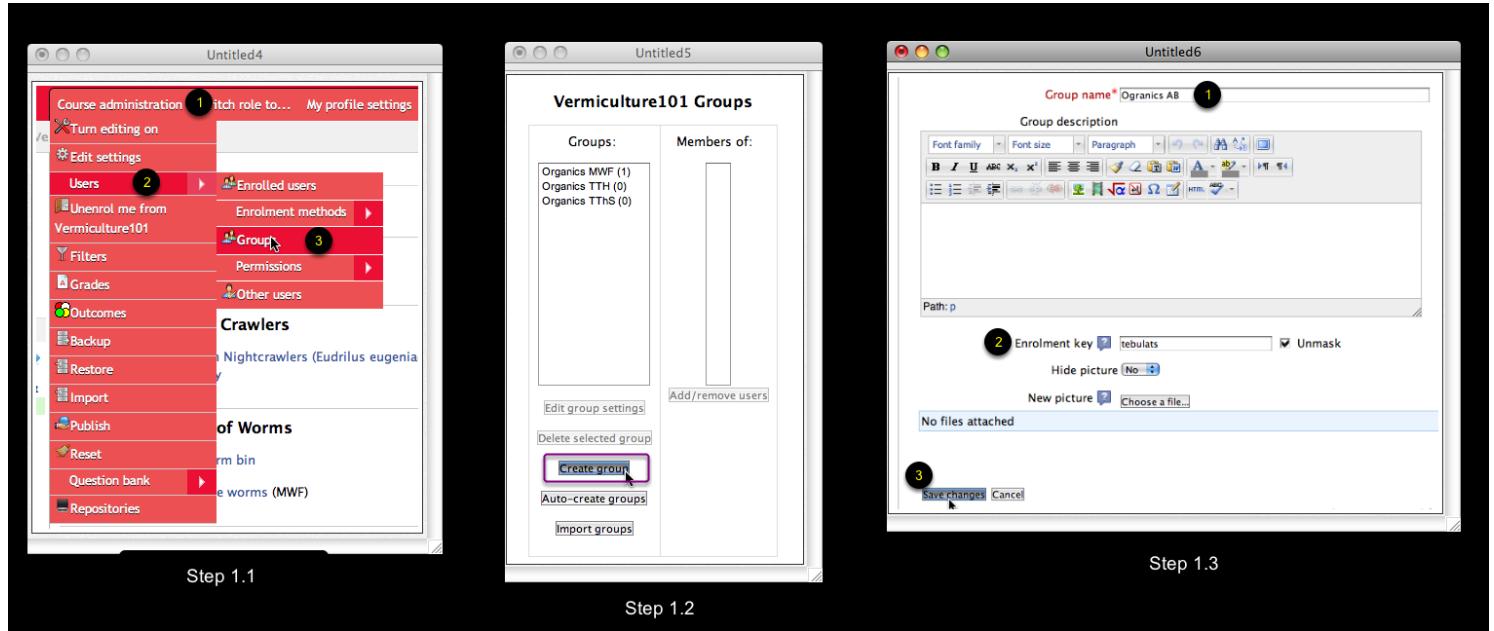


How to limit viewers of my files to particular students only

This details how you can limit the access of certain files to a number of students only.

Step 1. Crate group



Open your course.

Step 1.1

- 1) Go to Course administration
- 2) Users
- 3) Group

Step 1.2

- 1) Click Create group

Step 1.3

- 1) Enter name for your group
- 2) Enter an enrolment key. To view the enrolment key, click on the box next to Unmask.
- 3) Save changes

Step 2. Adding group members

Untitled16

Groups Groupings Overview

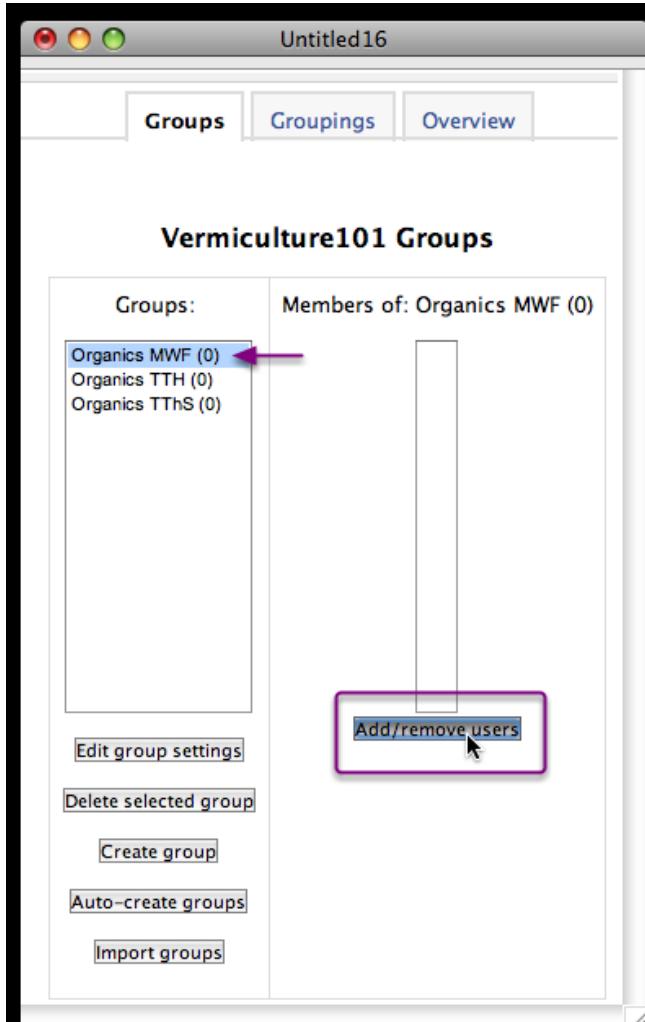
Vermiculture101 Groups

Groups: **Organics MWF (0)** (highlighted with a purple arrow)

Members of: Organics MWF (0)

Add/remove users (highlighted with a purple box)

Buttons: Edit group settings, Delete selected group, Create group, Auto-create groups, Import groups



Step 2.1

Untitled17

Add/remove users: Organics MWF

Group members: **None** (highlighted with a purple box)

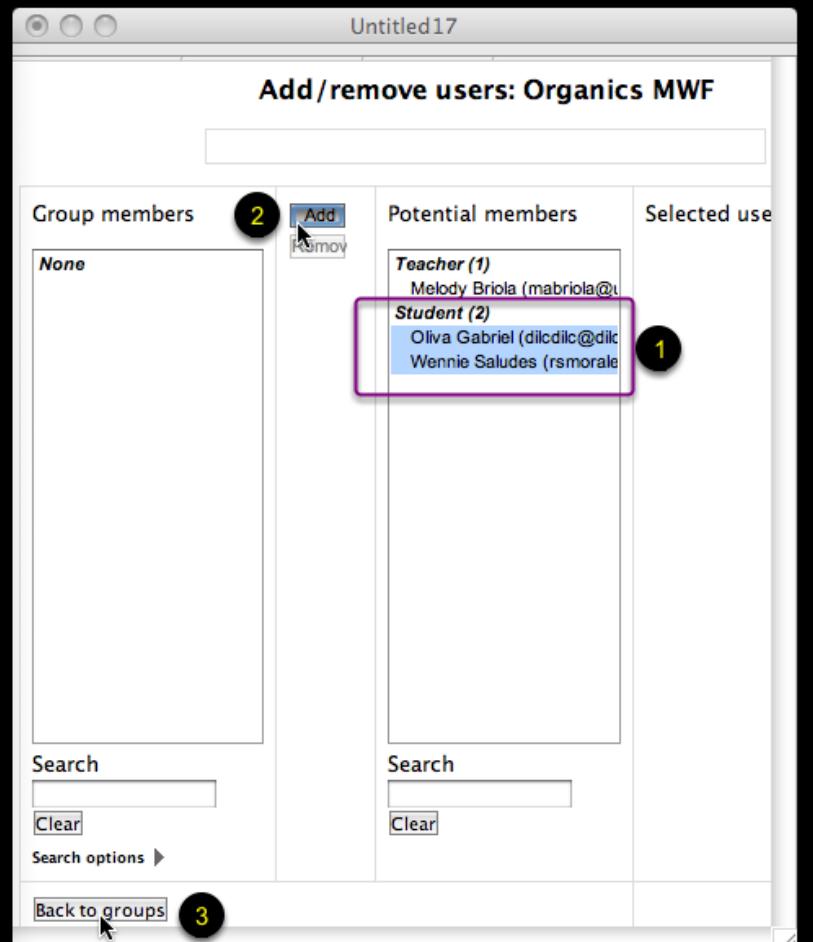
Add (highlighted with a yellow circle 2)

Potential members: Teacher (1) Melody Briola (mabriola@u...), Student (2) Oliva Gabriel (dilcdilc@u...), Wennie Saludes (rsmorale...). (highlighted with a purple box)

1 (highlighted with a yellow circle 1)

Selected users: None

Search, Clear, Search options, Back to groups (highlighted with a yellow circle 3)



Step 2.2

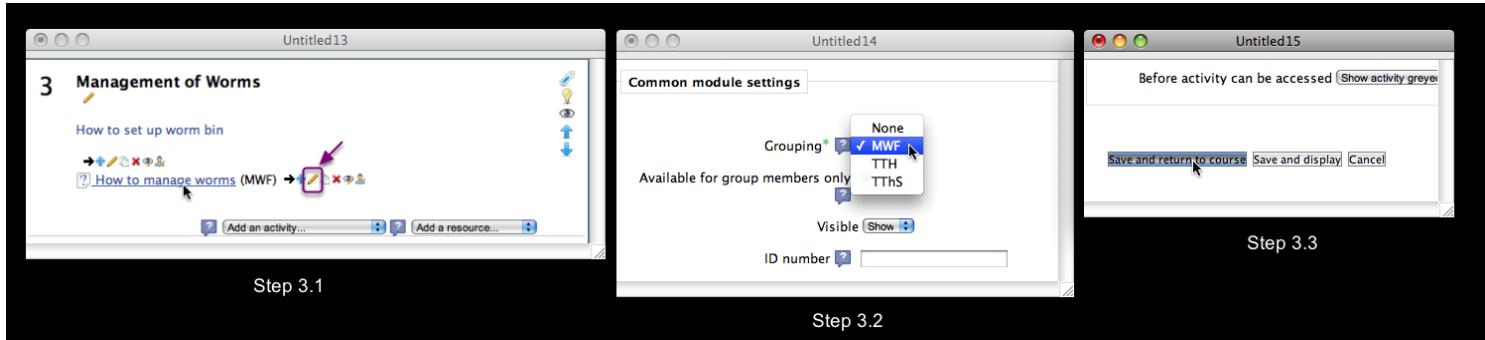
Step 2.1

- 1) Select a group
- 2) Click Add/remove users

Step 2.2

- 1) Select which students you want to be included in the group
- 2) Click Add
- 3) Click Back to groups

Step 3. Assigning file/s to groups



Before proceeding make sure that you have turned Editing ON. Go to the file that you want to share.

Step 3.1

- 1) Click on the pencil icon to edit settings

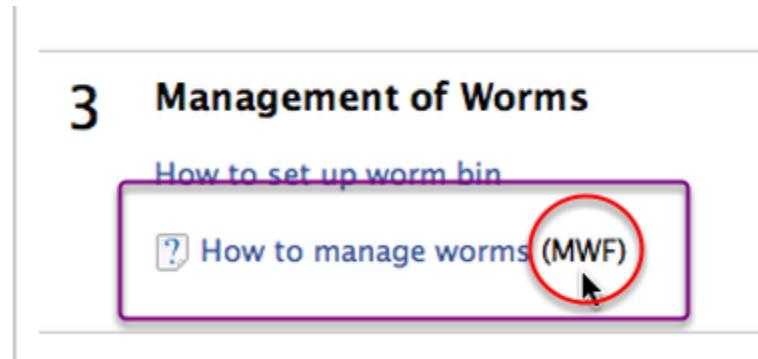
Step 3.2

- 1) Scroll down to the Comon module settings
- 2) Click the arrow down next to the Grouping. Choose to what group do you want to share the file with.
- 3) Scroll down to the bottom of the page and click Save and return to course.

Step 3.3

Click Save and return to course

Sample File shared to certain group



As shown above the file "How to manage worms" is assigned to Group MWF.