

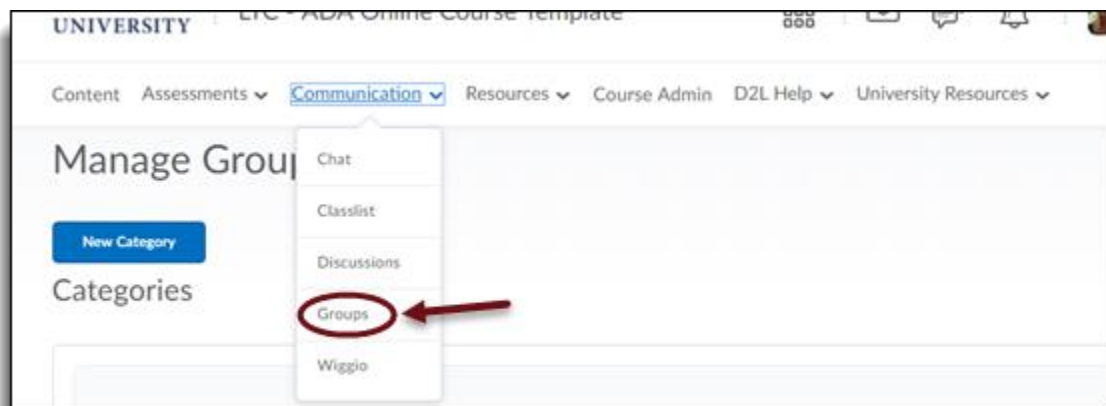
Groups

If group projects are a part of a course, D2L's Group tool is a great resource to set up areas for groups to submit assignments and have discussions specifically with Group members. The following documentation goes through the process of creating Groups within D2L.

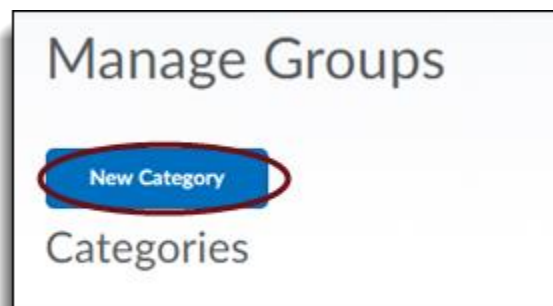
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Creating a Group Category

1. To access Groups select **Communication** then **Groups** from the drop-down menu. The first step is to create a group category.

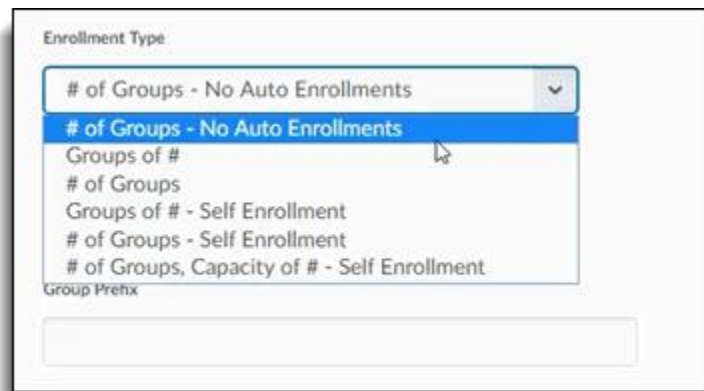


2. On the Manage Groups page, select **New Category**



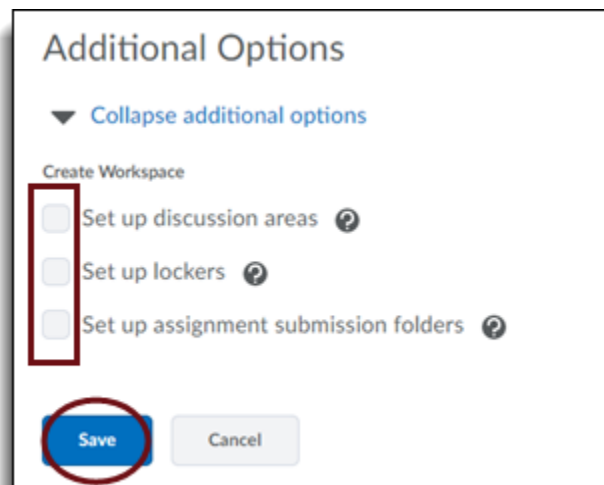
3. Give your category a title. You may also provide a description if you so desire.

4. Enter the number of Groups and choose an enrollment type. Select one of the **Self Enrollment** options. Otherwise, leave the Enrollment Type drop-down at the default setting: **# of Groups - No Auto Enrollments**
 - a. **Auto-Enroll New Users:** This option will automatically assign **new** students into the previously made groups. It will add the students to the group with the lowest enrollment.
 - b. **Randomize Students in Groups:** This option will automatically randomize **new** students in your class into groups that you have already created so they aren't all grouped together.



The screenshot shows a dropdown menu titled "Enrollment Type". The selected option is "# of Groups - No Auto Enrollments". Other visible options include "Groups of #", "# of Groups", "Groups of # - Self Enrollment", "# of Groups - Self Enrollment", and "# of Groups, Capacity of # - Self Enrollment". Below the dropdown is a text input field labeled "Group Prefix".

5. Create the Workspace you wish your groups to have by checking the desired options
6. Select Save.

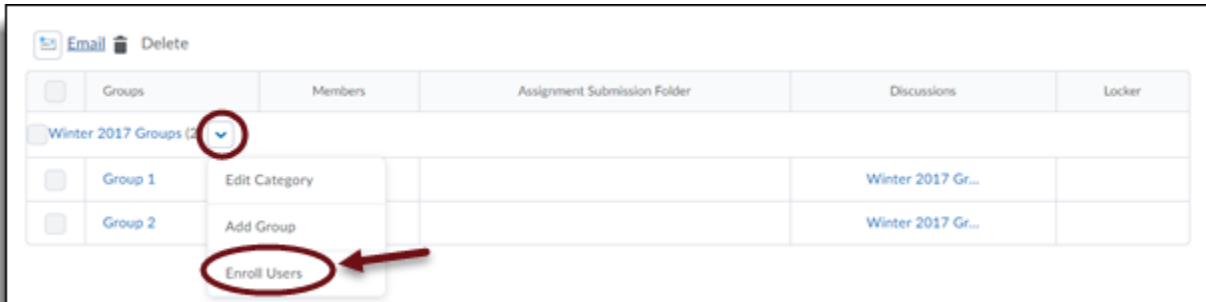


The screenshot shows a dialog box titled "Additional Options". It has a "Collapse additional options" button. Under the "Create Workspace" section, there are three checkboxes: "Set up discussion areas", "Set up lockers", and "Set up assignment submission folders". The "Save" button is circled in red, and the "Set up discussion areas" checkbox is also highlighted with a red box.

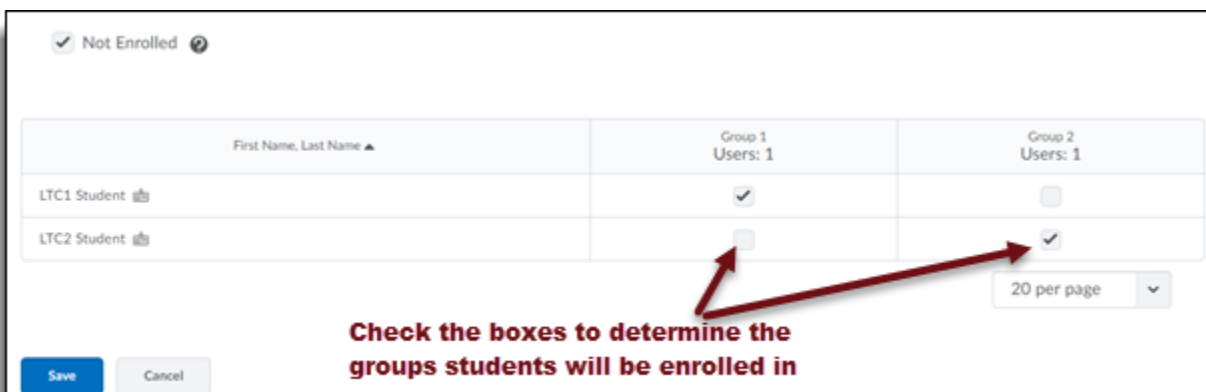
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Enrolling Users into Groups

1. Select **Enroll Users** from the pull-down menu next to the name of the category you created.



2. Select the box to the right of the student's name to manually enroll each student into the group of your choosing.
3. Click Save.



Creating One Topic with Threads Separated by Group

*This is a new D2L feature. It will set up discussions under a single topic. **This is the default when setting up a group discussion and when copying groups over from another course.***

1. If you selected "Discussions" as a Group workspace, you will be able to create your Restricted Forums and topics in the view below from the Groups set up page.
2. Access the group forum in the drop-down list, or select "new forum" if creating a new one.
3. Name the forum. Choose **Create and Next** to setup the Restricted group topics for that forum, or "**Add Another**" > "**New Forum**" to create another Forum.

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4. Select to **Create one topic with threads separated by group**

Forum*

Class Introductions [New Forum] ?

Create one topic per group (2 topics total)
Teachers must manage each topic individually. Students only see the topic assigned to their group.

Create one topic with threads separated by group
Teachers can manage all activity and assessment from one topic. Students only see threads from their own group.

Title

5. Click Done to automatically create the group restrictions on the topic.

Workspace Summary

- ✓ 2 Groups created
- ✓ 0 Discussion forums created
- 1 Forum topics created

Done

6. Click Save. Return to the Discussions list, you will see the Forum name with topics for each group (Group 1 Topic, etc.) You can edit the topic names by choosing "Edit" from the "More- actions" dropdown menu next to the topic name. Edit properties or restrictions as needed.

Creating One Discussion Topic per Group

*Creating one discussion topic per group will be viewed the same as it always was. **This is not the default.** You must click the check box when first creating a discussion in the group category for this setup to be enabled.*

1. Access the group forum in the drop-down list, or select "new forum" if creating a new one.
2. Name the forum. Choose **Create and Next** to setup the Restricted group topics for that forum, or **"Add Another" > "New Forum"** to create another Forum.

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3. Select **Create one topic per group**

Forum*

Class Introductions [New Forum] ?

Create one topic per group (2 topics total)
Teachers must manage each topic individually. Students only see the topic assigned to their group.

Create one topic with threads separated by group
Teachers can manage all activity and assessment from one topic. Students only see threads from their own group.

Create and Next Add Another Skip

4. Click Done to automatically create the group restrictions on the topic.

Workspace Summary

- ✓ 2 Groups created
- ✓ 0 Discussion forums created
- 2 Forum topics created

Done

5. Click the blue hyperlink under the Discussions area for group 1

Groups	Members	Assignment Submission Folder	Discussions	Locker
winter 2017 - delete (2)				
Group 1	0		winter 2017 - ...	
Group 2	0		winter 2017 - ...	

6. Click the dropdown arrow beside the title of the discussion at the top of the page

7. Select Edit Topic

winter 2017 - delete - Group 1

Group/section restrictions.

Subscribe

Add a description ...

Start a New Thread

Filter by: All Threads

View Topic in Grid View

Mark All Threads as Read

Mark All Threads as Unread

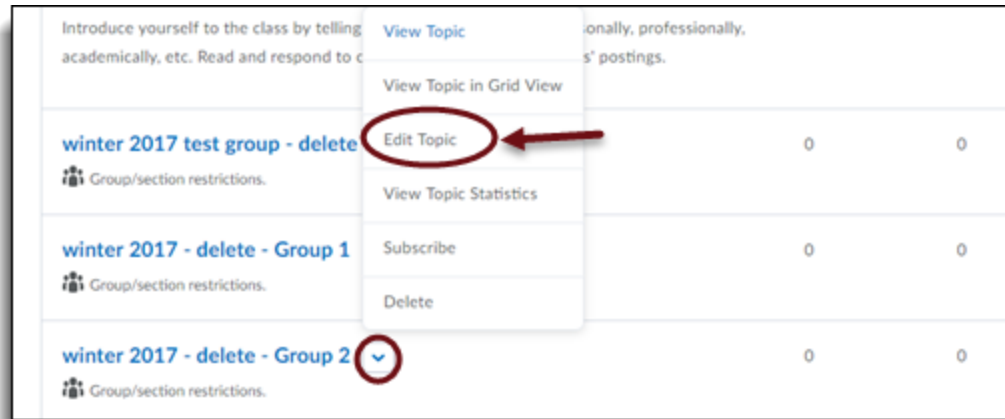
Edit Topic

View Topic Statistics

Sort by:

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8. Leave the Forum Default as is
9. You can change the title if you wish
10. Add the topic of discussion in the “Description” box for this particular group
11. Click “Save and Close”
12. **You are then taken to the discussions area of D2L by default.** Scroll until you find the specific forum that you created for your groups.
13. Under the correct forum, click the dropdown arrow beside the discussion with the “ ‘Title’ –Group 2”
14. Select “Edit Topic”



15. Leave the Forum default as is
16. You may change the title of this group’s discussion if you wish
17. Enter the topic of discussion in the description area
18. Click “Save and Close”
19. Repeat steps 26-32 for any other group discussions you have.

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Creating Group Restrictions from Discussions Page

1. Go to the Discussions link under the Communications tab in the navbar.
2. First create a Forum(s) and a topic(s). You will need **either** one Forum for each group (this method allows you to create the restriction at the Forum level so that each time you add a topic, it is already restricted appropriately.) **or** one topic per group under the forum.
3. Select "**Group and Section Restrictions**" on the Discussions list page
4. Select the Group category and Discussion Forum that you want to restrict and select the groups accordingly.
5. Click Save.

The screenshot shows the 'Group and Section Restrictions' page. The 'View Options' section has two dropdown menus: 'Group or Section Category' (set to 'winter 2017 - delete') and 'Forum' (set to 'Class Introductions'). A red arrow points to these dropdowns with the text 'Choose correct group and forum'. Below this is the 'Edit Restrictions' section, which contains a table with the following data:

Forums and Topics	Restricted?	winter 2017 - delete	Group 1	Group 2
Class Introductions	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meet your Classmates	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
winter 2017 - delete - Group 1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
winter 2017 - delete - Group 2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

A red arrow points to the 'winter 2017 - delete' column header with the text 'restrict certain topics to groups'.

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FAQs

Q: How do I assign students to groups?

A: On your course page, select the Groups tab. From here, select New Category and give your group a name along with the amount of groups you will need. Click Save. Back at the top of the page you will see an Enroll Users option. Click on that and it will bring you to a page with your students in a column and the ability to click on the boxes that go with particular groups. After clicking Save, your groups you just created will be implemented.

Q: Why won't my students show up in their groups after assigning them?

A: More than likely this would be a problem with your default set number of 20 on the Groups page. If you assigned the first 20 and then went to page 2, all the data wouldn't be saved. You must either set your page to show 50 or more students or you must save before navigating away from the page you had just worked on.

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