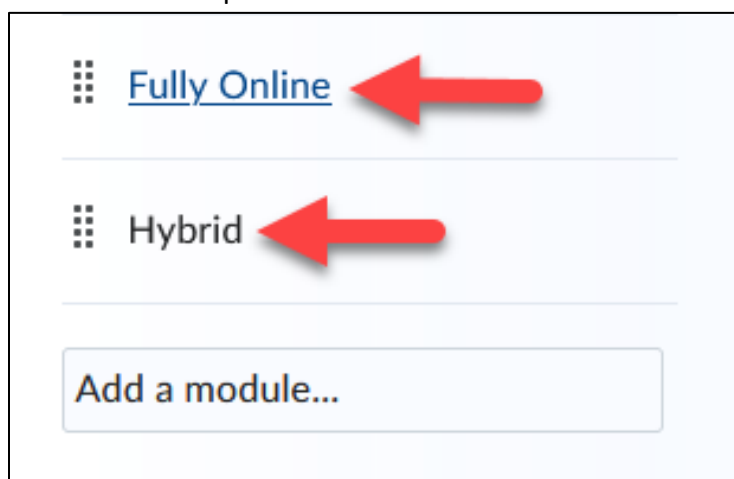
Add a module...

2. Click the New drop-down menu and select the type of topic you want to create.



Add a Sub-module to a Group Module:

1. Click on the module (from under the Table of Contents section) that you would like to add a module or topic to.



2. Enter a title for it in the Add a sub-module... field.

Fully Online ▾

Print Settings

All conditions must be met

Member of group: Course Sections (Example) > Fully online

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

Add a sub-module...

NOTE: You DO NOT need to restrict the module or topic since the folder you are adding the item into is already restricted to your specified group.

Move an existing Module or Topic to a folder:

1. Click on the drop-down menu of the module or topic (1) and click the Move to option (2).

... Lorem ipsum. ▾
Web Page

... This is a test word document ▾ 1
Web Page

... Lorem Ipsum quiz ▾
Quiz

Nam rhoncus id leo eu ultricies. Sed commodo quam, at tincidunt. Volutpat ullamcorper id ac dolor. Aliquam erat volutpat. In vel...

Duis non lacus faucibus, molestie augue, nec vestibulum odio elit. Curabitur fermentum leo. Quam ex, fermentum quis purus. Tincidunt. Vestibulum porttitor. Mollis a ante et, lacinia pharetra. Finibus gravida.

... Cat 2 ▾
Assignment

Edit Properties in Place

Hide from Users

Edit HTML

Change File

Submit Feedback

Download

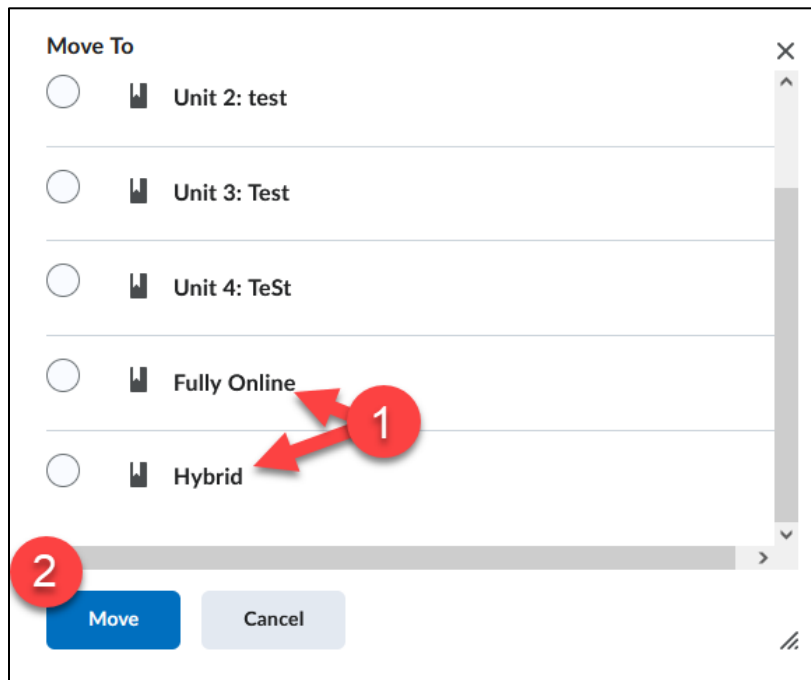
Move Up

Move Down

Move To 2

Delete Topic

2. **Select** which existing folder you would like to move the Module and/or Topics into (1) and **click Move** (2). Continue this process till all items are placed in their designated folders.



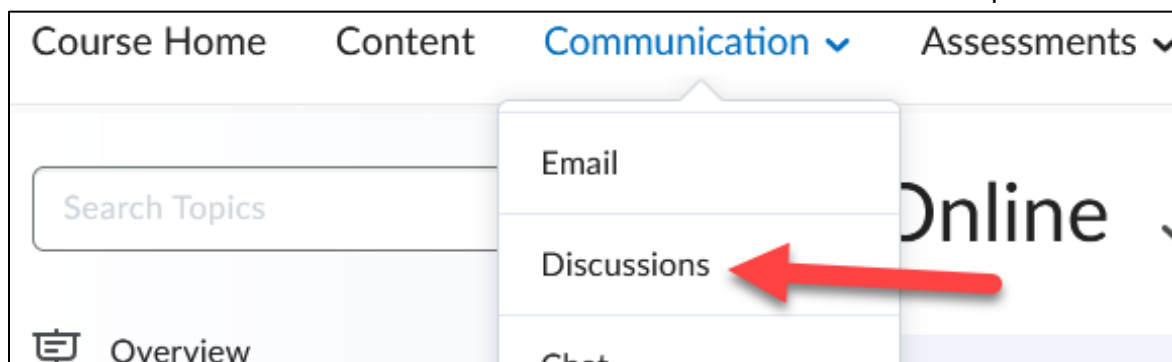
Restrict Discussions Forums and Topics based on Groups:

You can create a discussion forum and restrict access to the topics in it to a specific group.

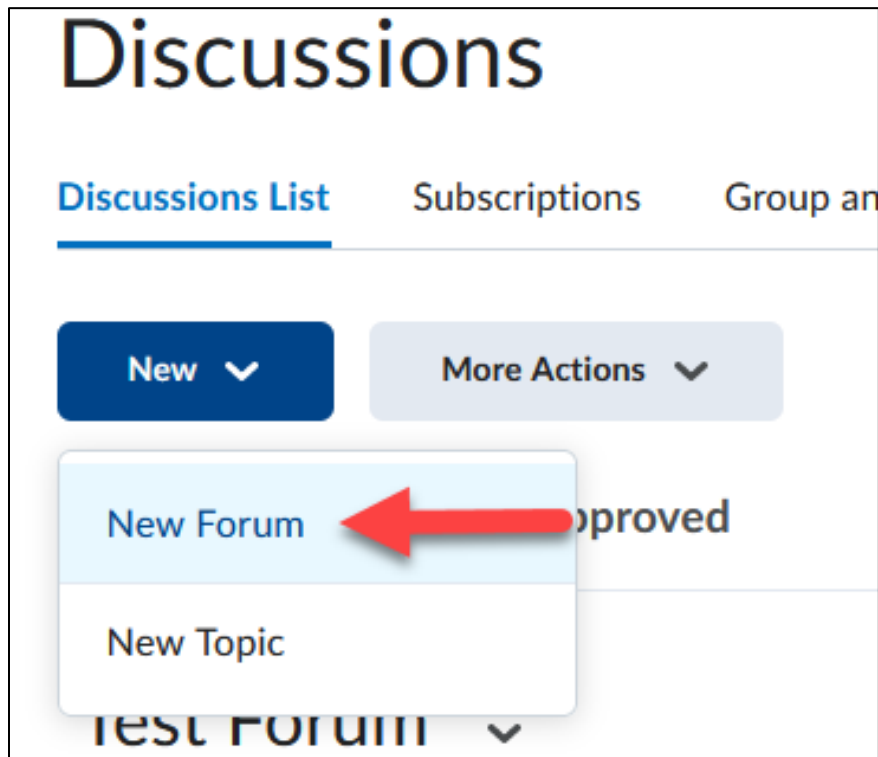
NOTE: If you already have discussions created, **Click** to Edit the Forum or Topic and proceed to Step 4.

Add a Discussion Forum:

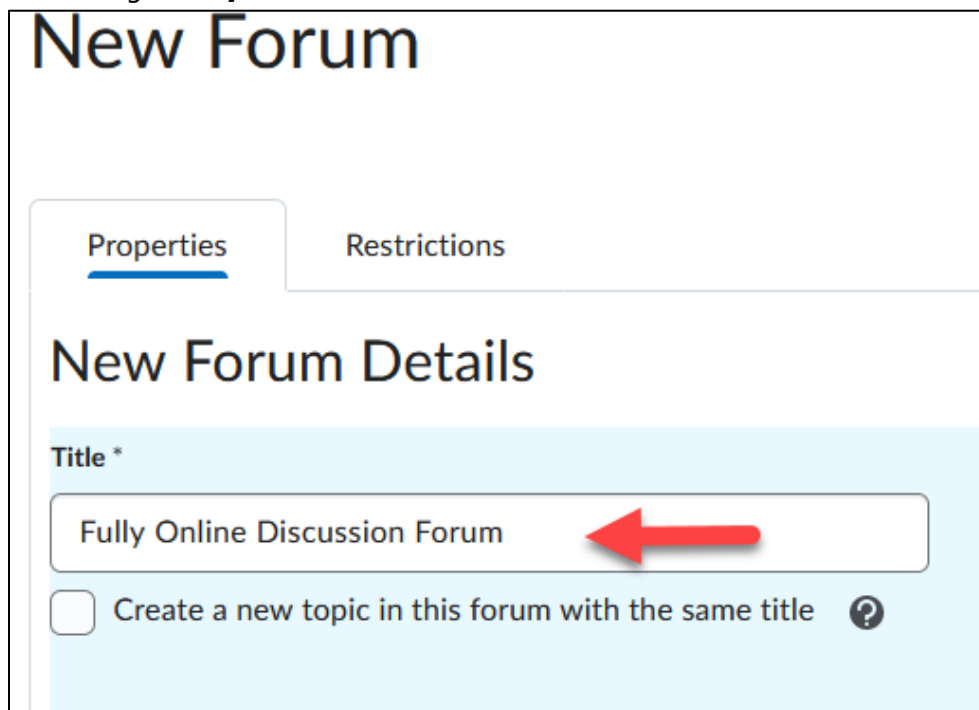
1. **Click** Communication on the Navbar and **select** Discussions from the drop-down menu.



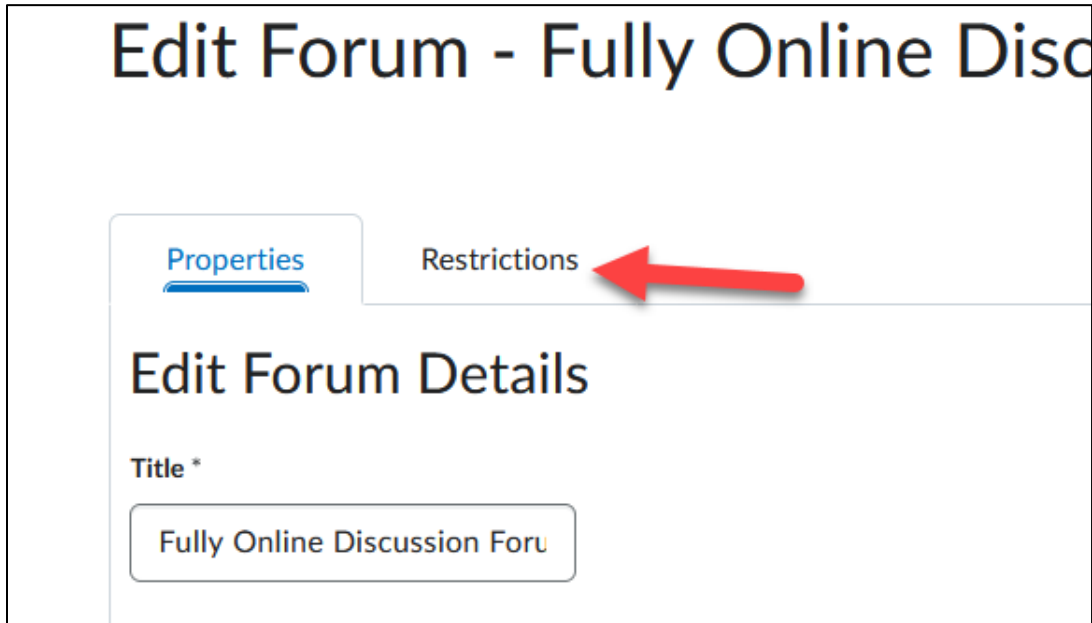
2. Select New Forum from the New drop-down menu.



3. Type in a Title, for example "Hybrid Discussions" [*this helps you with future Discussion management*].

A screenshot of the 'New Forum' form. The title 'New Forum' is at the top. Below it are two tabs: 'Properties' (which is underlined) and 'Restrictions'. Under the 'Properties' tab, the section 'New Forum Details' is visible. It contains a 'Title *' label above a text input field. The input field contains the text 'Fully Online Discussion Forum'. A red arrow points to the input field. Below the input field, there is a checkbox and the text 'Create a new topic in this forum with the same title' followed by a question mark icon.

4. Click on the Restrictions tab.



Edit Forum - Fully Online Discussion

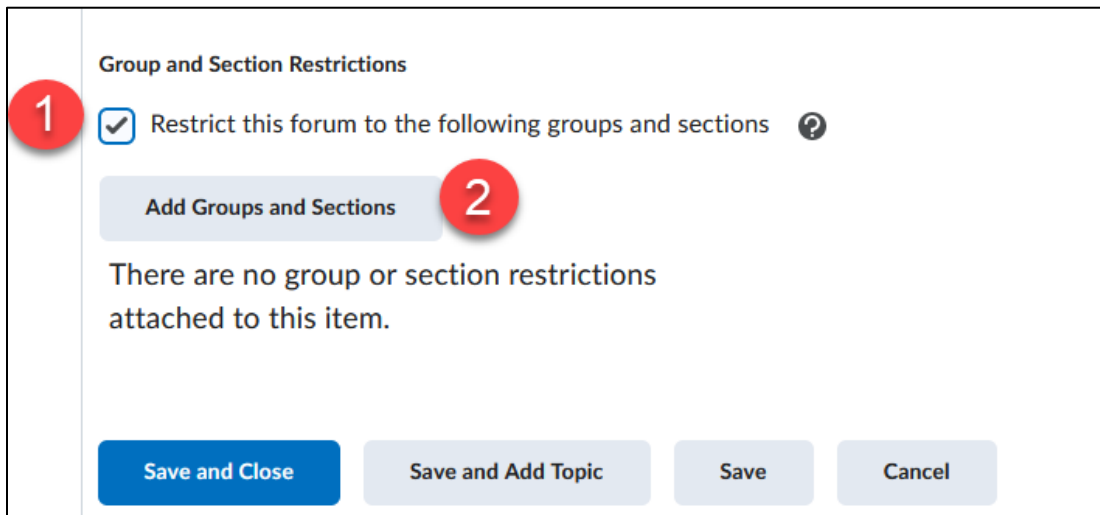
Properties **Restrictions**

Edit Forum Details

Title *

Fully Online Discussion Foru

5. Select the check box for Restrict this forum to the following groups (1) and click the Add Groups and Sections button (2).



Group and Section Restrictions

1 ☒ Restrict this forum to the following groups and sections ?

2 Add Groups and Sections

There are no group or section restrictions attached to this item.

Save and Close Save and Add Topic Save Cancel

6. Check the box next to the group you want to restrict the forum to (1) and click Add (2).

Add Groups and Sections

Groups or Sections to Add

Group or Section Category

Course Sections (Example) ▾

Course Sections (Example)

<input type="checkbox"/>	Group or Section Name
<input type="checkbox"/>	Course Sections (Example)
<input checked="" type="checkbox"/>	Fully online
<input type="checkbox"/>	Hybrid

1

2

Add Cancel

7. Click Save and Close.

Group and Section Restrictions

☒ Restrict this forum to the following groups and sections ?

Add Groups and Sections

Remove All Group and Section Restrictions

×

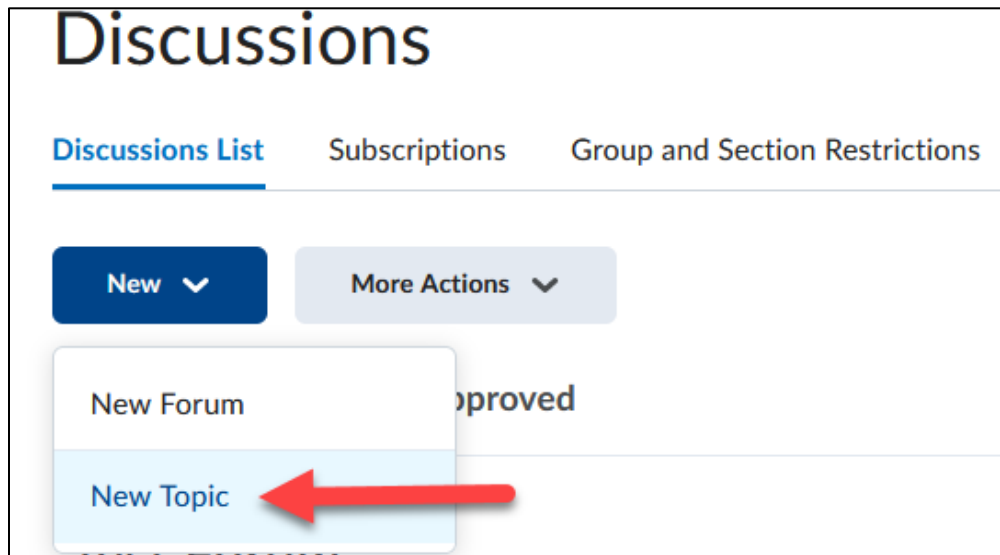
Only members of the following groups and sections may access this item:

Course Sections (Example): Fully online ×

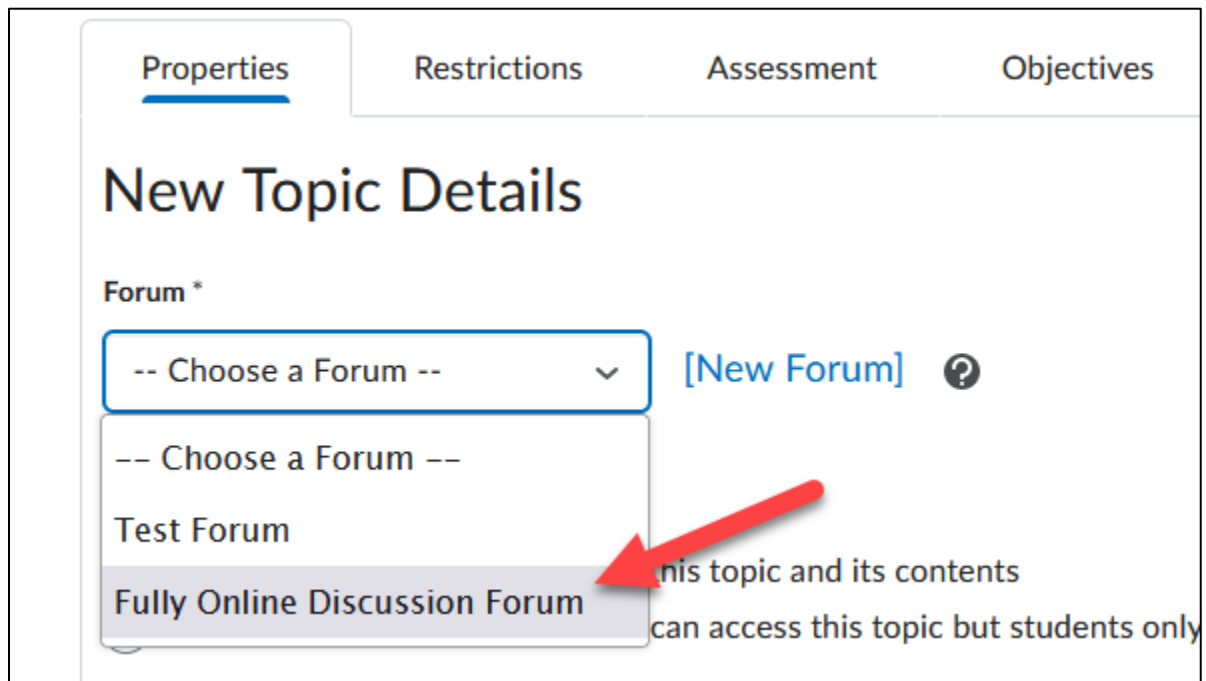
Save and Close Save and Add Topic Save Cancel

Add a Discussion Topic to restricted Forum:

1. Click New Topic from the New drop-down menu.



2. Use the Forum pull down menu and **select** the restricted Forum you added earlier.




3. **Continue** to enter Topic required information such as a Title (1), Description (2), etc., and **click Save and Close (3)**.

The screenshot shows a web form for creating a new topic. It is divided into three main sections: Title, Description, and Options. The 'Title' section has a single text input field, with a red circle and the number '1' next to it. The 'Description' section features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and list, with a red circle and the number '2' next to it. The 'Options' section contains three checkboxes: 'Allow anonymous posts', 'Users must start a thread before they can read and reply to other threads', and 'A moderator must approve individual posts before they display in the topic'. Below these is a 'Rate Posts' dropdown menu set to 'No Ratings'. At the bottom of the form, there are four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'. A red circle with the number '3' is placed next to the 'Save and Close' button.

4. **Continue** this process for each Topic.

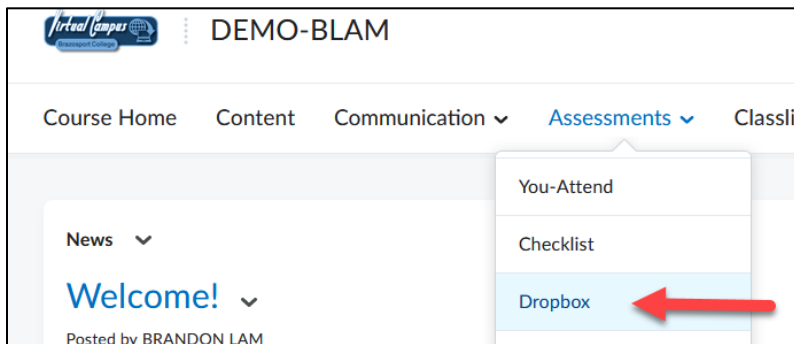
Another option is to just restrict the Topics to groups, leaving the Forum unrestricted. For example you can have a Forum called Assignments and just add restricted Topics for each group so members only discuss course assignments within their designated group sections.

Restrict Dropbox items based on Groups:

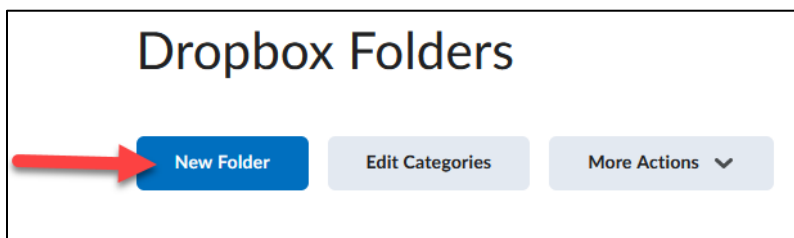
NOTE: if you already have Dropbox items created, **select** to  Edit the item and proceed to Step 3 and access the Restrictions tab.

Add a Dropbox Item:

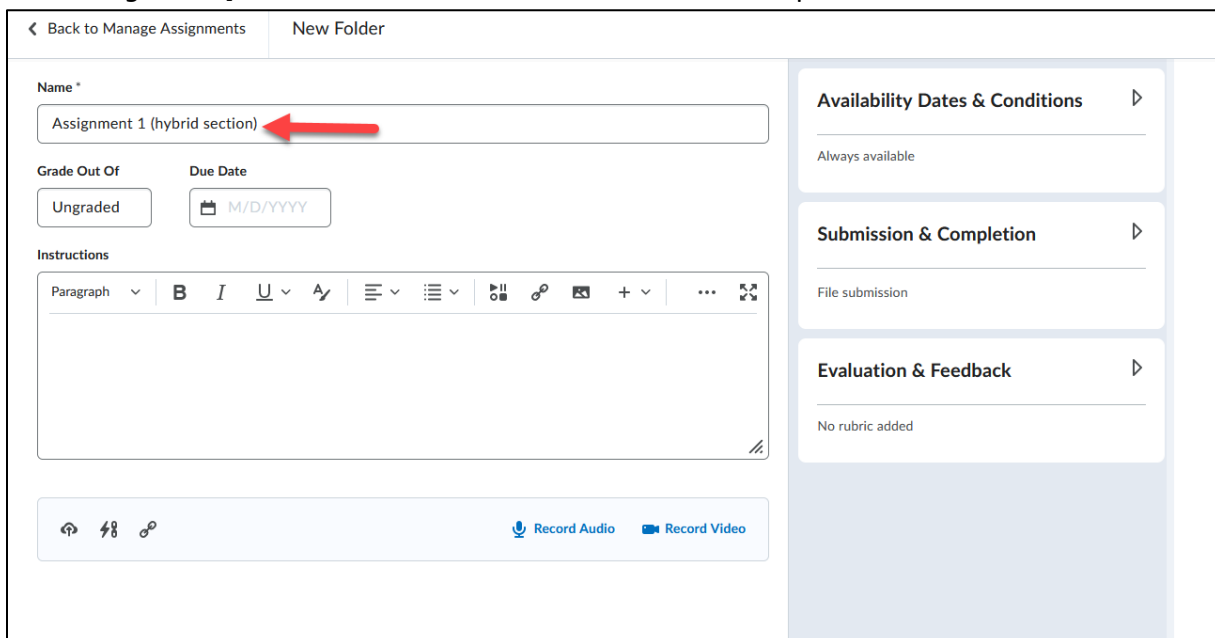
1. Click Dropbox from the Assessments drop-down menu on the navbar.



2. Click New Folder button.



3. Enter a Name, such as Assignment 1 (hybrid section) [this helps you with future Dropbox management] and make additional selections for the Dropbox item.

A screenshot of the 'New Folder' form. The 'Name' field is filled with 'Assignment 1 (hybrid section)' and has a red arrow pointing to it. Below the name field are 'Grade Out Of' (set to 'Ungraded') and 'Due Date' (set to 'M/D/YYYY'). There is an 'Instructions' text area with a rich text editor toolbar. On the right side, there are three expandable sections: 'Availability Dates & Conditions' (set to 'Always available'), 'Submission & Completion' (set to 'File submission'), and 'Evaluation & Feedback' (set to 'No rubric added'). At the bottom, there are icons for 'Record Audio' and 'Record Video'.

4. Click the dropdown tab for Availability Dates & Conditions (1), then click the dropdown tab for Add Release Condition (2), and then click Create New (3).

Name *

Assignment 1 (hybrid section)

Grade Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

Paragraph B I U A

Record Audio Record Video

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition

Create New

Add Existing

5. For the *Condition Type* **select** Group Enrollment (1). For Group **select** which of your groups you would like to have access this particular Dropbox folder (2) and **click** Create (3).

Create a Release Condition

Release this item when the following condition is met:

Condition Type

Group enrollment

Condition Details

Group

Hybrid

Create Cancel

6. Click Save and Close.

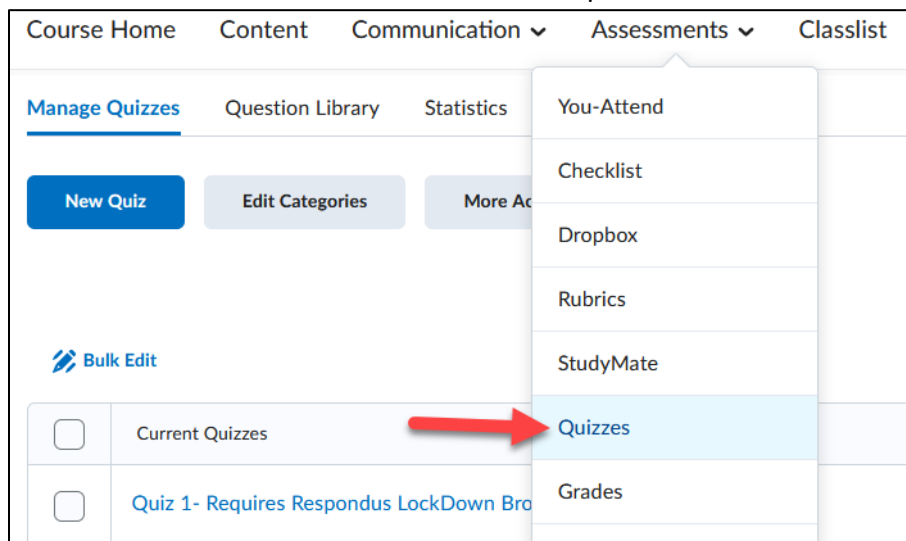
The screenshot shows a web interface for creating an assignment. At the top, there are links for '< Back to Manage Assignments' and 'New Folder'. The main form has a 'Name' field containing 'Assignment 1 (hybrid section)'. Below this are 'Grade Out Of' (set to 'Ungraded') and 'Due Date' (a calendar icon with 'M/D/YYYY'). An 'Instructions' section includes a rich text editor with a toolbar (Paragraph, Bold, Italic, Underline, Link, etc.) and a text area. At the bottom of the form are icons for linking, a lightning bolt, and a key, along with 'Record Audio' and 'Record Video' buttons. On the right, a sidebar contains 'Availability Dates & Conditions' with 'Start Date' and 'End Date' (both 'M/D/YYYY'), 'Release Conditions' (showing 'Member of group: Course Sections (Example) > Hybrid'), and 'Special Access'. Below this is the 'Submission & Completion' section with a 'File submission' option. At the bottom of the form, there are three buttons: 'Save and Close' (highlighted with a red arrow), 'Save', and 'Cancel', followed by a 'Visible' toggle switch.

Restrict Quizzes based on Groups:

NOTE: If you already have Quizzes created click on it to **Edit** it and proceed to Step 3 and access the **Restrictions** tab.

Add a Quiz

1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



2. Click the New Quiz button.

[Manage Quizzes](#)


[Question Library](#)

[Statistics](#)

[LockDown Browser](#)

New Quiz

Edit Categories

More Actions 

3. Enter a Name, such as Quiz 1 (hybrid) and make any other desired selections.

Back to Manage Quizzes

New Quiz

Name *

Quiz 1 (Hybrid)

Grade Out Of

100

points

In Grade Book

Due Date

M/D/YYYY

Description

Questions

Add Existing

Create New

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

Availability Dates & Conditions

Always available

Timing & Display

No time limit

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

Auto-publish results

Sync to grade book

1 result display

4. **Click** the dropdown tab for Availability Dates & Conditions (1), then **click** the dropdown tab for Add Release Condition (2), and then **click** Create New (3).

Back to Manage Quizzes

New Quiz

Name *

Quiz 1 (Hybrid)

Grade Out Of

100

points

In Book Book

Due Date

M/D/YYYY

Description

Questions

Add Existing

Create New

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

Availability Dates & Conditions

1

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

Add Release Condition

2

Create New

3

Create New

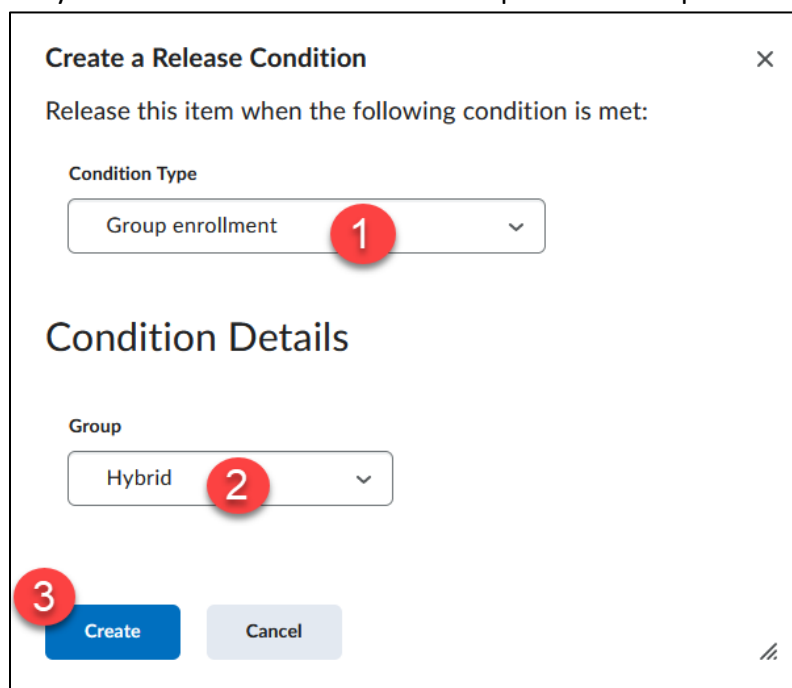
Add Existing

Password

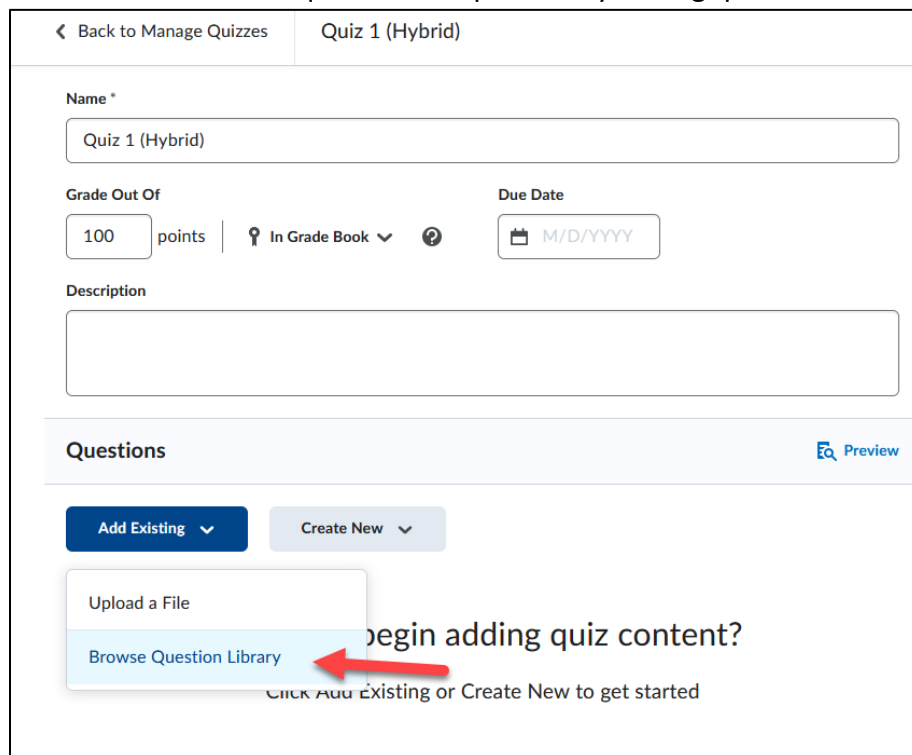
Only users who enter this password will be granted access to write this quiz.

IP Restrictions

5. For the *Condition Type* **select** Group Enrollment (1). For Group **select** which of your groups you would like to have access this particular Dropbox folder (2) and **click** Create (3).



6. **Continue** with the quiz creation process by adding questions from the question library.



7. Click Save and close at the bottom of the page.

[← Back to Manage Quizzes](#) **New Quiz**

Name *

Grade Out Of

points

In Grade Book

Due Date

M/D/YYYY

Description

Questions

[Preview](#)

Add Existing

Create New

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

Save and Close

Save

Cancel

☐ Hidden

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

To view this item, users must satisfy

Member of group: Course Sections (Example) > Hybrid

Add Release Condition

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Password

Only users who enter this password will be granted access to write this quiz.

IP Restrictions