



## Creating Groups in D2L – D2L Tutorial

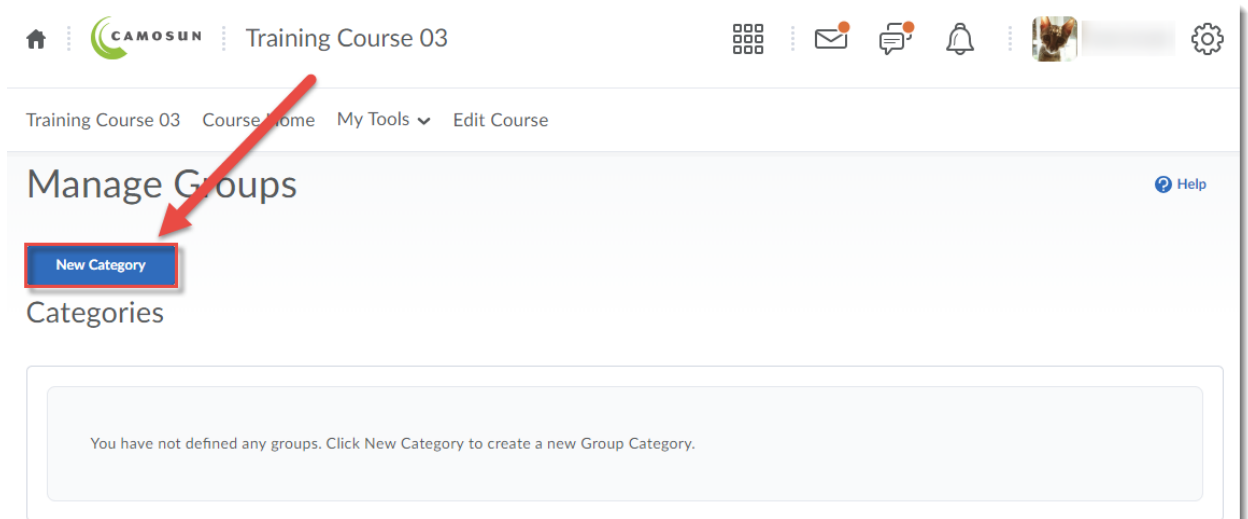
This tutorial is designed for faculty who have previous experience using the various tools in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

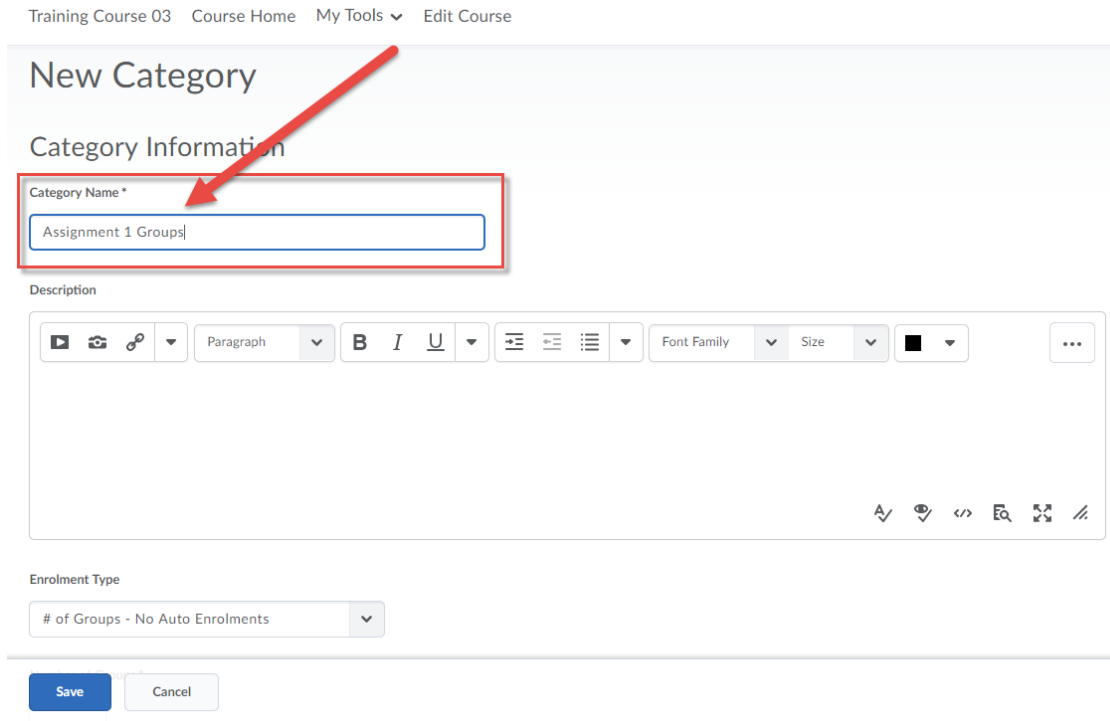
This tutorial will cover the steps involved when you want to put your students into groups in D2L. Using Groups means that you can release tools, activities, and content to specific groups of students, for example, Assignment folders which would be accessible only by a group of students, or modules of content which only specific groups of students can view.

### Steps

1. Go to the **Groups** tool in your course. If you don't see **Groups** in your **My Tools** drop-down, you can find it by going to **Edit Course**.
2. Click **New Category**. A **Category** will contain the groups you will put your students into. For example, *Assignment 1 Groups* might be your Category, then you will have several Groups within that category into which you will enrol students.



3. Give your Category a **Category Name** (e.g., *Assignment 1 Groups*).



Training Course 03 Course Home My Tools Edit Course

## New Category

### Category Information

Category Name \*

Assignment 1 Groups

Description

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Enrolment Type

# of Groups - No Auto Enrolments

Save Cancel

4. Scroll down and select your **Enrolment Type**. Here are the choices:
- # of Groups – No Auto Enrolments** – Use this when YOU want to enrol students into specific groups yourself
  - Groups of #** - Use when you know how many students you want in each group, but you want D2L to automatically enrol them
  - # of Groups** - Use when you know how many groups you want, but you want D2L to automatically enrol students into them
  - Groups of # - Self Enrolment** – Use when you know how many students you want in each group, but you want students to self-select which group they want to be in. (Self-enrolment can also be given an Expiry Date, after which remaining students will be auto-enrolled into empty group spaces),
  - # of Groups – Self Enrolment** – Use when you know how many groups you want, but you want students to self-select which group they want to be in.
  - # of Groups, Capacity of # - Self Enrolment** – Use when you know how many groups you want AND how many students you want in each group, but you want students to self-select which group they want to be in. For example, you could use this group type to have a number of Topics (one Group per Topic) and have students self-enrol to work on a specific Topic (while limiting how many students can sign up for each topic.)
  - Single user, member-specific groups** – Use when you want to create groups of ONE (this is great if you want to provide students with Discussion forum space for personal journaling – so they can post journal entries that only you can see).



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Fill in the required boxes for whichever enrolment type you chose (e.g., **Number of Groups**, **Number of Users**), then select which tools/workspaces you would like to automatically create as you create your groups (note that you can connect tools/activities/content to groups AFTER you have created them as well). Then click **Save**.

The screenshot shows a form with two main sections. The first section, titled 'Enrolment Type', contains a dropdown menu currently set to '# of Groups - No Auto Enrolments'. Below this is a list of options: '# of Groups - No Auto Enrolments', 'Groups of #', '# of Groups', 'Groups of # - Self Enrolment', '# of Groups - Self Enrolment', '# of Groups, Capacity of # - Self Enrolment', and 'Single user, member-specific groups'. The second section, titled 'Additional Options', has a 'Collapse additional options' link. It contains three checkboxes: 'Set up discussion areas' (unchecked), 'Set up lockers' (unchecked), and 'Set up assignments' (checked). Below these is a 'File submission' dropdown. At the bottom are 'Save' and 'Cancel' buttons. Red arrows point to the dropdown in the first section, the 'Set up assignments' checkbox in the second section, and the 'Save' button.

5. Follow the instructions for creating the additional tools (Discussion, Locker, Assignments) if you have selected them, clicking **Create and Next** as you go. When you are finished, click **Done**.

The screenshot shows a 'Workspace Summary' page. At the top, there are links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. The main heading is 'Workspace Summary'. Below it, there is a checkmark icon followed by the text '0 Discussion forums created' and '1 Forum topics created'. At the bottom is a 'Done' button. A red arrow points to the 'Done' button.



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6. Finally, click **Save**.

Category Name \*

Assignment 1 Groups

Description

Paragraph

B I U

Category Setup

Enrolment Type

# of Groups - No Auto Enrolments

Number of Groups

3

Restrict Enrolments To \*

No restrictions

Group Prefix

Save Cancel

## Things to Remember

Note that if you have created self-enrolment groups, you will not be able to use **View as Student** to see what this looks like to your students – you need to be a registered student in the course to see how the process works. However, we have created a handout for students on *Self Enrolling into Groups* that you can look at or point students to.

See the Tutorial *Enrolling Students into Groups* to see how to add students to **No Auto Enrolments** groups.



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