

Administration

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Step 1

Click on **'Edit settings'** in the **"Administration"** block under the **"Navigation"** block in your course.

Groups

Group mode ? Separate groups ⇅

Force group mode ? Yes ⇅

Default grouping None ⇅

Role renaming ?

Tags

Save and display Cancel

Step 2

Scroll down and set **'Separate groups'** in Group mode. In this mode, students can neither view nor participate in other groups activities.

Set **'Yes'** in **"Force Group Mode"** so that the group mode is applied to every activity in the course.

After completing your group's settings, click on **'Save and display'**.

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Step 3

To view a list of your groups, click **'Users'** > **'Groups'** in the **"Administration"** block under the **"Navigation"** block on your course.

Groups Groupings **Overview**

BUS-1103-4.201909 (CRN: 25) Overview

Filter groups by: Grouping All Group All

Not in a grouping

Groups (1)	Group members	User count
Group A		1

[Not in a group]

Groups (1)	Group members	User count
No group		26

Step 4

On the Groups page, click on **'Overview'** tab and you will see all groups in your course and all members in each group.

Announcements

Edit section

+ Add an activity or resource

30 May - 5 June

6 June - 12 June

Search forums

Go

Advanced search

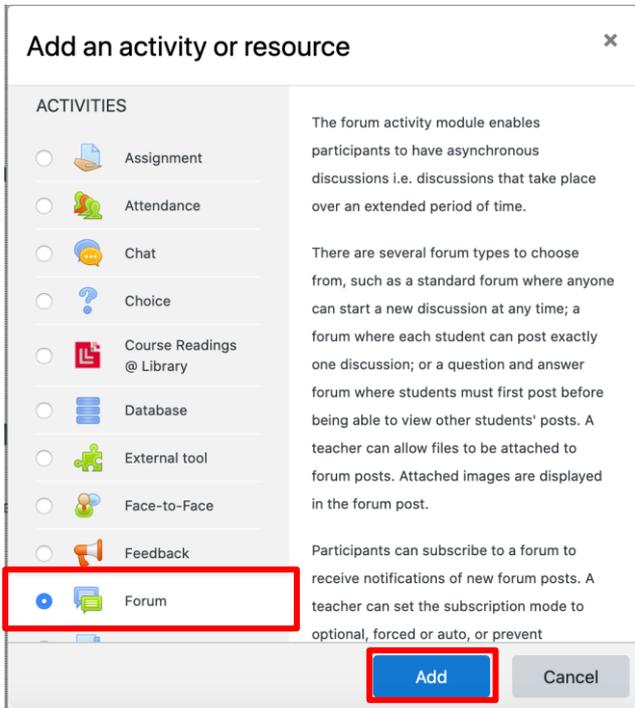
Latest announcements

Add a new topic...

(No announcements have been posted yet.)

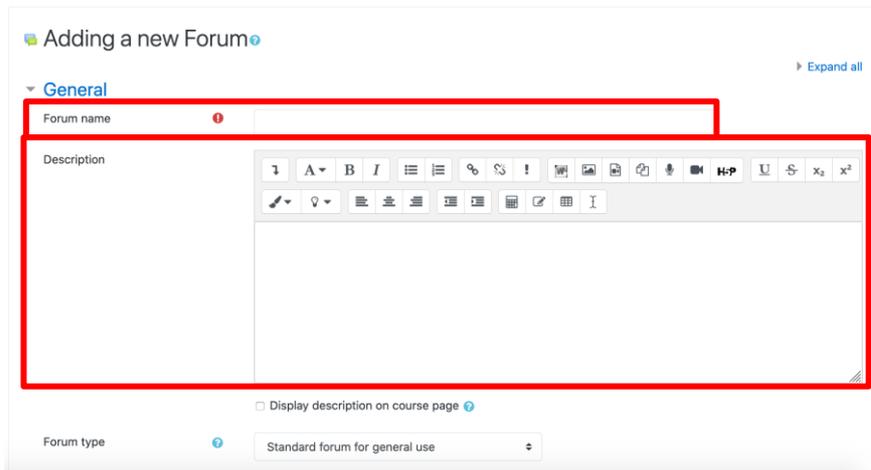
Step 5

Click **'Add an activity or resource'**.



Step 6

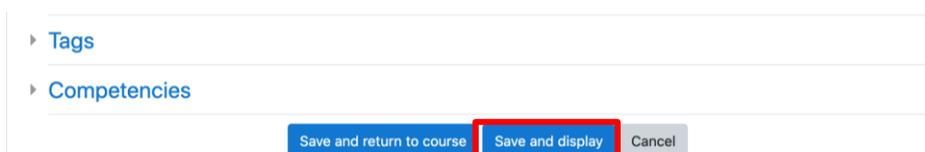
Select **'Forum'** and click **'Add'**.



Step 7

Edit your **"Forum Name"** and **"Description"**.

You may also edit other settings if necessary.



Step 8

Click on **'Save and display'**.