

# HKU Moodle Group Choice user guide

## Table of content

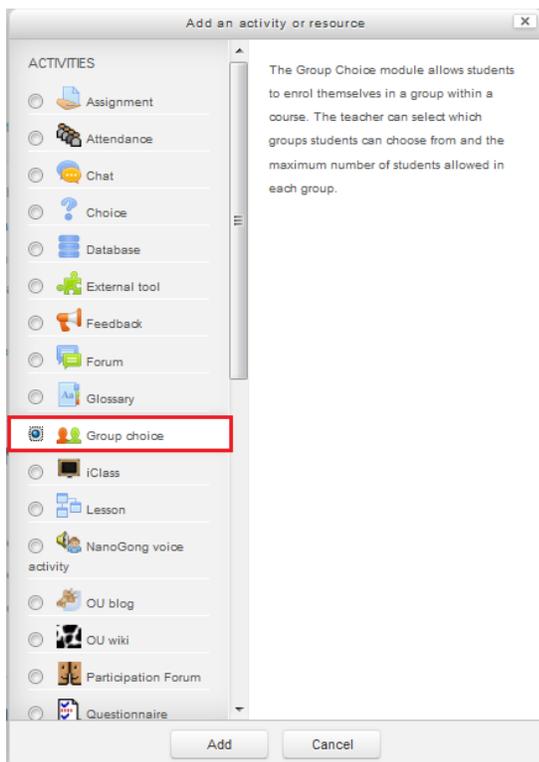
1. Create a 'Group Choice' activity in your Moodle course.
2. Fill in the information of the 'Group Choice' activity

**\*Before using "Group Choice" function, teacher should create groups on the Moodle course first.**

- a. Go to the course homepage. Click "**Users**" in the left hand side in the settings block.
- b. Click "**Groups**".
- c. Click "**Create group**" button.
- d. Enter the group name, the group name will be shown as the option on "**Group Choice**" function.

## 1. Create a 'Group Choice' activity in your moodle course

1. Go to the course homepage and click Turn editing on to enable the editing mode if you have not done so.
2. Go to the topic where you want to create the 'Group Choice' activity. Click "**Add an activity or resource**" and select "**Group Choice**".



## 2. Fill in the information of the 'Group Choice' activity.

1. Fill in the **Group choice name** and **introduction text**.

### Adding a new Group choice <sup>?</sup>

[Expand all](#)

#### ▼ General

Group choice name\*

Description\*



2. Under **Miscellaneous settings**,

#### ▼ Miscellaneous settings

Allow enrollment to multiple groups

Publish results

Privacy of results

Allow choice to be updated

Show column for unanswered

Limit the number of responses allowed



General limitation

Item	Explanation
Allow enrollment to multiple groups	If the box checked, students can select multiple groups in this group choice activity.
Publish results/ Privacy of results	Teacher can select if the choice result can be shown to students.
Allow choice to be updated	Teacher can select if students can update their choice.

Show column for unanswered	Teacher can select if “Unanswered” column will be shown on the result page (so that teacher will know which students did not select any groups in this activity)
Limit the number of responses allowed/ General limitation	Teacher can limit the number of students that can select each choice option. If teacher enabled this function, teacher can enter a number under <b>General limitation</b> and click <b>Apply to all groups</b> to limit the size of the groups.

- Under **Groups** section, select the groups which you want to let students to choose under **Available Groups**, and click **Add Groups**.

▼ **Groups**

The screenshot shows the 'Groups' section with a help icon. It is divided into two main columns: 'Available Groups' and 'Selected Groups'. In the 'Available Groups' column, three items are listed: 'Monday 13:00-14:00 RRS', 'Tuesday 15:00- 16:00 RRS', and 'Friday 17:00- 18:00 RRS2'. Below this list are three buttons: 'Expand All Groupings', 'Collapse All Groupings', and 'Add Groups'. In the 'Selected Groups' column, there is an empty list and a 'Remove Group' button.

- If you want to limit the group size, select the group name under Selected Groups, and a box will be pop up on the right hand size. You can enter any number in this box to limit the group size. (For the example below, I entered “10” in the box so that only 10 students can select this group)

This screenshot shows the same 'Groups' interface as above, but with the 'Monday 13:00-14:00 RRS' group selected in the 'Selected Groups' column. A text input box has appeared on the right side of the interface, labeled 'Limit For Monday 13:00-14:00 RRS101:', with the number '10' entered in the box. The 'Add Group' button is now visible between the 'Available Groups' and 'Selected Groups' columns.

- Under **Restrict answering to this time period**, if you enabled this function, students can only make their choice between this period of time.

▼ **Restrict answering to this time period**

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**Restrict answering to this time period**

**Open** 14 ▼ January ▼ 2016 ▼ 12 ▼ 30 ▼ 

**Until** 14 ▼ January ▼ 2016 ▼ 12 ▼ 30 ▼ 

- Click **Save and return to course** at the end of the page to save the settings.

**Save and return to course**