

## 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.*

[Creating a Group Category](#)

[Enrolling Users into Groups](#)

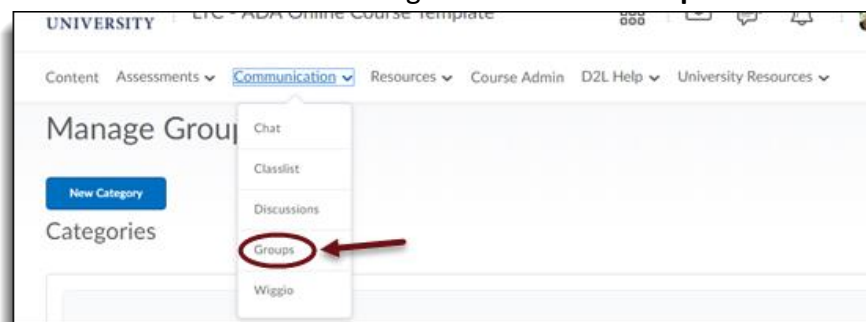
[Creating Threads](#)

[Note for Copied Course](#)

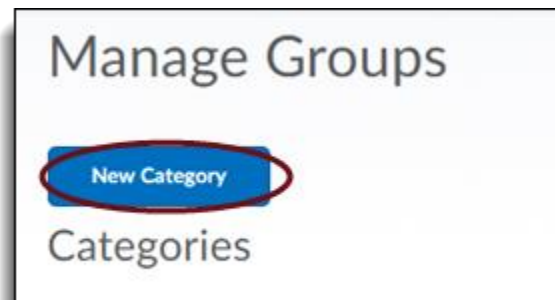
### Creating a Group Category and Workspaces

*Before you can assign group work, you must create a category.*

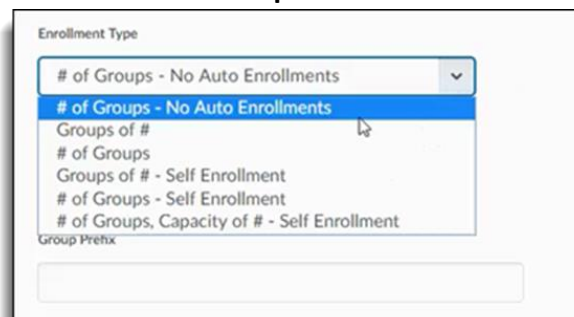
1. Select **Communication** in the course navigation bar then **Groups** from the drop-down menu.



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. Leave the Enrollment Type drop-down at the default setting: **# of Groups - No Auto Enrollments**, if you will assign group membership. Alternatively, choose one of **Self Enrollment options** to allow students to select a group and join independently.



5. Create the Workspace you wish your groups to have by checking the desired options
  - a. Under **Additional Options**, select each workspace needed: *Set up discussion areas*, *Set up lockers* or *Set up assignments*.

- b. For discussions areas, choose an existing forum or create a new forum. Then select create new topic or attach to existing topic.
  - i. In Create new forum enter title and description (optional) click **Save**.
  - ii. When choosing to **Attach to Existing Topic** choose topic under **Attach Topic** drop down.

- c. To set up a group locker, select set up lockers to create a locker for each group.
- d. Under set up, assignments choose drop down and select submission type.

- e. Click **Save**.

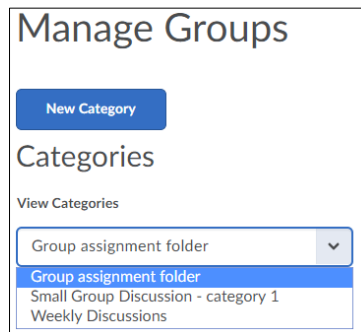
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## Enrolling Users into Groups

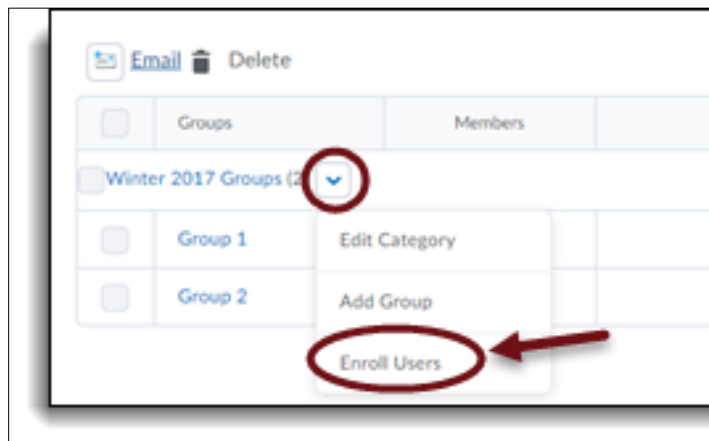
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*To use the Groups tool in D2L, you must create a Group category. Otherwise, your group discussions and assignments will not be restricted by group and everyone in the class will have access to the same forums and folders.*

1. Go to Communication > Groups
2. On the 'Manage Groups' screen, select the Group category you created in the steps above from the drop down under 'View Categories'; If you did not create a Group category, click 'New Category' to create one.



3. From the Group list, select **Enroll Users** from the pull-down menu next to the name of the category you created.



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- Select the box to the right of the student's name to enroll each student into the group of your choosing.

Not Enrolled ⓘ

First Name, Last Name ▲	Group 1 Users: 1	Group 2 Users: 1
LTC1 Student 🗑	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LTC2 Student 🗑	<input type="checkbox"/>	<input checked="" type="checkbox"/>

20 per page ▼

**Check the boxes to determine the groups students will be enrolled in**

Save Cancel

- Click **Save**.

### Creating One Topic with Threads Separated by Group

*This option is the easiest if you plan to assess discussions using an associated grade item. You will be able to filter the threads by group as you read them and enter grades and feedback.*

- If you selected the "Set up Discussions" area 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.
- Access the group forum in the drop-down list, or select "new forum" if creating a new one.
- 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.
- Select to **Create one topic with threads separated by group**

Forum\*

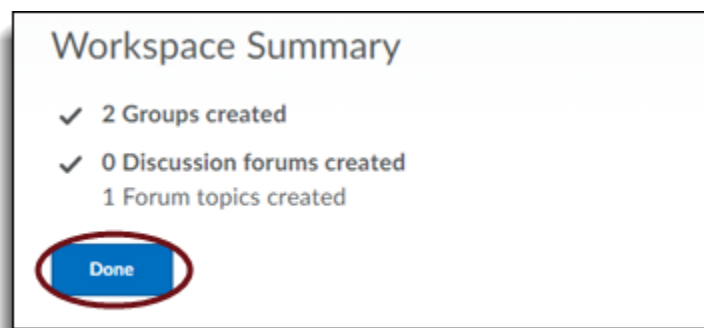
Class Introductions [New Forum] ?

Create one topic per group (2 topics total)  
Teachers must manage each 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

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

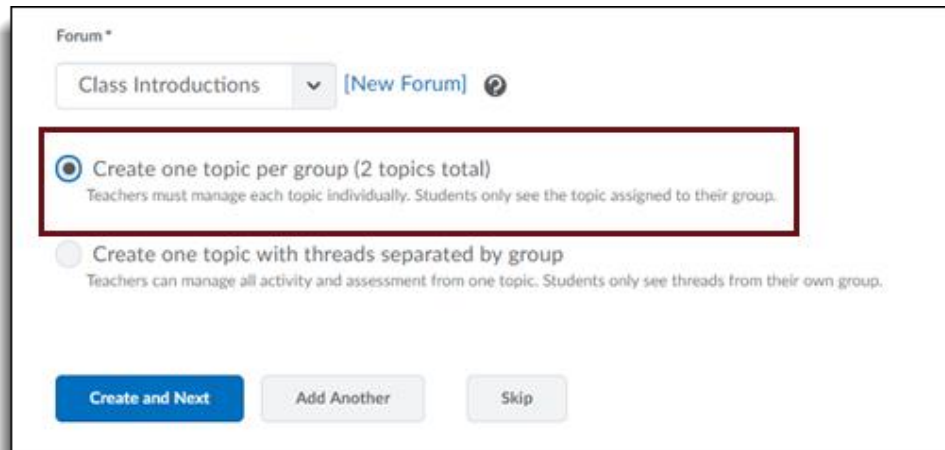


- Click Save. Return to the Discussions list, you will see the Forum name(s) with topics. You can edit the topic names as needed "Edit" from the "More- actions" dropdown menu next to the topic name. Edit properties as needed.

## One Discussion Topic per Group

*If you have already created your group category and forums, you may want to copied a previous course that has already has a topic restricted by groups group within the forum you must click the check box when first creating a discussion in the group category for this setup to be enabled. This will result in multiple topics under a Forum – one for each group.*

- Access the group forum in the drop-down list, or select "new forum" if creating a new one.
- 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.

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


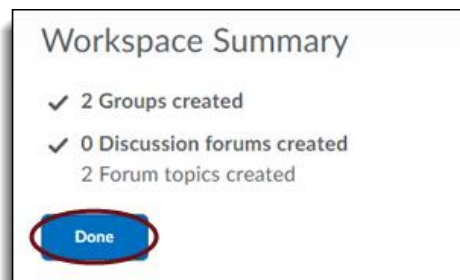
Forum\*

Class Introductions [New Forum] ?

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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

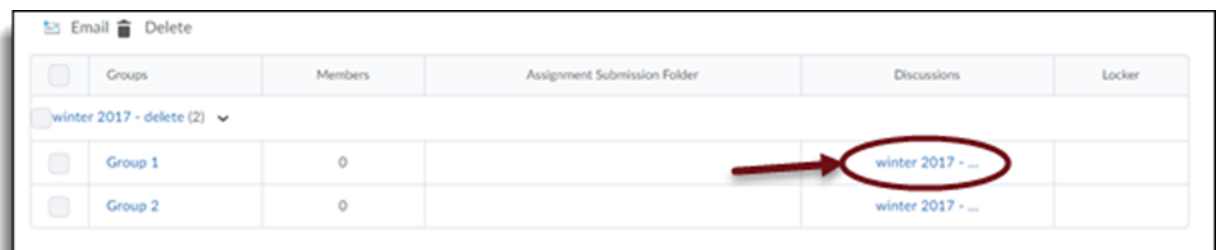
4. Click **Done** to automatically create the group restrictions on the topic.


Workspace Summary

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

Done

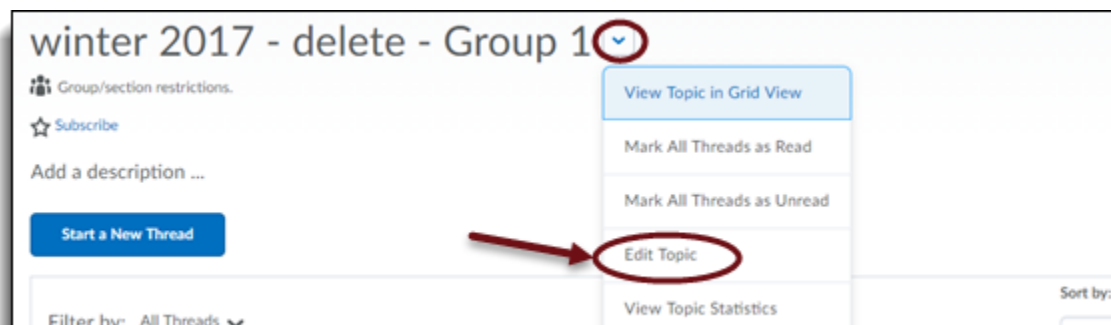
## 5. Click the blue hyperlink under the Discussions area for group 1



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 ...

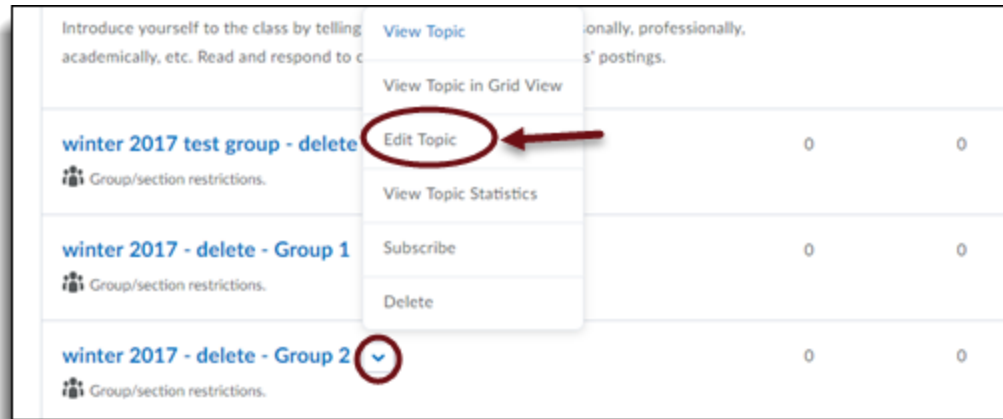
Start a New Thread

- View Topic in Grid View
- Mark All Threads as Read
- Mark All Threads as Unread
- Edit Topic
- View Topic Statistics

Filter by: All Threads ▾

Sort by:

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”



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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.

## 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 "**Restrictions**" on the Discussions list page
4. Click under "**Group Section Restrictions**" and check the box next to “Restrict this topic to the following groups and sections”.
5. Click **Add Groups and Sections**
6. Choose “Group or Section category” (if you have multiple).
7. Check beside the groups you wish to add and click Add.
8. Click Save and close.

**Add Groups and Sections**

Groups or Sections to Add

Group or Section Category: Testing Groups

Choose correct group

Group or Section Name	Selected
Testing Groups	<input type="checkbox"/>
Group 1	<input checked="" type="checkbox"/>
Group 2	<input type="checkbox"/>

Add Cancel

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## FAQs

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### 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 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, not all the data would be saved. Either you must set your page to show 50 or more students or you must save before navigating away from the page you had just worked on.

**Note for copied course:** If you have copied a course, and have also copied your pervious groups. To continue using old group names you must add new members. (you may also choose to delete old group titles and start from scratch). Go to desired



group, click the drop down arrow beside the group name and choose enroll members.

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