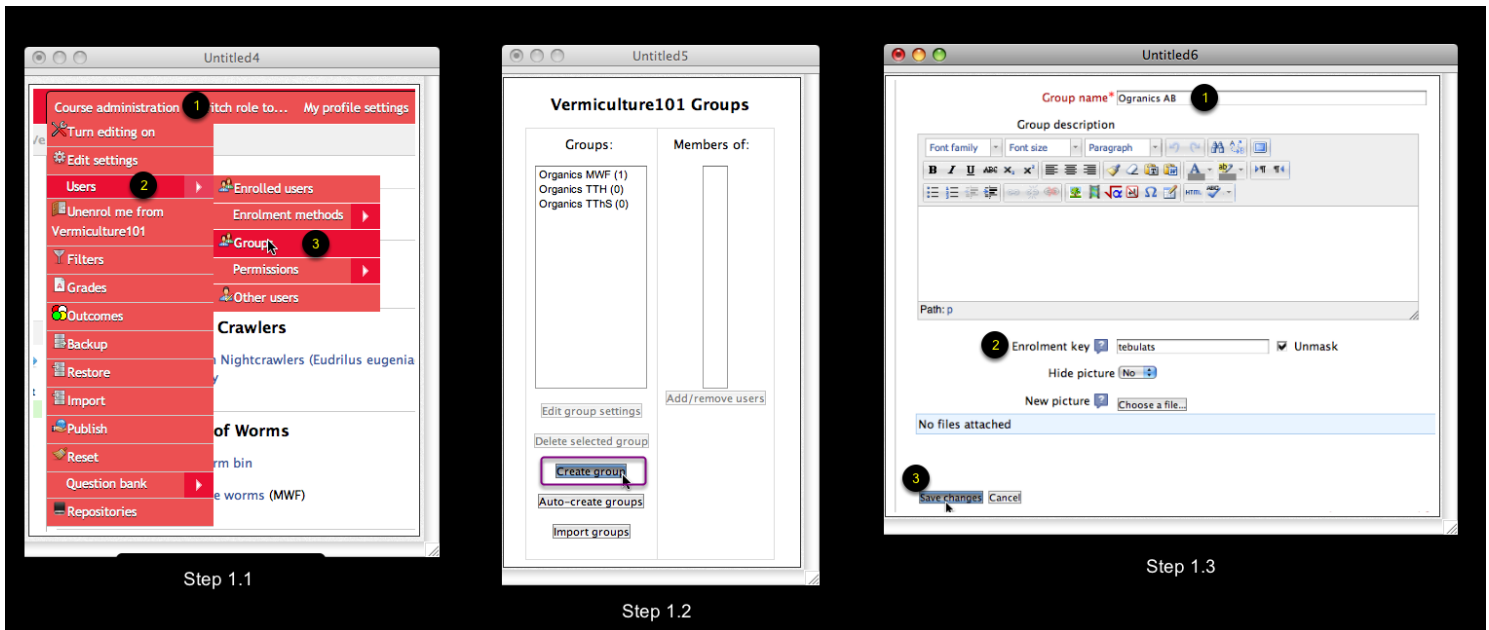


How to limit viewers of my files to particular students only

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

Step 1. Create group



Open your course.

Step 1.1

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

Step 1.2

1) Click Create group

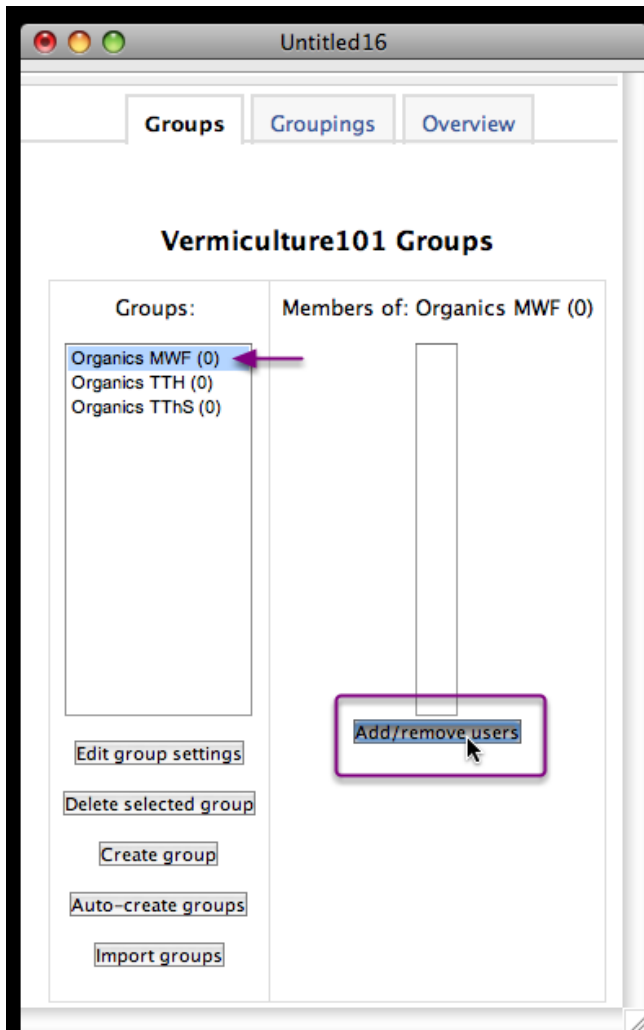
Step 1.3

1) Enter name for your group

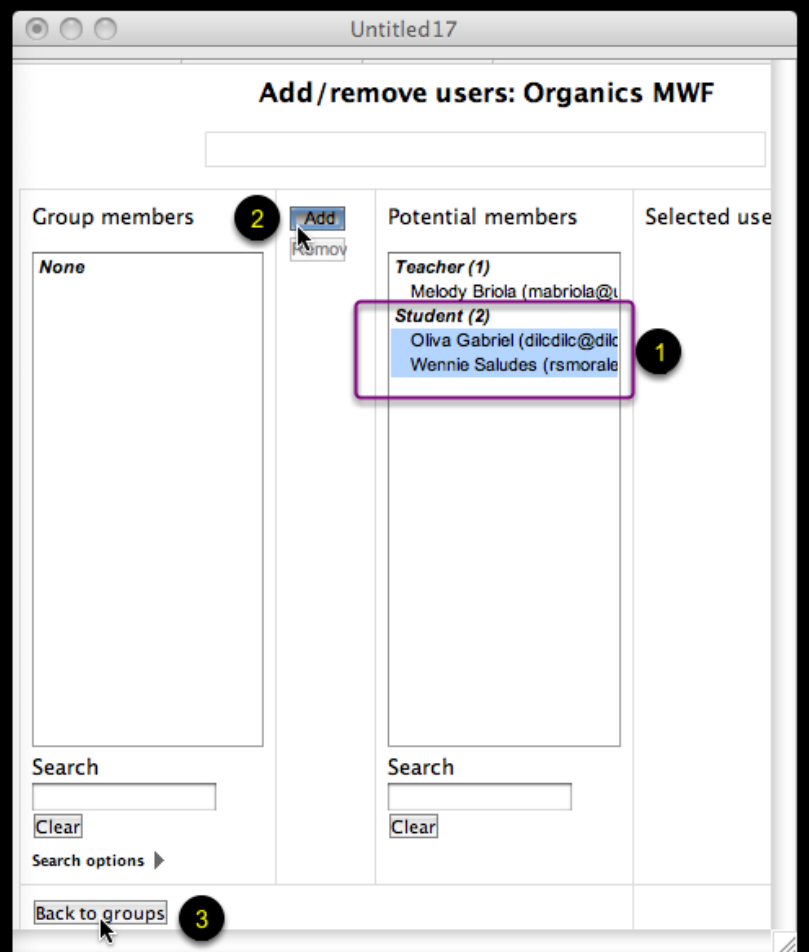
2) Enter an enrolment key. To view the enrolment key, click on the box next to Unmask.

3) Save changes

Step 2. Adding group members



Step 2.1



Step 2.2

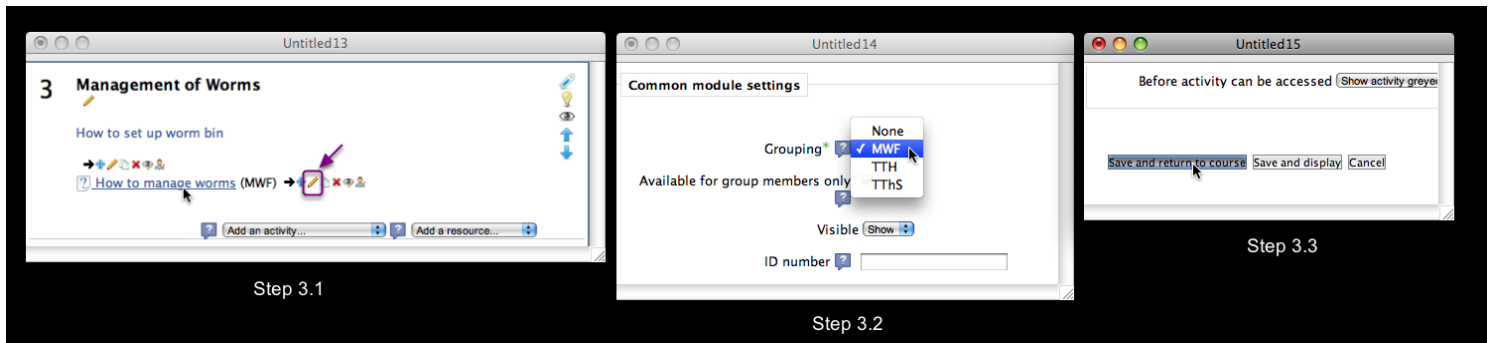
Step 2.1

- 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 Common 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.