

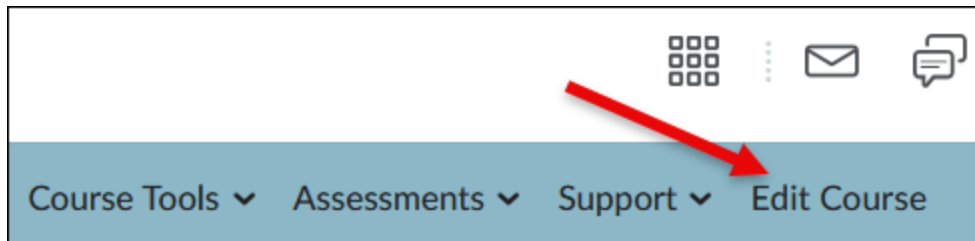


Creating Groups

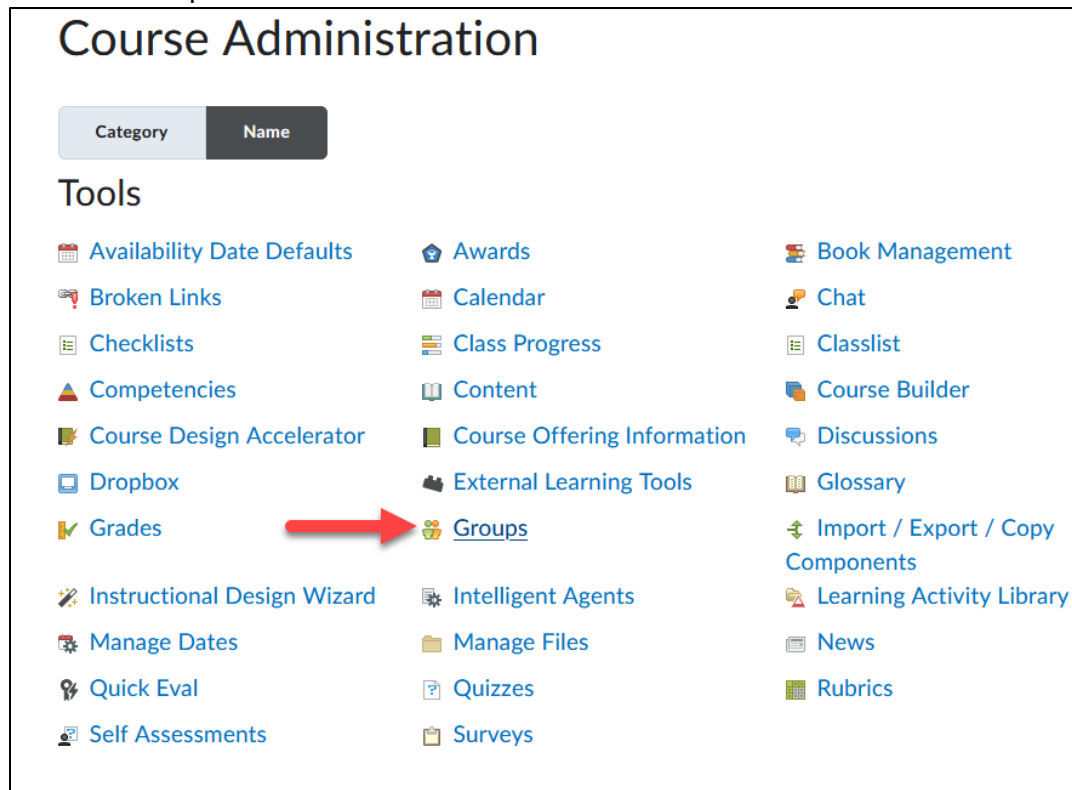
If you have multiple sections in your course, create groups for each section and set restrictions to course announcements, content and tools based on those groups.

Create your groups first:

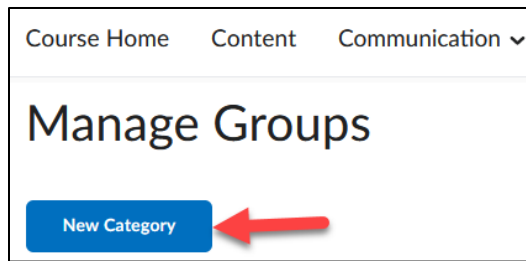
1. Click on Edit Course.



2. Click Groups.



3. Click New Category.



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

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.

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).

The image shows a user interface for managing groups. On the left is a table with two columns: 'Groups' and 'Members'. The 'Groups' column contains 'Group 1' and 'Group 2'. Red arrows point to these group names, with a red circle containing the number '1' next to them. To the right of the table is an 'Edit Group' dialog box. The dialog box has three main sections: 'Group Name *', 'Group Code *', and 'Description'. The 'Group Name *' section has a text input field containing 'Fully online', with a red circle containing the number '2' next to it. The 'Group Code *' section has a text input field containing 'grp_1'. The 'Description' section has a rich text editor with a toolbar and a large text area. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. A red circle containing the number '3' is placed above the 'Save' button.

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

Edit Group

Group Name *

Group Code *

Description

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

3

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...

Q

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:

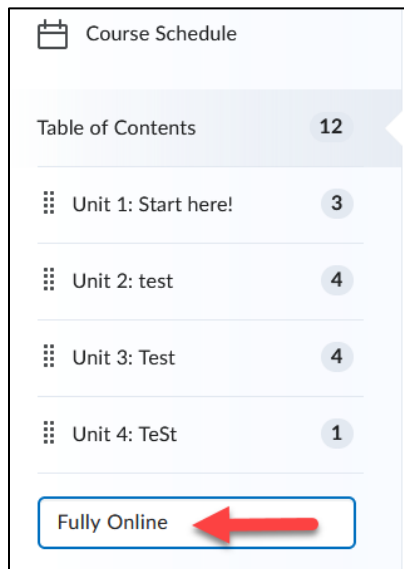
In the **Content tool** you can create modules based on your course sections, add content to those modules and then restrict access based on your groups.

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.

Fully Online ▾ Print Settings

Add dates and restrictions... 

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...


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

Fully Online ▾

Start Date Due Date End Date

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

Release Conditions

Create Browse 

Update Cancel

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

Create a Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

Dropbox

- Submission to dropbox
- Receive feedback on dropbox submission
- Score on associated rubric
- No submission to dropbox

Awards

- Award Earned

Checklist

- Completed checklist
- Completed checklist item
- Incomplete checklist
- Incomplete checklist item

Classlist

- Group enrollment
- Org unit 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

Condition Details

Group

-- Select Group --
 Course Sections (Example)
 Fully online **1**
 Hybrid
 Course Selections (Example)
 Fully online
 Hybrid

2

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

▾

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


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:

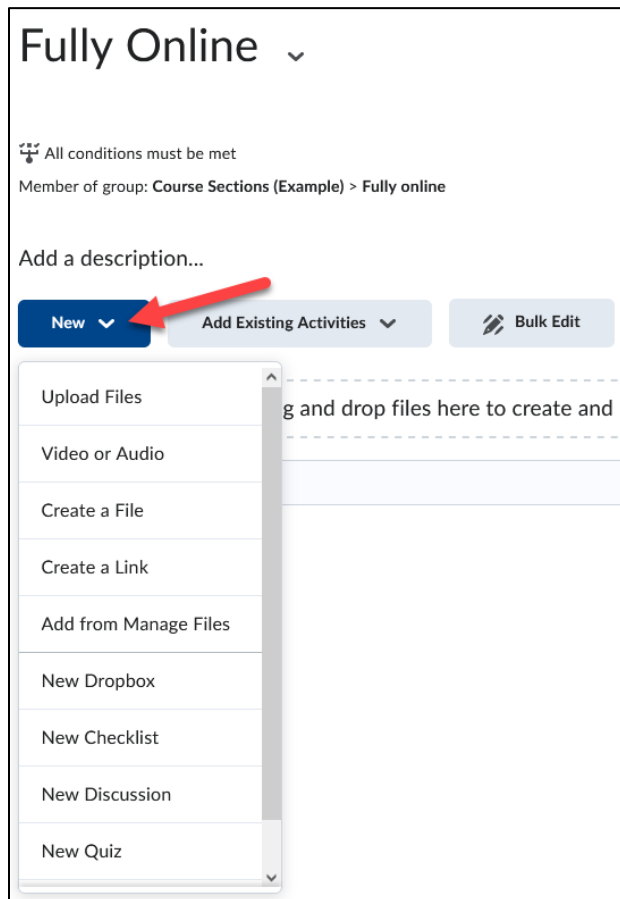
1. **Click** on the module (from under the Table of Contents section) that you would like to add a topic to.

 [Fully Online](#) ←

 Hybrid ←

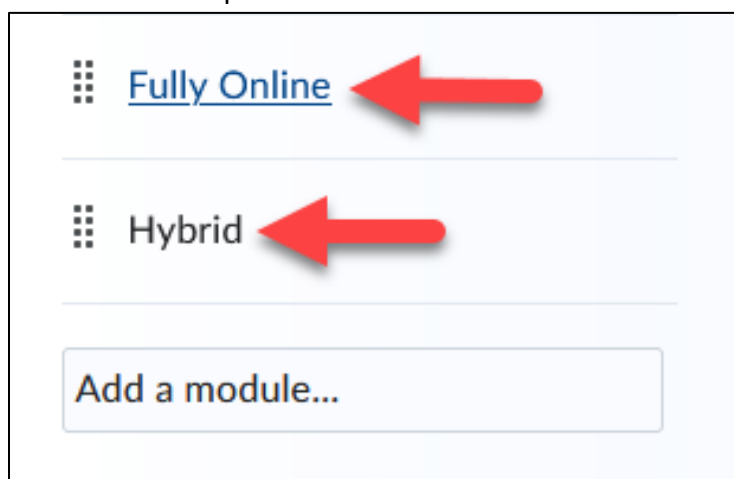
Add a module...

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

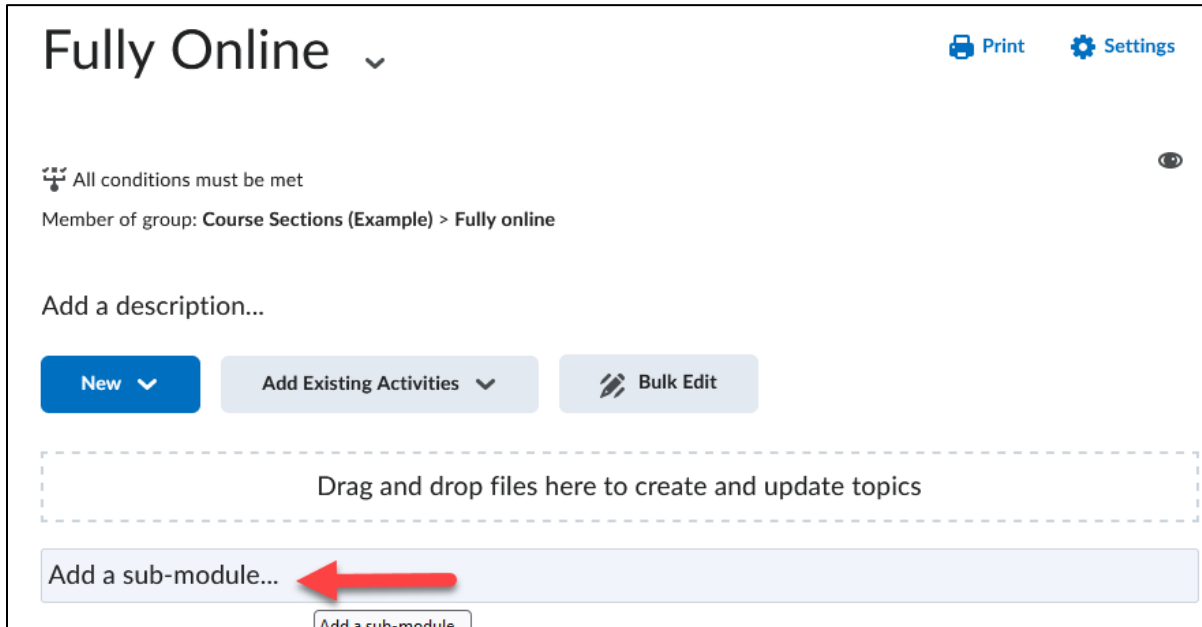


Add a Sub-module to a Group Module:

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



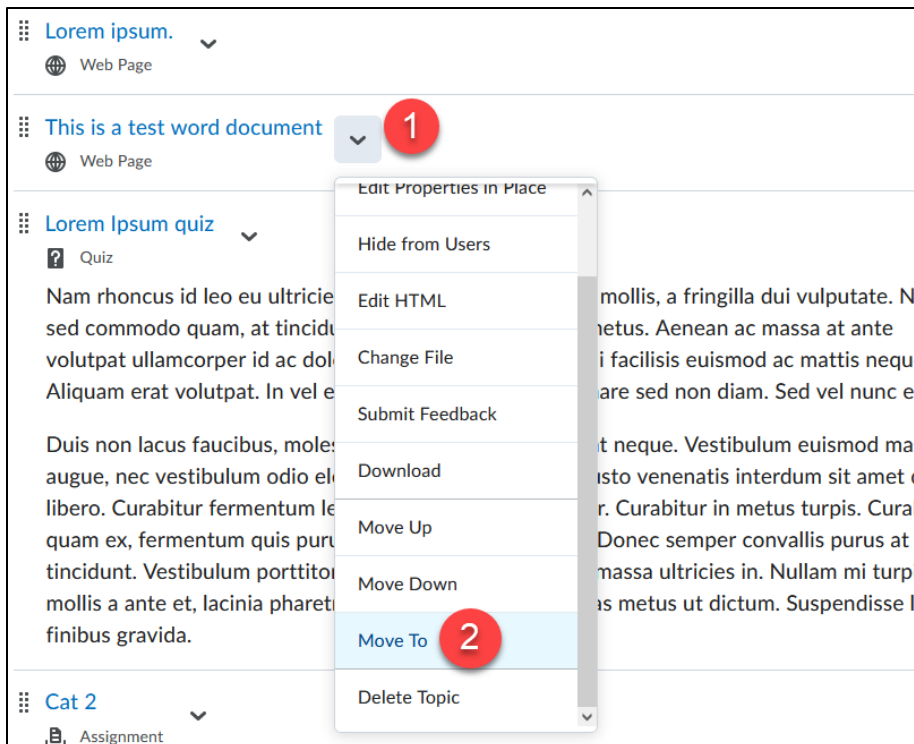
2. Enter a title for it in the Add a sub-module... field.



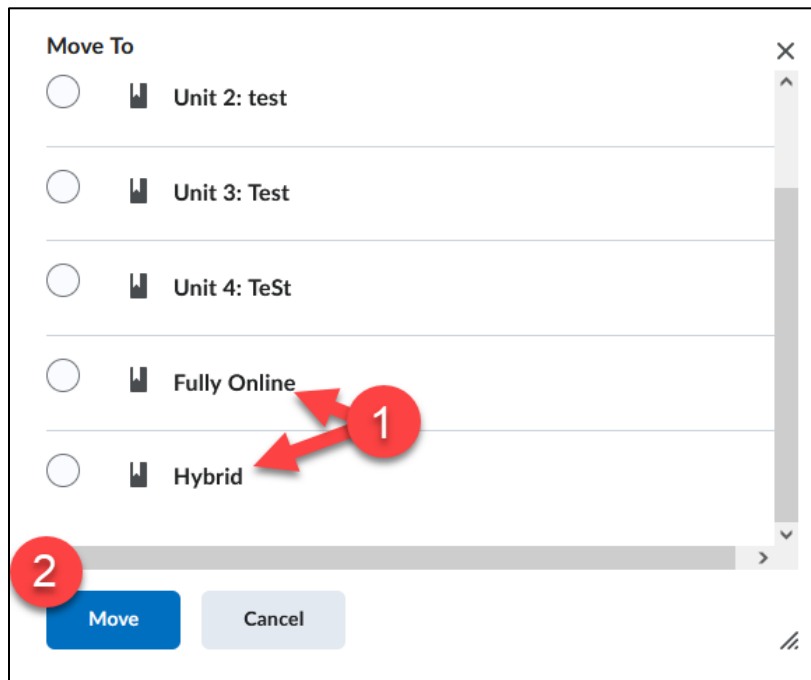
NOTE: You DO NOT need to restrict the module or topic since the folder you are adding the item into is already restricted to your specified group.

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).



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.



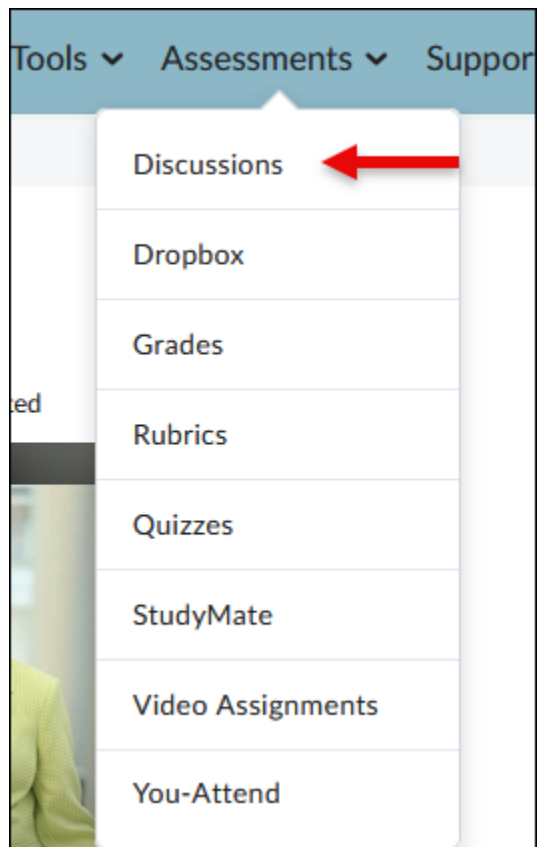
Restrict Discussions Forums and Topics based on Groups:

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

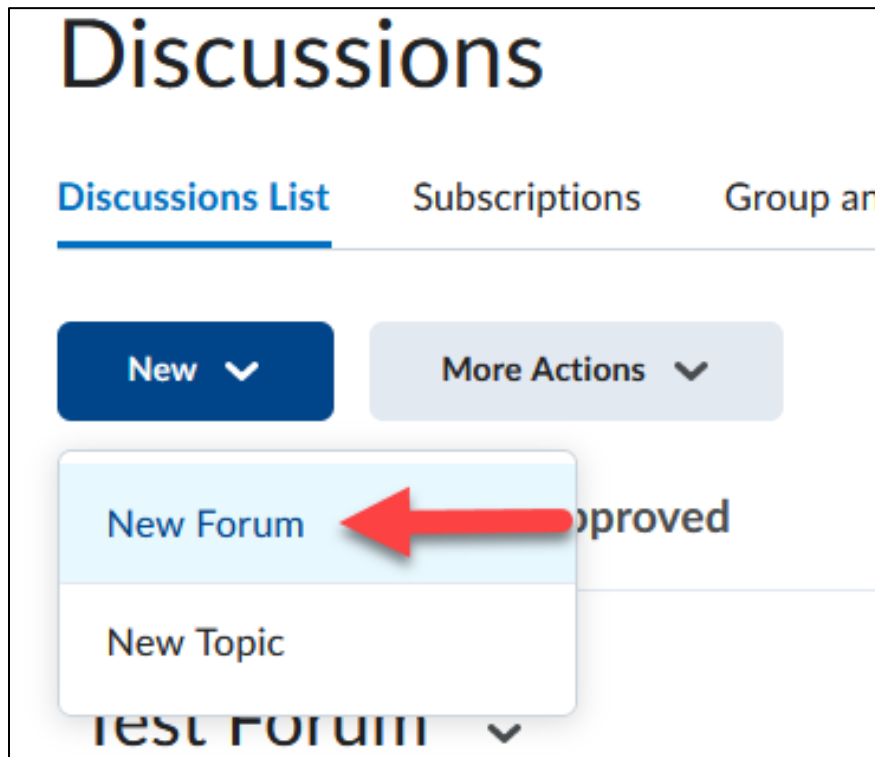
NOTE: If you already have discussions created, **Click** to Edit the Forum or Topic and proceed to Step 4.

Add a Discussion Forum:

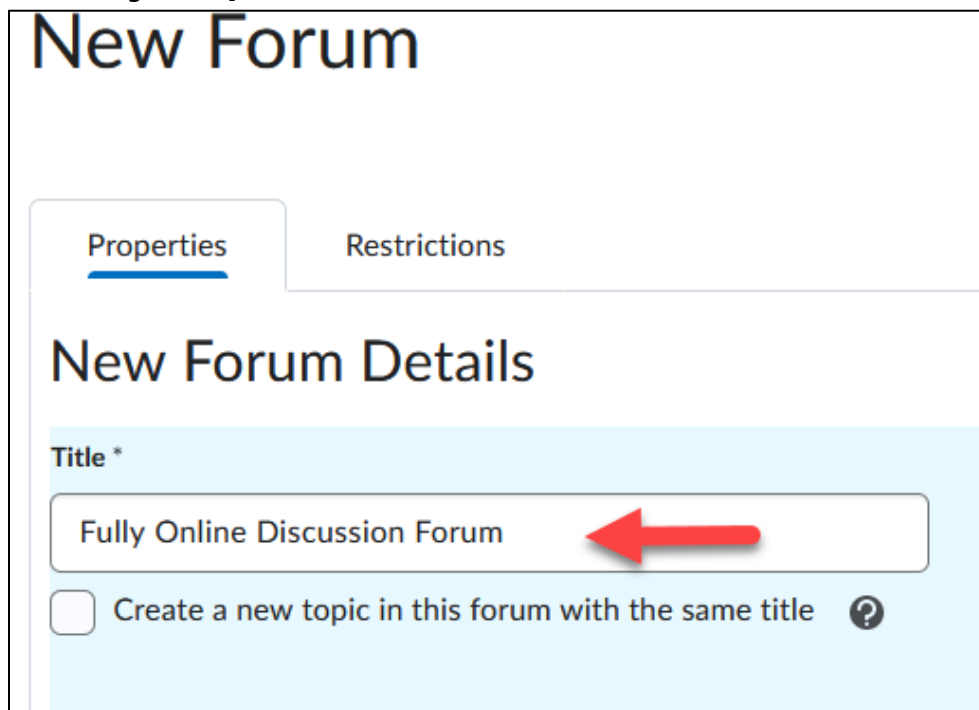
1. **Click** Assessments on the Navbar and **select** Discussions from the drop-down menu.



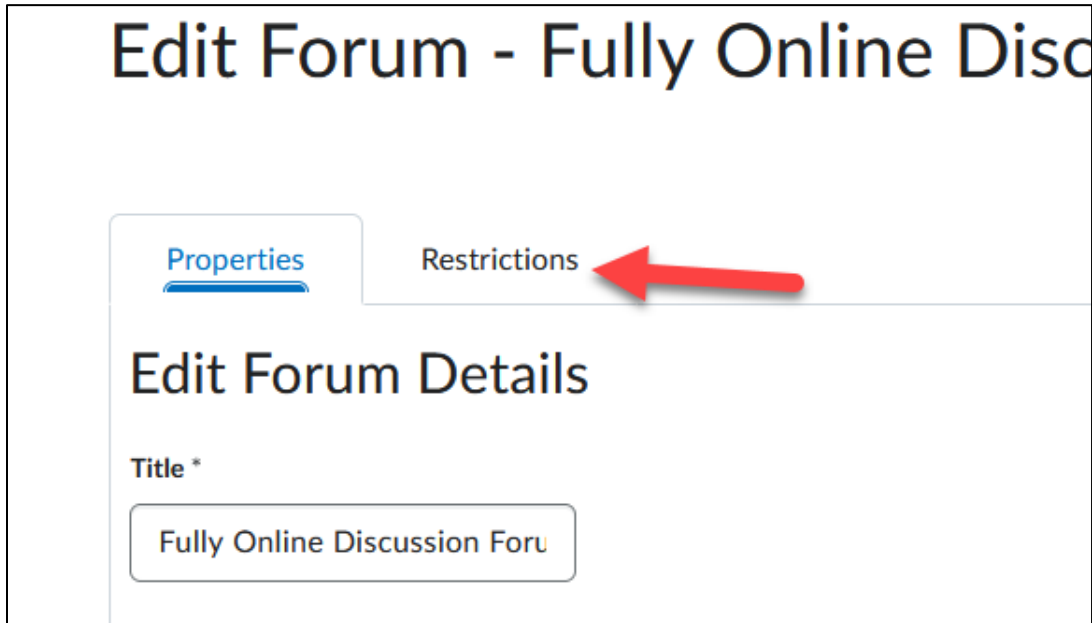
2. **Select** New Forum from the *New* drop-down menu.



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 and 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 Disc

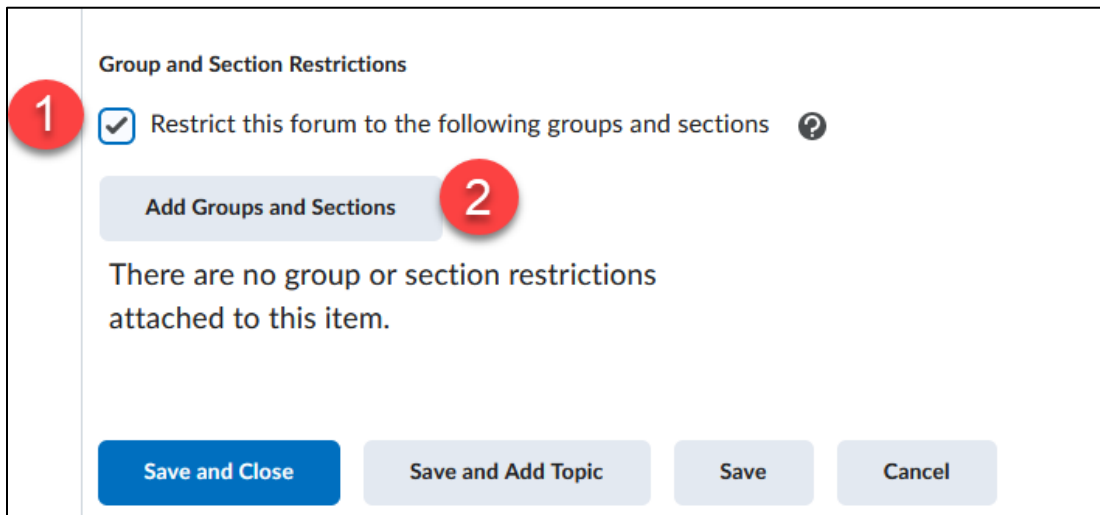
Properties Restrictions

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

×

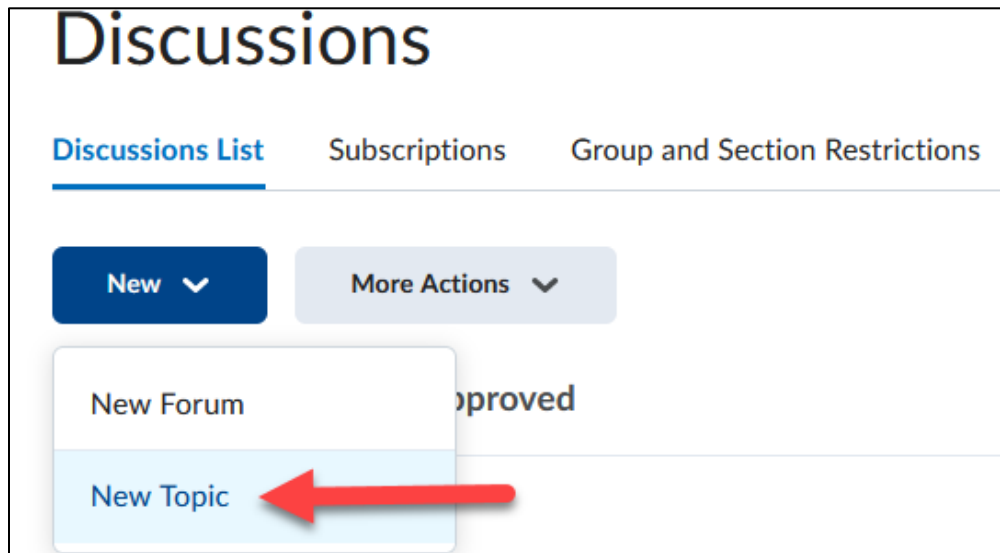
Only members of the following groups and sections may access this item:

Course Sections (Example): Fully online ×

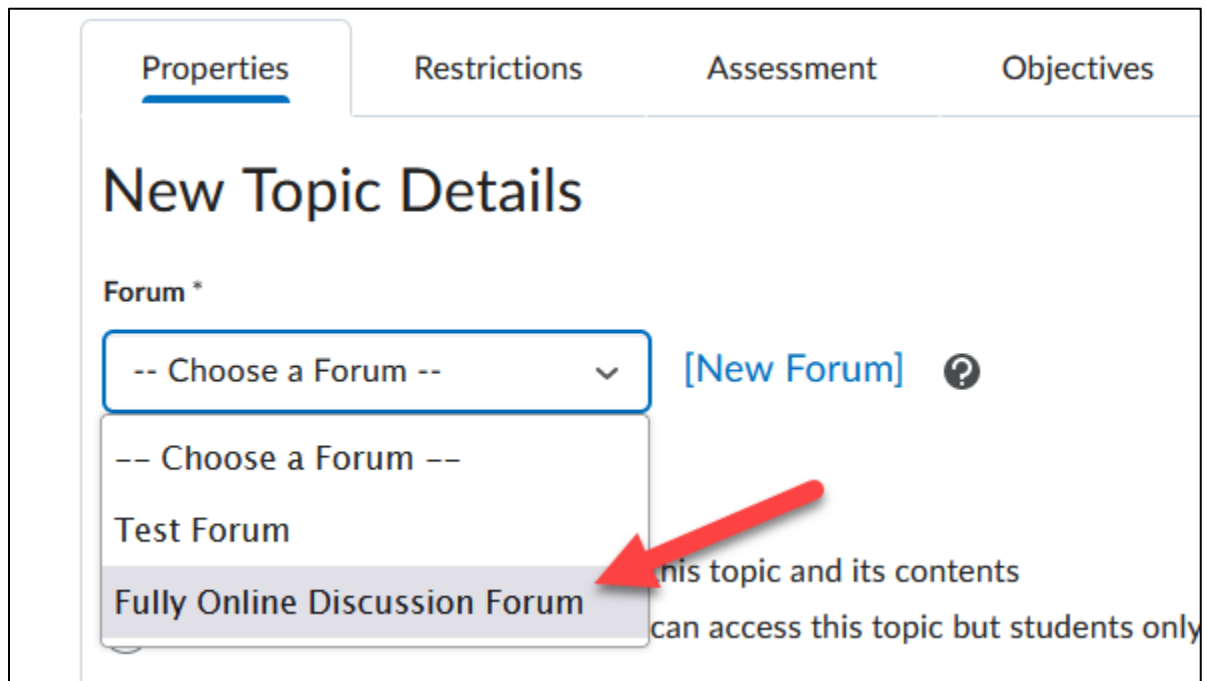
Save and Close Save and Add Topic Save Cancel

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.

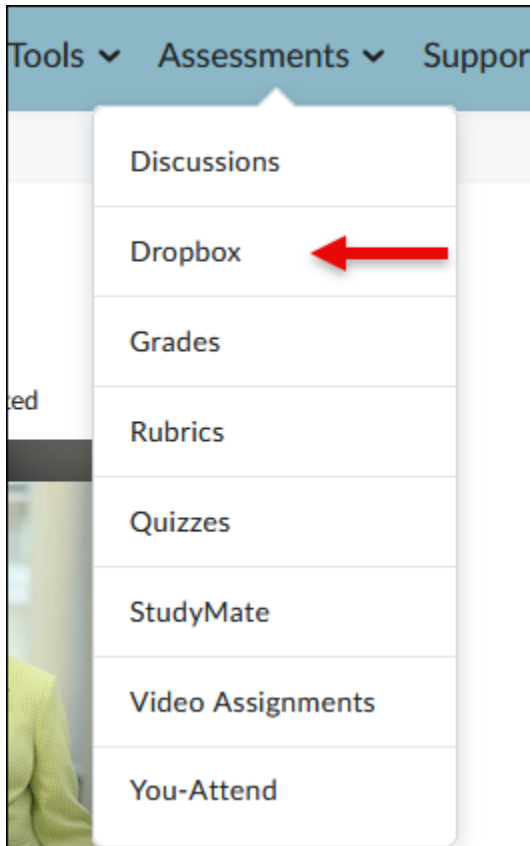
Another option is to just restrict the Topics to groups, leaving the Forum unrestricted. For example you can have a Forum called Assignments and just add restricted Topics for each group so members only discuss course assignments within their designated group sections.

Restrict Dropbox items based on Groups:

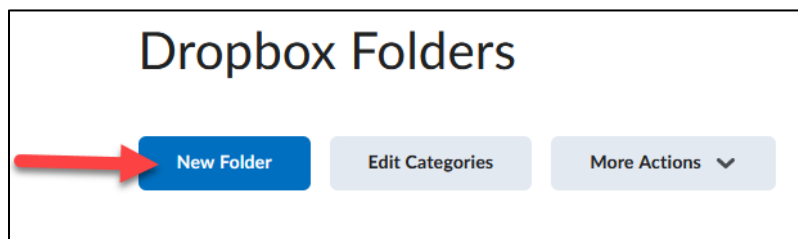
NOTE: if you already have Dropbox items created, **select** to  Edit the item and proceed to Step 3 and access the Restrictions tab.

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.

Create a Release Condition

×

Release this item when the following condition is met:

Condition Type

Group enrollment 1

▼

Condition Details

Group

Hybrid 2

▼

3

Create

Cancel

⌵

6. Click Save and Close.

← Back to Manage Assignments New Folder

Name *

Assignment 1 (hybrid section)

Grade Out Of Due Date

Ungraded 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

To view this item, users must satisfy

Member of group: Course Sections (Example) > Hybrid

[Add Release Condition](#)

Special Access

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

[Manage Special Access](#)

Submission & Completion

File submission

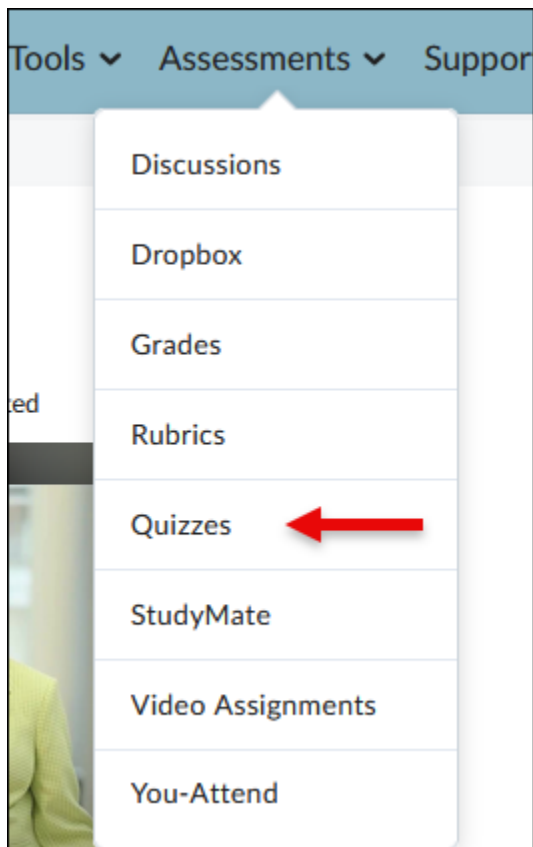
Save and Close Save Cancel Visible

Restrict Quizzes based on Groups:

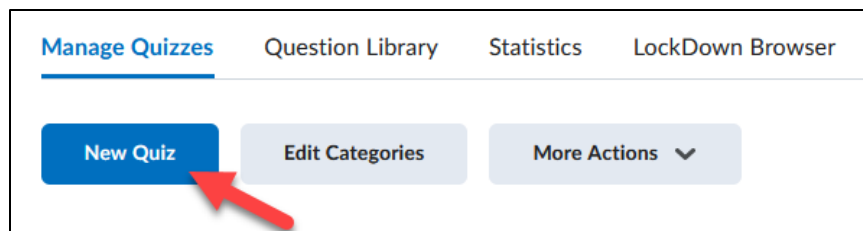
NOTE: If you already have Quizzes created click on it to **Edit** it and proceed to Step 3 and access the **Restrictions** tab.

Add a Quiz

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



2. Click the New Quiz button.



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 [Preview](#)

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 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

Availability Dates & Conditions

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

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).

Create a Release Condition

×

Release this item when the following condition is met:

Condition Type

Group enrollment 1

Condition Details

Group

Hybrid 2

3

Create

Cancel

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

← Back to Manage Quizzes

Quiz 1 (Hybrid)

Name *

Quiz 1 (Hybrid)

Grade Out Of

100 points

In Grade Book

Due Date

M/D/YYYY

Description

Questions

Preview

Add Existing

Create New

Upload a File

Browse Question Library

begin adding quiz content?

Click Add Existing or Create New to get started

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

[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

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