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Description automatically generated *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.*

*Creating Groups*

***Create your groups first:***

1. **Click** on Edit Course.

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1. **Click** Groups.

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1. **Click** New Category.

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1. **Enter** a Category Name, such as Course Sections.

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1. **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.

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1. 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**).

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1. **Click** the new group name.

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

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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.

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1. 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*]).

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

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1. **Click** on the Createbutton under the Release Conditions section.

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

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1. **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**).

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1. When finished creating the folder **click** the Updatebutton.

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

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1. **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.

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1. **Click** the Newdrop-downmenu and select the type of topic you want to create.

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**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.

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1. **Enter** a title for it in the Add a sub-module**…** field.

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**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**).

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1. **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.

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**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** Discussionsfrom the drop-down menu.

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

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

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1. **Click** on the Restrictions tab.

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

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

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1. **Click** Save and Close.

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**Add a Discussion Topic to restricted Forum:**

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

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

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

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1. **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 Description: Description: Description: Description: edit.gifEdit 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.

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1. **Click** New Folder button.

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

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1. **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**).

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1. 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**).

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1. **Click** Save and Close.

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**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.

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1. **Click** the New Quizbutton.

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

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1. **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**).

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1. 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**).

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

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1. **Click** Save and closeat the bottom of the page.

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