



Multi-Instructor Nursing Courses: Groups & Conditional Release – D2L Tutorial

This tutorial is designed for faculty who have experience using the various tools in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

Many courses in the BSN program have multiple instructors attached to the same course, for example in Nurs 180, 280, and 380. In these courses, each instructor is assigned to a specific group of students. D2L allows instructors to conditionally release News Items, Content, Assignments, Quizzes, and Grade Items to their specific groups of students to make the system easier for both students and faculty to navigate.

Before following the instructions in this tutorial, check in with your course lead to see if any group set up has already been applied to your course so you avoid duplicate work.

Note: Be sure you have your classlist handy before setting up your groups.

This tutorial is organized into parts, each representing a key process in setting up your course. Within each process is a series of steps with screen captures to help walk you through the process.

Part 1: Set Up Groups

Part 2: Enroll Students into Groups in D2L

Part 3: Set Up Assignment Folders

Part 4: Apply Conditional Release

If you experience any challenges in setting up your site correctly, please reach out to eLearning for assistance. Go to the eLearning [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.



- Once the groups are created, click on the default group name to rename it with the instructor's name.

Course Home Course Tools ▾ Collaborate Edit Course

Manage Groups

Settings Help

New Category

Categories

View Categories

Nurs 180 Instructor Groups ▾

Nurs 180 Instructor Groups (5) ▾

Email Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Group 1	0			
<input type="checkbox"/>	Group 2	0			
<input type="checkbox"/>	Group 3	0			
<input type="checkbox"/>	Group 4	0			
<input type="checkbox"/>	Group 5	0			

Note: The Course Lead may have created Instructor groups, but individual instructors may need to rename the default group name with their own. If you are unsure what you should create or edit in the Groups tool, please contact your course lead *before* making any changes.

Part 2: Enroll Students into Groups in D2L

Scenario

Once you have created a **No Auto Enrolments** group Category, you are now ready to add students to the groups.

Steps

- Go back to the Groups tool and select the group Category you want to enrol students into by clicking the **View Categories** dropdown and selecting the appropriate category.
- Click the down arrow next to the title of the Category in the Groups table and select **Enrol Users**.

Course Home Course Tools ▾ Collaborate Edit Course

Manage Groups

Settings Help

New Category

Categories

View Categories

Nurs 180 Instructor Groups ▾

Nurs 180 Instructor Groups (5) ▾

Email Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Instructor 1: Ali Sumari				
<input type="checkbox"/>	Instructor 2: Sara Lopez				
<input type="checkbox"/>	Instructor 3: Karim Sandhu	0			
<input type="checkbox"/>	Instructor 4: Jean	0			



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3. Select the **Group** (instructor) you wish each student to be assigned to in the table. You can use the **Display** drop-down to view one group at a time. Click **Save** when done.

Enrol Users - Nurs 180 Instructor Groups

[Add Group](#)

Enrolments

Category
Nurs 180 Instructor Groups

Display
Instructor 1: Ali Sumari

Search For... [Show Search Options](#)

First Name ▾ Last Name, Username, Org Defined ID	Instructor 1: Ali Sumari Users: 3
Guest, One, guest.one, guest01 @b	<input checked="" type="checkbox"/>
Guest, Four, guest.four, guest04	<input type="checkbox"/>
Guest, Five, guest.five, guest05 @b	<input checked="" type="checkbox"/>
Guest, Six, guest.six, guest06 @b	<input checked="" type="checkbox"/>
Kallin1_Student, kallin1.student, kallin1.student	<input type="checkbox"/>

[Save](#) [Cancel](#) 10 per page

4. Click the number in the **Members** column to double-check which students are in each group.

Manage Groups [Settings](#) [Help](#)

[New Category](#)

Categories

View Categories
Nurs 180 Instructor Groups

Nurs 180 Instructor Groups (5)

[Email](#) [Delete](#)

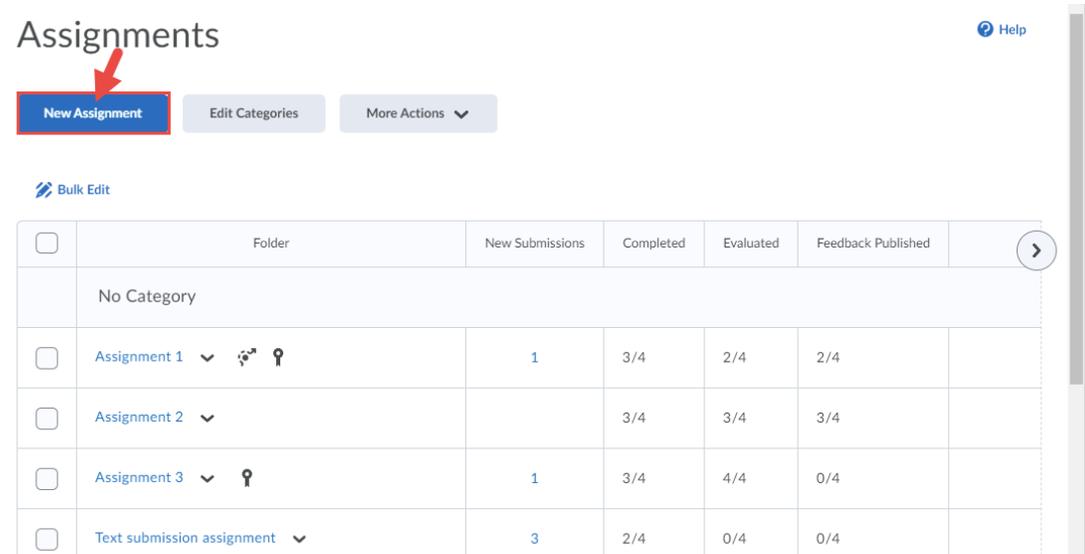
<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Instructor 1: Ali Sumari	2			
<input type="checkbox"/>	Instructor 2: Sara Lopez	1			
<input type="checkbox"/>	Instructor 3: Karim Sandhu	1			
<input type="checkbox"/>	Instructor 4: Jean Francois	1			
<input type="checkbox"/>	Instructor 5: Jessica Lampson	1			



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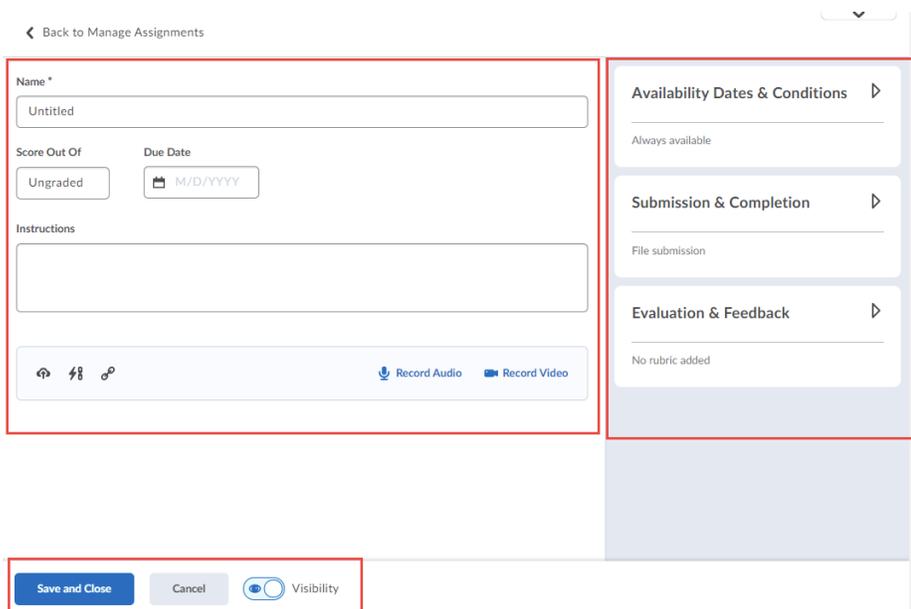
Part 3: Set Up Assignment Folders and Organizing Them into Categories

1. Go to the **Assignments** tool in your course.
2. Click **New Assignment**.



<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	
	No Category					
<input type="checkbox"/>	Assignment 1 ▼ 🔗 🔑	1	3/4	2/4	2/4	
<input type="checkbox"/>	Assignment 2 ▼		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3 ▼ 🔑	1	3/4	4/4	0/4	
<input type="checkbox"/>	Text submission assignment ▼	3	2/4	0/4	0/4	

3. The Assignment editing interface consists of a main area for the **Name**, **Score**, **Due Date**, **Instructions**, and **Attachment** options), a side panel on the right (for Availability Dates and Conditions options, Submission and Completion options, and Evaluation and Feedback options), and a bottom set of buttons (Save, Cancel, and Visibility).



← Back to Manage Assignments

Name *

Untitled

Score Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

🔗 🔑 📎

Record Audio Record Video

Availability Dates & Conditions ▶

Always available

Submission & Completion ▶

File submission

Evaluation & Feedback ▶

No rubric added

Save and Close Cancel Visibility



4. First, the main area. You will need to give your assignment a Name. You can then choose to add a **Score Out Of** and a **Due Date**. When you click **Score Out Of**, you are given the option to connect your Assignment folder to or disconnect it from a Grade Item (**Choose from Grades**, **Remove from Grades**, or **Reset to Ungraded**). Check with your Course lead first if you need to link your assignment to grade items. You can then add instructions into the **Instructions** box.

← Back to Manage Assignments

Name *
Assignment 5

Score Out Of
10 points

Due Date
2/1/2021 11:59 PM

In Grades
In Grades ▼

Instructions
Review the Assignment instructions here. and then submit your Assignment here.

Choose from Grades
Remove from Grades
Reset to Ungraded

📎 ⚡ 🔗 Record Audio

5. Under the Instructions box are options to add additional items such as an instructional document or a template file through **File Upload** (the first icon), **Attach Link to Existing Activity** in D2L such as a Content page (the second icon), **Attach a Weblink** (the third icon) or **Record Audio** instructions.

← Back to Manage Assignments

Name *
Assignment 5

Score Out Of
10 points

Due Date
2/1/2021 11:59 PM

In Grades
In Grades ▼

Instructions
Review the Assignment instructions in Content, and then submit your Assignment here.

📎 ⚡ 🔗 Record Audio



6. **Availability Dates and Conditions** allows you to set a **Start Date** (which opens the Assignment folder so students can begin submitting assignments) and an **End Date** (which closes the Assignment folder so students can no longer submit assignments). You can also attach **Release Conditions** to the Assignment folder (see the tutorial entitled *Conditional Release – Setting up Release Conditions* (under **Course Admin**) for more information), as well as **Special Access** parameters (see the tutorial entitled *Setting up Special Access for Assignments* for more information).

Availability Dates & Conditions ▾

Start Date

End Date

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition ▾](#)

Special Access

Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)



7. **Submission and Completion** allows you to set the Assignment folder as an **Individual** or **Group Assignment**. Keep **Individual assignment** selected, unless you are asking students to submit one assignment for a group, in which case you will select **Group assignment** and select the **Group Category** you wish to assign the Assignment folder to.

You can then select your preferred **Submission Type**. Select **File submission** if you want students to upload something as their assignment (for example, a WORD document); select **Text submission** if you want students to type a short text directly into D2L, or to embed an image, video, or audio piece as their assignment (so you can view the media directly in D2L without downloading anything); select **On-paper submission** if students are handing in assignments in person; and select **Observed in person** to give feedback for an in-class presentation or activity.

And finally, select your **Files Allowed/Submissions** settings. **Files allowed per submission** refers to how many files a student can upload at one time – for example, you may want students to submit a table of contents, a bibliography, or other separate files for submission. **Submissions** refers to how many submissions are kept in the folder at one time, and if a student can submit to the Assignment folder more than once. The most restrictive set of selections is “One file per submission” with “Only one submission allowed,” meaning a student can upload ONE file and submit to the Assignment folder only ONCE – which might be a setting to consider for a take-home exam.

You can also add a **Notification Email** which will send an email every time a submission is made to this assignment folder.

Submission & Completion

Assignment Type

Individual Assignment

Group Assignment

Submission Type

File submission

Files Allowed Per Submission

Unlimited

One File

Submissions

All submissions are kept

Only one submission allowed

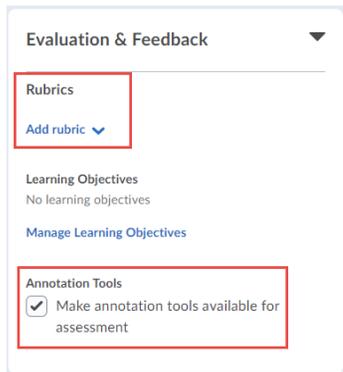
Only the most recent submission is kept

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.



8. **Evaluation and Feedback** allows you to attach a **Rubric** (note you need to have already created a Rubric in the Rubrics tool before you can attach it). The advantage to this is that you can use the Rubric to assign consistent feedback to student work, and grades generated by a Rubric will automatically be assigned to the student's submission area. Then select or deselect the **Annotation Tools** setting (see the tutorial entitled *Using the Annotation Tool in Assignments* for information on how this tool works when grading assignments). Attach **Learning Objectives** only if you have already set up Learning Objectives for your course (very rarely used).



Evaluation & Feedback

Rubrics

Add rubric ▾

Learning Objectives

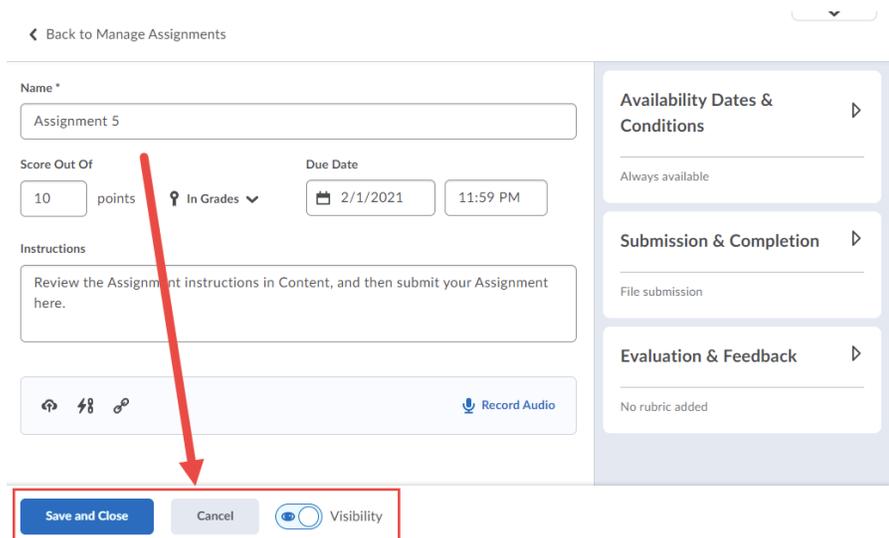
No learning objectives

Manage Learning Objectives

Annotation Tools

Make annotation tools available for assessment

9. Finally, at the bottom you can click **Save and Close** to save your changes or click the **Visibility** toggle to make the Assignment folder **Visible** or **Hidden**.



< Back to Manage Assignments

Name *

Assignment 5

Score Out Of

10 points

In Grades ▾

Due Date

2/1/2021 11:59 PM

Instructions

Review the Assignment instructions in Content, and then submit your Assignment here.

Record Audio

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close Cancel Visibility



10. Create a **category** for your students' assignments in the **Assignments** tool. In the Assignment too, click on **Add Category** and type your name into the name field and click **Create** and then **Close**.

Edit Categories





<input type="checkbox"/>	Name	Sort Order	In Use?
		▲	

Course Home Content Quizzes My Tools ▾ My Media Course Media Groups Collaborate Edit Course More ▾

Assignments Help

 Bulk Edit

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Assignment 1 ▾ 🔑		1/4	4/4	4/4	
<input type="checkbox"/>	Assignment 2 ▾		0/4	0/4	0/4	



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11. To link your assignments to your named category, select your assignments in the **Assignments** tool, and then click on **Bulk Edit**.

Course Home Content Quizzes My Tools ▾ My Media Course Media Groups Collaborate Edit Course More ▾

Assignments Help

[New Assignment](#) [Edit Categories](#) [More Actions ▾](#)

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
No Category						
<input checked="" type="checkbox"/>	Assignment 1 ▾ 🔑		1/4	4/4	4/4	
<input checked="" type="checkbox"/>	Assignment 2 ▾		0/4	0/4	0/4	

20 per page ▾

12. From within the **Bulk Edit** interface, click on the dropdown menu under the assignment title, and then select your name from the list of category titles. Repeat this step for each of your assignments. Then click **Save**.

Bulk Edit Assignments

#	* Assignment & Category	Availability	Due Date
1	Assignment 1 <input style="border: 2px solid red;" type="text" value="No Category"/>	<input type="checkbox"/> Has Start Date 7/11/2022 9:44 AM <input type="checkbox"/> Has End Date 7/11/2022 9:44 AM	<input type="checkbox"/> Has Due Date 7/11/2022 9:44 AM
2	Assignment 2 <input type="text" value="No Category"/>	<input type="checkbox"/> Has Start Date 7/11/2022 9:44 AM <input type="checkbox"/> Has End Date 7/11/2022 9:44 AM	<input type="checkbox"/> Has Due Date 7/11/2022 9:44 AM

[Save](#) [Cancel](#)



13. Once you complete this step, all your assignments will be listed under your name, making it easy for both you and your students to locate the assignments.

	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
<input type="checkbox"/>	Ali Sumari					
<input type="checkbox"/>	Assignment 1		1/4	4/4	4/4	
<input type="checkbox"/>	Assignment 2		0/4	0/4	0/4	

Part 4: Conditional Release

To ensure students see only the assignment folders their instructors have created, assignments must be Conditionally Released to the appropriate instructor Group. To do this:

1. Go to the **Assignments** tool in your course.
2. Open an existing assignment folder or click on the **New Assignment** button to create a new assignment folder.
3. After adding an assignment **Name**, and any other settings in the main assignment creation area, click **Availability Dates & Conditions** to open that part of the panel.

Back to Manage Assignments

Name *
Assignment 4

Score Out Of: Ungraded
Due Date: M/D/YYYY

Instructions

Record Audio Record Video

Availability Dates & Conditions: Always available

Submission & Completion: File submission

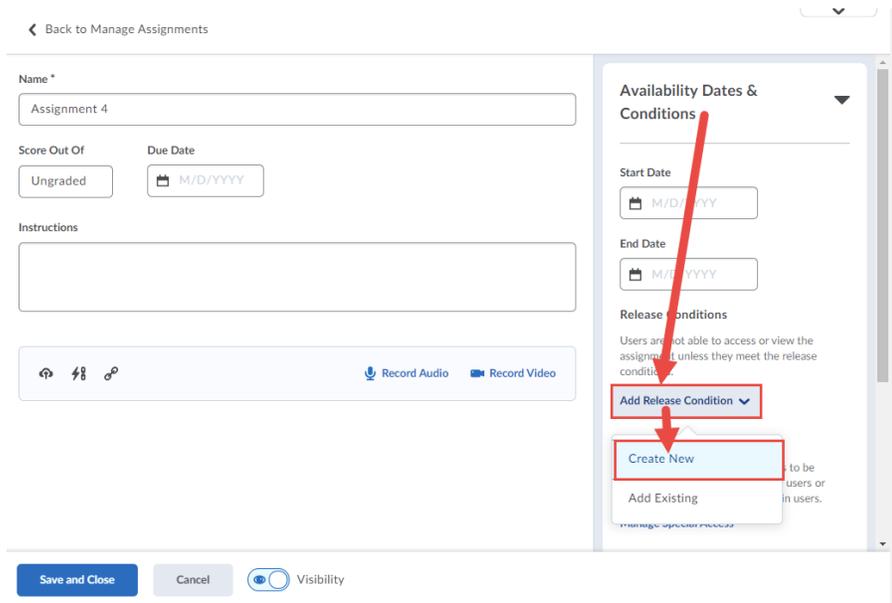
Evaluation & Feedback: No rubric added

Save and Close Cancel Visibility



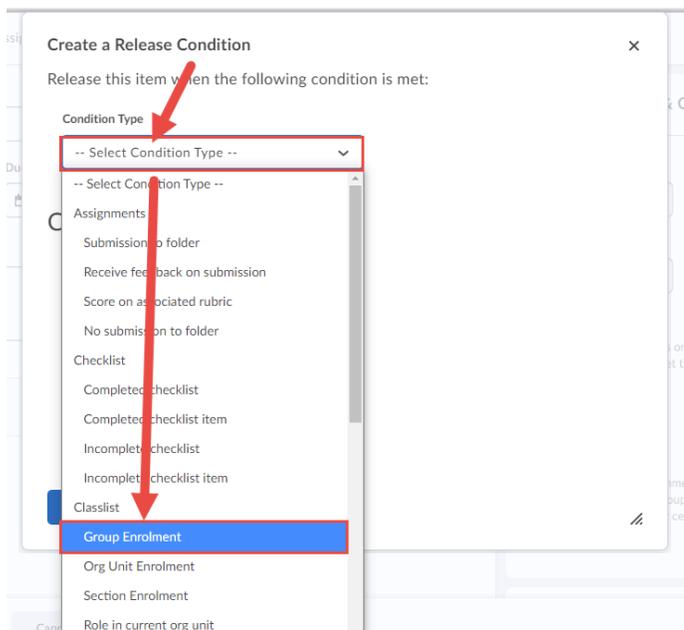
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4. Click **Add Release Condition**. Select **Create New**. NOTE: Once you have created a release condition, you can click **Add Existing** to use it again.



The screenshot shows the 'Manage Assignments' interface. On the right side, under the 'Availability Dates & Conditions' section, there is a dropdown menu labeled 'Add Release Condition'. This menu is open, showing three options: 'Create New', 'Add Existing', and 'Manage Existing Release Conditions'. A red arrow points from the 'Add Release Condition' button to the 'Create New' option. The main form on the left includes fields for 'Name' (Assignment 4), 'Score Out Of' (Ungraded), 'Due Date' (M/D/YYYY), and 'Instructions'. There are also buttons for 'Record Audio' and 'Record Video'.

5. From the **Create a Release Condition** pop-up, click the **Select Condition Type** drop-down, and for this tutorial, we will choose **Group Enrolment**. (For information on all the various Release Conditions, see the tutorial *What Release Conditions are Available in D2L* under **Course Admin** for more information.)



The screenshot shows the 'Create a Release Condition' pop-up dialog. The title is 'Create a Release Condition' and the subtitle is 'Release this item when the following condition is met:'. There is a 'Condition Type' dropdown menu with the text '-- Select Condition Type --'. A red arrow points to this dropdown, and another red arrow points to the 'Group Enrolment' option, which is highlighted in blue. Other options in the dropdown include 'Assignments', 'Checklist', 'Classlist', 'Org Unit Enrolment', 'Section Enrolment', and 'Role in current org unit'.



6. Click the **Condition Details** drop-down, here, a **Select Group** drop-down, and select the Group you wish to attach this assignment folder to. Then click **Create**.

Create a Release Condition

Release this item when the following condition is met:

Condition Type
Group Enrolment

Condition Details

Group
-- Select Group --
-- Select Group --
Carli's Student Groups
Group 1
Group 2
Group 3
Dasha's Student Groups
Group 2
Group 3

Create Cancel

7. Finish setting up your Assignment and click **Save and Close**.

< Back to Manage Assignments

Name *
Assignment 4

Score Out Of
Ungraded

Due Date
M/D/YYYY

Instructions

Record Audio Record Video

Availability Dates & Conditions

Start Date
M/D/YYYY

End Date
M/D/YYYY

Release Conditions

To view this item, users must satisfy

Member of at least one group in group category: Carli's Student Groups

Add Release Condition

Special Access

Special Access allows assignments to be available to only a select group of users or

Save and Close Cancel Visibility

