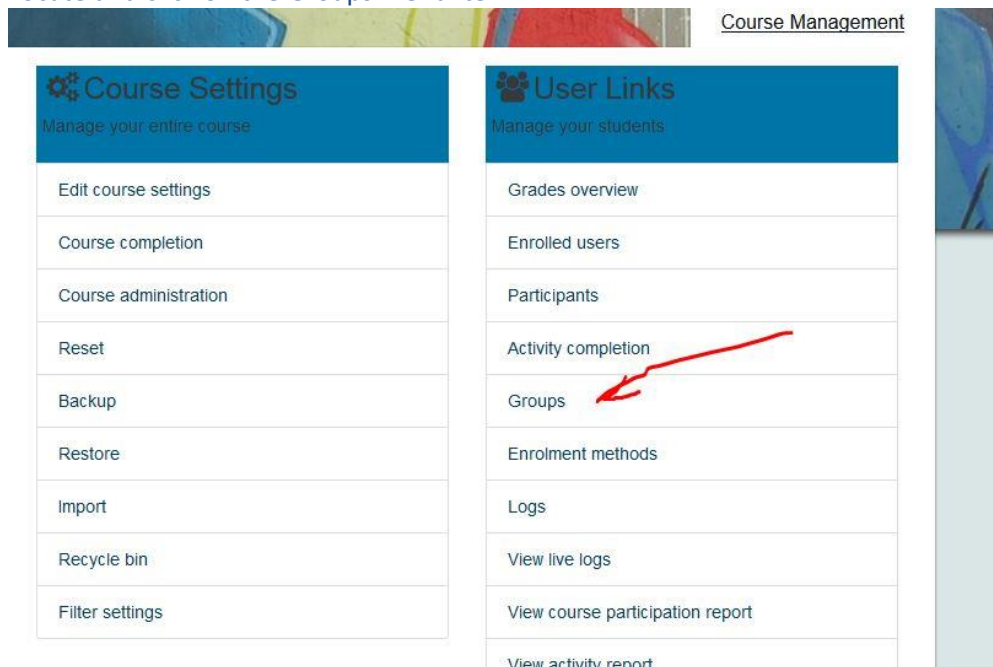
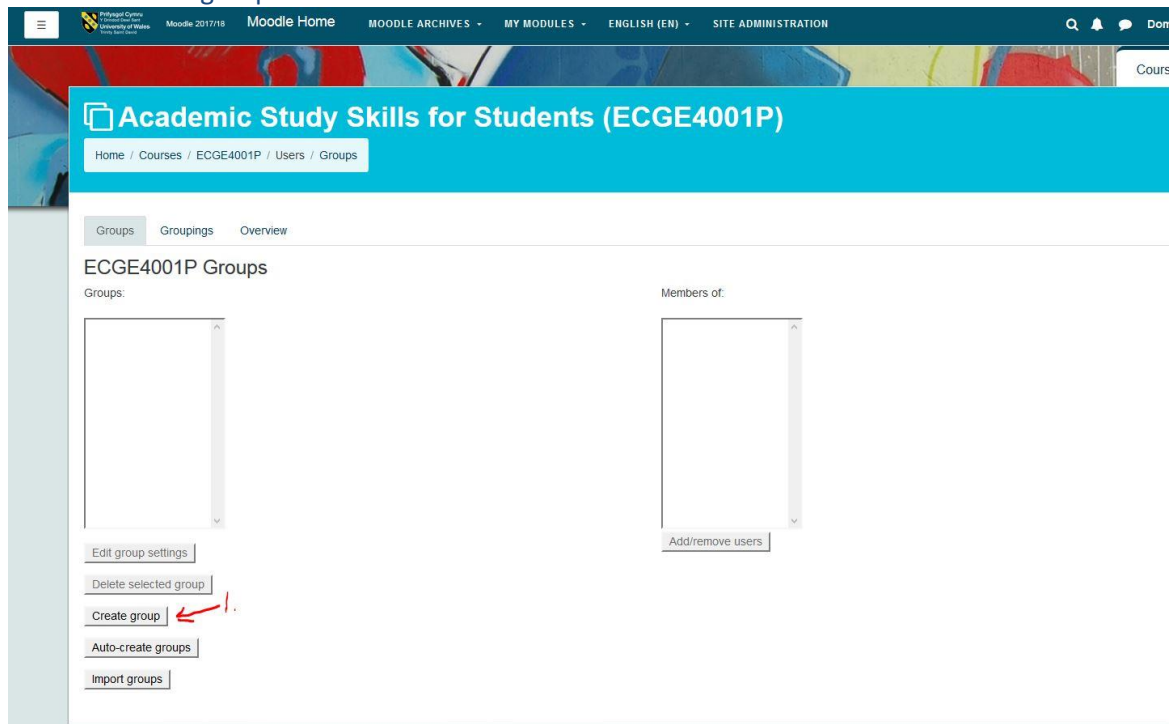


To create a group and restrict access to a resource or activity to only members of that group.

1. Click on the Course Management tab in top right of the module page.
2. Locate and click on the Groups menu item



3. Click on 'Create group'



4. Give the group a meaningful name, scroll to the bottom and click 'Save changes':

Prifysgol Cymru
Cardiff University of Wales
Trinity Saint David

Moodle 2017/18 Moodle Home MOODLE ARCHIVES MY MODULES ENGLISH (EN) SITE ADMINISTRATION

▼ General

Group name ?

Group ID number ?

Group description ?

Moodle auto-format

Enrolment key ? [Click to enter text](#)  

Hide picture

New picture ?

 You can drag and drop files here to

There are required fields in this form marked ?

5. Ensure the group is highlighted blue (click on it once if it isn't already).

Academic Study Skills for Students (ECGE4001P)

Home / Courses / ECGE4001P / Users / Groups

Groups Groupings Overview

ECGE4001P Groups

Groups:

Group1 (0)

Members of: Group1 (0)

Add/remove users

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

6. Click 'Add/remove users' and click on the students who need to be in your group and click on the 'Add' button. The students you selected are now in that group. You can remove them again by selecting them in the left hand box and using the Remove button below the Add.
- This will remove them from that group:

Academic Study Skills for Students (ECGE4001P)

Home / Courses / ECGE4001P / Participants / Groups / Add/remove users

Add/remove users: Group1

Group members

None

Potential members

Student (62)

Akbar Ali (1704828@student.uwtsd.ac.uk) (0)

Grace Anthony (1703109@student.uwtsd.ac.uk) (0)

Jessica Avery (1702743@student.uwtsd.ac.uk) (0)

Samantha Briggs (1705124@student.uwtsd.ac.uk) (0)

Lucy Campbell (1702870@student.uwtsd.ac.uk) (0)

Linos Chan (1701087@student.uwtsd.ac.uk) (0)

Sophie Clark (1704533@student.uwtsd.ac.uk) (0)

Amy Collins (1202858@student.uwtsd.ac.uk) (0)

Rebecca Crane (1701993@student.uwtsd.ac.uk) (0)

Shelter Dangirwa (sdangirwa.147308@student.uwtsd.ac.uk) (0)

Emma Davies (1604501@student.uwtsd.ac.uk) (0)

Charlotte Davis (1704013@student.uwtsd.ac.uk) (0)

Sophie Dyer (1700890@student.uwtsd.ac.uk) (0)

Natasha Edwards (1705845@student.uwtsd.ac.uk) (0)

Lucy Evans (1707004@student.uwtsd.ac.uk) (0)

Sarah Evans (1704692@student.uwtsd.ac.uk) (0)

Kalam Fearn (1701807@student.uwtsd.ac.uk) (0)

Ligoleni Haufku (1700867@student.uwtsd.ac.uk) (0)

Louise Heaps (1707559@student.uwtsd.ac.uk) (0)

Search

Clear

Search options

Back to groups

7. Return to the module page.

To set an assignment to only be visible to that group:

1. Turn on editing on the page using the green 'Turn Edit On' button in the top right.
2. Locate the Turnitin Assignment you want to restrict access to and click on the 'Edit' menu next to it selecting 'Edit settings'

The screenshot shows a list of assignments in a Turnitin interface. The assignments are:

- Canllawiau recordio a lanllwytho** Recording and uploading guidance (with a folder icon)
- ERTHYGL ar gyfer Asesiad A** ARTICLE for Assessment A (with a 'W' icon)
- DOLEN YMARFER** PRACTICE LINK (with a link icon)
- DRAFT ASESIAD A** ASSESMENT A (PORTFFOLIO/PORTFOLIO) (with a document icon)
- ASESIAD A** ASSESSMENT A (PORTFFOLIO/PORTFO) (with a document icon)

Each assignment has an 'Edit' button (pencil icon) and a user icon. The 'Edit' button for the 'DRAFT ASESIAD A' assignment is highlighted with a red arrow. A dropdown menu is open next to it, showing the following options:

- Edit settings (highlighted with a red arrow)
- Move right
- Hide
- Duplicate
- Assign roles
- Delete

3. Scroll to the bottom of the Edit settings screen and locate and click on the 'Restrict Access' section and click on 'Add restriction':

The screenshot shows the 'Edit settings' screen for a Turnitin assignment. The settings are organized into sections:

- Grade Display**: Show grades as Fraction (e.g. 89/100)
- Auto Refresh Grades / Scores**: Yes, automatically refresh originality scores and grades
- ☐ Set these values as assignment defaults
- Grade**
- Assignment Part 1**
- Originality Report Options**
- GradeMark Options**
- Common module settings**
- Restrict access** (highlighted with a red arrow)
- Tags**

Under the 'Restrict access' section, there is a dropdown menu with the following options:

- None
- Add restriction... (highlighted with a red arrow)

At the bottom of the screen, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A message at the bottom states: 'There are required fields in this form marked'.

4. Select 'Group' from the list of options:

The screenshot shows the 'Assignment Part 1' settings page in Moodle. The 'Restrict access' section is expanded, showing a list of options: Date, Grade, Group, User profile, and Restriction set. The 'Group' option is highlighted with a red circle. The 'Add restriction...' dialog box is open, showing the same list of options. The 'Group' option is selected, and the description for it is visible: 'Allow only students who belong to a specified group, or all groups.' The 'Cancel' button is visible at the bottom right of the dialog box. The background page shows various assignment settings like Name, Start Date, Due Date, Post Date, Max Marks, and Originality Report Options.

5. Using the dropdown list select the group you have created (1.), click on the grey eye icon next to the Group menu (2.), this ensures the link is completely hidden to any students not in your group rather than just being visible but greyed out. Click 'Save and return to course' (3.).

The link is now only visible and accessible to members of your group (other tutors and of course you can see it of course). You can follow exactly the same process for all items on a page whether individual files or activities or whole topic sections.