

# How to view groups and group members

The screenshot shows the 'Groups' page in a learning management system. At the top, there are navigation tabs: Course, Settings, Participants, Grades, Reports, and More. The 'Groups' tab is selected, indicated by a red box and a downward arrow. Below the tabs, the page title is 'Chenhui's Test Module Groups'. A list of groups is shown: Group A (3), Group B (2), and Group C (2). The 'Group A (3)' box is also highlighted with a red box and a downward arrow, indicating it is the selected group. To the right, a box titled 'Members of: Group A (3)' shows three members: 'Student' Sandbox Student 1, Sandbox Student 4, and Sandbox Student 5. At the bottom of the page, there are several buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'.

An example of the group view for teachers and administrative staff

## Overview:

This guide will show you how to access to the groups area to view the groups and group members in your module area. If you are interested in creating groups, please check the user guide about how to create groups and manage group members.

## What to know:

Only teachers and administrative staff can access to the groups area. Students don't have permission to access this area. If you want your students to be able to see their groups and group members, please check the user guide about how to use "group members" activity.

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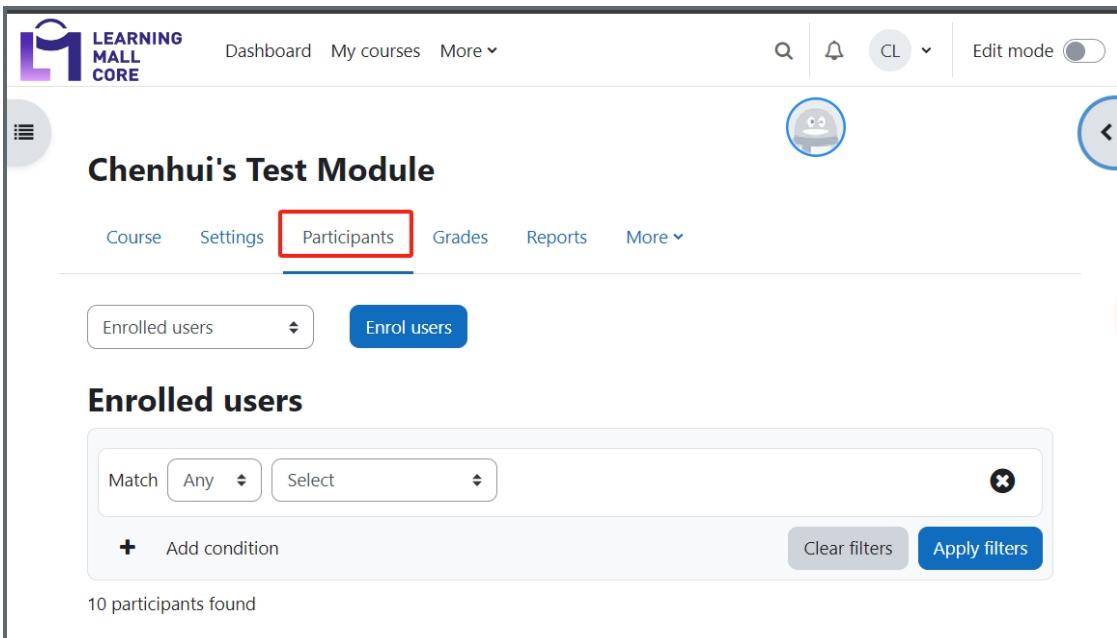
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[Step 1: Click the groups menu on the left navigation block](#)

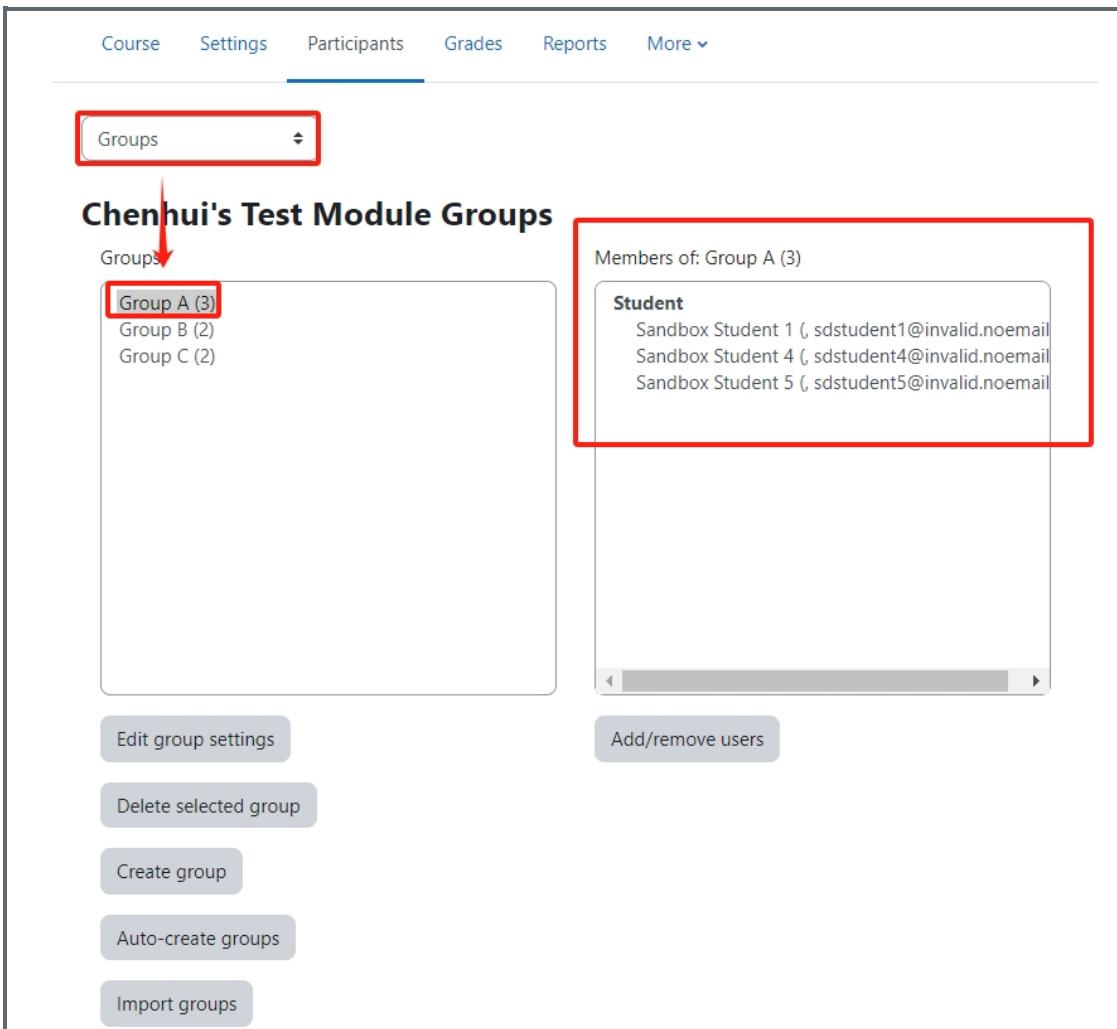
Please access to your module area first and then click the "Participants" tab on the top menu.



The screenshot shows the Learning Mall Core interface. At the top, there is a navigation bar with links for Dashboard, My courses, More, a search bar, a notifications icon, a user icon, and an 'Edit mode' toggle. Below the navigation bar, the title 'Chenhui's Test Module' is displayed. Underneath the title, there is a horizontal menu with links for Course, Settings, Participants (which is highlighted with a red box), Grades, Reports, and More. Below the menu, there are two buttons: 'Enrolled users' with a dropdown arrow and 'Enrol users' in a blue button. The main content area is titled 'Enrolled users' and contains a filter section with 'Match' dropdowns set to 'Any' and 'Select', a 'Clear filters' button, and an 'Apply filters' button. Below the filter section, it says '10 participants found'. There is also a small circular icon with a 'co' logo.

## Step 2: The default groups page

Choose 'Groups' in the dropdown list. You can see the list of groups in your module under the "Groups" box. If you click on any of the group name, you will see the detailed group member list on the right hand side box.



The screenshot shows the 'Groups' page. At the top, there is a navigation bar with links for Course, Settings, Participants, Grades, Reports, and More. Below the navigation bar, there is a dropdown menu with 'Groups' selected. The main content area is titled 'Chenhui's Test Module Groups'. On the left, there is a list of groups: 'Group A (3)', 'Group B (2)', and 'Group C (2)'. An arrow points from the 'Groups' dropdown in the navigation bar to the 'Group A (3)' link in the list. On the right, there is a detailed view of 'Group A (3)' with the title 'Members of: Group A (3)'. It lists three members: 'Sandbox Student 1 ( sdstudent1@invalid.noemail )', 'Sandbox Student 4 ( sdstudent4@invalid.noemail )', and 'Sandbox Student 5 ( sdstudent5@invalid.noemail )'. Below the group list and the detailed view, there are several buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. There is also a 'Add/remove users' button.

By clicking the "Add/remove users", teachers and admin will be able to add or remove the selected users from the group.

**Add/remove users: Group A**

Group members

**Student (3)**  
Sandbox Student 1 ( sdstudent1@invalid.noemail, )  
Sandbox Student 4 ( sdstudent4@invalid.noemail, )  
Sandbox Student 5 ( sdstudent5@invalid.noemail, )

Potential members

**Student (4)**  
Sandbox Student 2 ( sdstudent2@invalid.noemail, ) (1)  
Sandbox Student 3 ( sdstudent3@invalid.noemail, ) (1)  
Sandbox Student 6 ( sdstudent6@invalid.noemail, ) (1)  
example user ( exampleuser@noemail.invalid, ) (1)  
**Teacher (1)**

→ Add      Remove →

### Step 3: The groupings tab page

If you click on the "Groupings" option, you will see the page that listing all the groupings in your module. If you are interested in how to create and manage groupings, please check the user guide about how to create groups and groupings.

**Chenhui's Test Module**

Course   Settings   Participants   Grades   Reports   More ▾

Groupings

**Groupings**

Grouping	Groups	Activities	Edit
groupingA	Group A, Group B	1	

Create grouping

### Step 4: The overview tab page

The third tab page "Overview" shows the summary of the groups, groupings and members in your module. You can also download the groups and grouping information at the end of the page.

Overview

## Chenhui's Test Module Overview

Filter groups by: Grouping

All

Group

All

### groupingA

Groups (2)	Group members	User count
Group A	Sandbox Student 1 (, sdstudent1@invalid.noemail, ), Sandbox Student 4 (, sdstudent4@invalid.noemail, ), Sandbox Student 5 (, sdstudent5@invalid.noemail, )	3
Group B	Sandbox Student 2 (, sdstudent2@invalid.noemail, ), example user (, exampleuser@noemail.invalid, )	2

### Not in a grouping

Groups (1)	Group members	User count
Group C	Sandbox Student 3 (, sdstudent3@invalid.noemail, ), Sandbox Student 6 (, sdstudent6@invalid.noemail, )	2

### Not in a group

Download groups and groupings as

Comma separated values (.csv)

Download

Online URL: <https://knowledgebase.xjtu.edu.cn/article/how-to-view-groups-and-group-members-115.html>