Create Moodle Groups and Groupings using Team Builder

Team Builder is a tool that was built for the UNSW Faculty of Engineering and has been integrated into UNSW Moodle.

What does Team Builder do?

It assigns students to groups based on their answers to a series of questions that you specify. The idea is to:

- define the different roles to be performed within the group activity
- formulate multiple-choice questions so as to identify the students best suited to filling those roles, then
- distribute those students evenly among a specified number of teams.

To see how questions are created and teams built, watch the video on **this moodle.org page "Activity module: Team builder"**.

When to use

Use Team Builder when you want to set up teams containing an array of students with complementary skills. For example, if each group needs a leader, a report writer, a person who's good with maps and someone who owns and can operate a good-quality digital camera, you can use Team Builder to identify students with each of those qualities and skills, and to build teams containing them all.

Benefits

The benefit of Team Builder is that it involves less work for instructors than **manually assigning students to various groups**, but offers them more control than **having Moodle auto-create groups**, building teams intelligently on the basis of specifications that you design.

Team Builder is a flexible tool that allows the creation of predicates that can range from very straightforward to quite complex. It really is a good idea to either watch the **demonstration video** created by UNSW Engineering, or consult a colleague who is practised at using Team Builder, before you attempt to construct a Team Builder activity of any complexity.
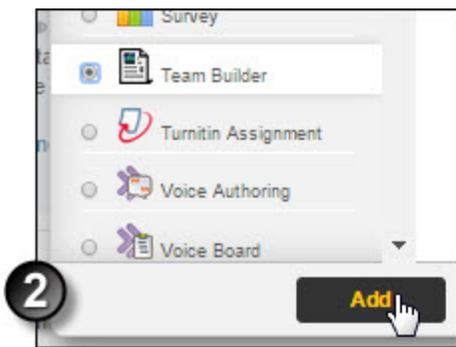
Getting started

Before you start using Team Builder, decide what qualities will be necessary for students to fill the various roles needed in each group, for the group activity.

Also, if you only want certain students in your course to be selected during this exercise, **create a group of them**.

Create the questionnaire shell

1. On the course home page of the relevant course, click **Turn editing on** **Turn editing on**.
2. In the relevant page section click **Add an activity or resource**, scroll down and select **Team Builder** from the pop-up list, and click **Add**.
3. On the **Adding a new Team Builder** page:
   - Enter a **Name** for the Team Builder activity that will be meaningful to your students. **Note:** The word "Questionnaire" is more likely to be meaningful to students than the words "Team Builder".
   - Enter an **Introduction** that describes how the students' answers will be used, e.g. "Your answers to this questionnaire will be used to build the teams for the interviewing activity we discussed in the first lecture and tutorial."
4. At **Group**:
   - if you want all students in the course to be included in the built teams, select **All students** in the drop-down list
   - if you only want the students in the selection group you created at step 2 to be included, select that group.
5. Complete the **Open Date** and **Close Date** fields, remembering that:
   - Before the open date and after the close date, the students will not be able to access the questionnaire.
   - On or after the open date:
     - you will not be able to make changes to the questionnaire, and
     - you will not be able to reset the open date.
6. If applicable, select the **Allow updating of answers** check box. This lets the students change their answers to the Team Builder questionnaire up until the time specified in the **Close Date**.
7. Complete any other relevant fields in the remaining sections of the page.
8. Click **Save and display**.

Create questions

For detailed help in formulating questions, watch the video on **this moodle.org page "Activity module: Team builder"**.

1. On the *Build Teams* page, if necessary click the **Questionnaire** tab.
2. On the *Questionnaire* page, in the **Add a new question** section, enter the first **Question** in your Team Builder questionnaire.
3. You can permit students to answer this multiple-choice question in one of 3 different ways. Select the appropriate **Answer type** from the drop-down list:
     - **Select one**—users can select only one of the answer options.

     - **Select any (or none)**—users can select as many options as are applicable.

     - **Select one or more**—users *must* select at least one of the choices, but *may* select more than one if they wish.

4. Enter the first **Answer**. Press the **Enter** key or click the plus button to create extra fields for more answers. Any unused fields will be ignored.
5. Check the question and the answer options (you can only delete, not edit, a question once it's added to the questionnaire) and click **Add New Question**. The question and its answer choices display.
6. Repeat steps 2 to 5 until you've entered all the necessary questions.
7. To change the order of the questions, click and drag the handle at the left of a question .
8. To delete a question, click **Delete** at the top right of the question.
9. Click **Save Questionnaire**.
10. Click **Preview** to view the questionnaire as students will see it. As long as it is not after the questionnaire's Open Date, you can return to the *Questionnaire* page and make changes as needed.

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w activity questionnaire 〉 Team Builders 〉

Questionnaire Preview Build Teams

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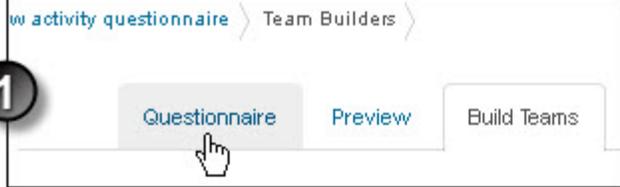
Questionnaire Preview Build Teams

Save Questionnaire

Import questions from: Assignment 1 Questionnaire ▾ Import

OR

Add a new question

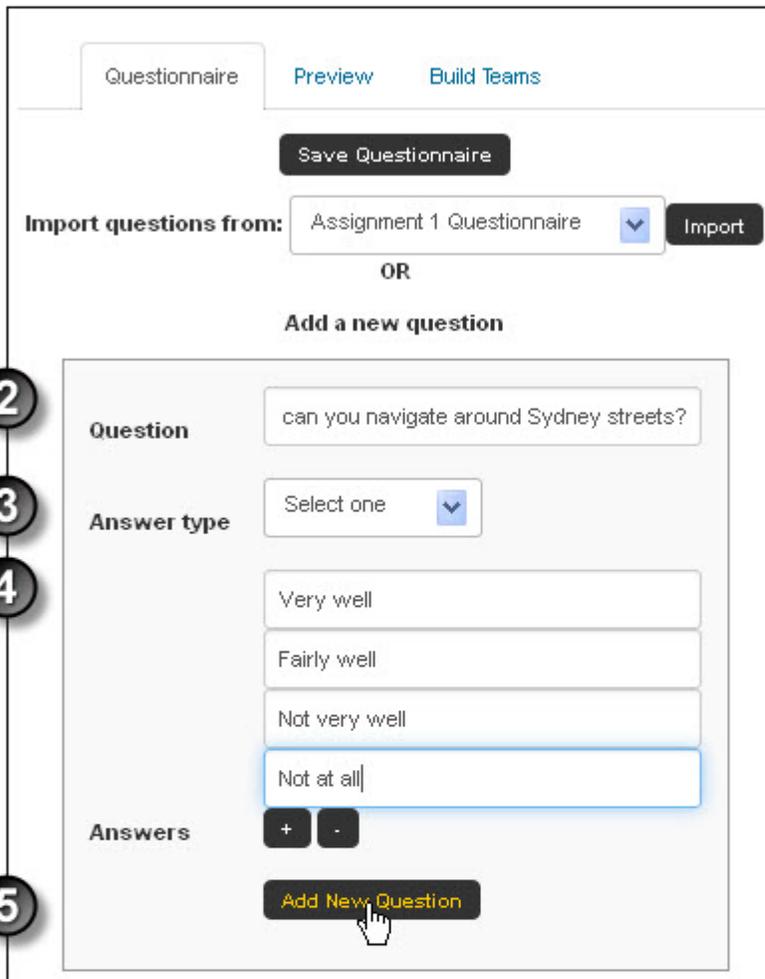Question can you navigate around Sydney streets?

3 Answer type Select one ▾

4
Very well

Fairly well

Not very well

Not at all

Answers [+] [-]

5 Add New Question

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8 Delete

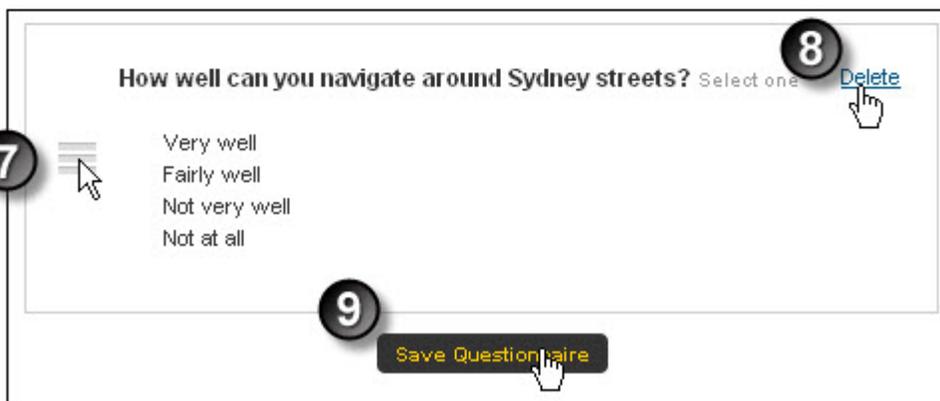**How well can you navigate around Sydney streets?** Select one

7
Very well
Fairly well
Not very well
Not at all

9 Save Questionnaire

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10 Questionnaire Preview Build Teams

Create team-building predicates/criteria

Wait until the close date has passed before setting these criteria, as you will need to make some decisions based on respondents' answers.

1. Log in to Moodle and, on the course home page, click the link for the relevant Team Builder activity.
2. (Click the **Build Teams** tab if necessary.) On the *Build Teams* page:

   - Select the **Number of teams** you want to create. Two teams display by default; click the up-arrow to add more.

   - At **Prioritise**, select whether you want it to be more important to have **equal team numbers** or students with **most criteria met**.

   - Double-click the team names (**Team 1**, **Team 2** etc.) to enter names that are more meaningful for this activity.

   - Click any student's name to see their individual responses to the questionnaire.

3. Now return to the predicate/criterion (the **At least one student who answered...** box). The first question is selected into the drop-down box; your selection in the **with any/all/none of the following** drop-down list will depend on how you phrased the question, and which selection type you chose. Ask yourself, What answer do I need here, to identify students with the desired skill or quality?

   As you select the answer check boxes, the number of students meeting this criterion will display at the bottom right of the question; if there are too few for one to be placed in each team, you may have to reduce the number of teams or, for a **Select any** or a **Select one or more** question, select additional acceptable answer choices for the criterion.

   To refine your predicate/criterion, you can add one or more sub-criteria by clicking the crooked arrow ↳ at the bottom left of the predicate box.

For detailed help on predicate building, watch the video on **this moodle.org page "Activity module: Team builder"**.

4. When you click **Add New Criterion**, a second predicate/criterion will display, with the word **AND** above it. You can click the **AND** if you wish to toggle it to **OR**. This flexibility allows you to create quite complex predicates.
5. When you have created all the predicates/criteria, click **Build Teams**. Team Builder will assign students to the teams based on your criteria. At this stage you can still change your predicate selections, the number of teams and the **Prioritize** selection, to arrange students in a more satisfactory way, clicking **Reset Teams** to implement your changes.
6. There may still be some names in the **Unassigned to teams** section of the page. You can either:
   - click **Assign Randomly** to have Team Builder divide the unassigned students into the teams, or
   - drag each student's name onto one or the other team boxes as desired. Remember that you can view a popup of a student's individual answers by clicking their name.
7. When you are satisfied with the selection of students in each group, click **Create Groups** to save the built teams as Moodle groups.

8. Do you want this group of teams to be defined as a grouping?
   ○ If yes, enter a **Grouping Name**, or select a grouping to which the teams should be added. Select the **Prefix Team Names** check box if you wish the grouping name to display wherever the team name displays.

   ○ If no, select the **Don't assign**... check box.
9. Click **OK**. A message, "Your groups were successfully created", displays.
10. Return to the course home page. In the **Settings** block, click **Course Administration > Users > Groups**. The *Groups* page displays, including the new groups in the groups list. Click the **Groupings** tab to see any new grouping you created.

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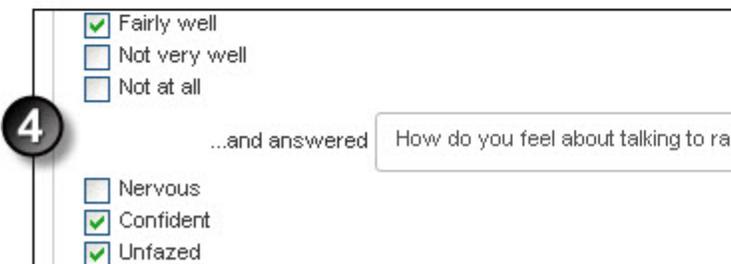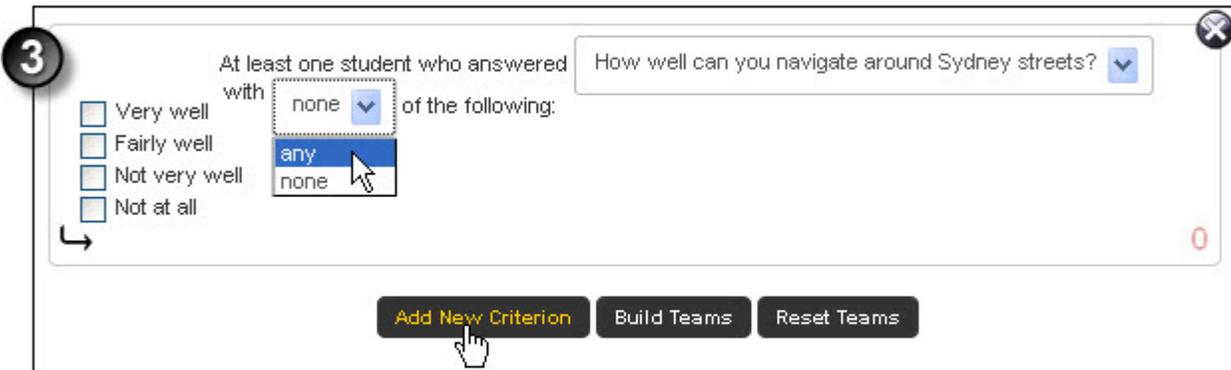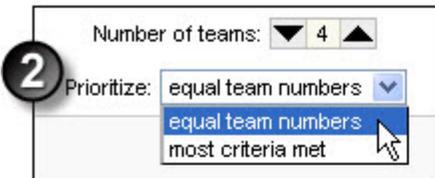
Unassigned to teams

Assign Randomly

Su Allen	Lana Ledge
Ran Balji	Lu Wang

Chris Lee

OR

Alex Zowski

Influence

7 Create Groups

Create Groups

8

Are you sure you want to create your groups now? This action cannot be undone.

Grouping Name

or...

Add To Grouping   DU test group

Prefix Team Names
with Grouping Name

or...

Don't assign groups to
a Grouping

9   Cancel   OK

Questionnaire	Preview	Build Teams

Your groups were successfully created.

Settings

Course administration

Turn editing off

Further assistance

If you experience technical or other issues, consult the **Where to get help** page.