



## Enrolling Students into Groups in D2L – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the **Groups** tool 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 have created a **No Auto Enrolments** group Category and are now ready to add students to the groups.

### 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. Select the group Category you want to enrol students into by clicking the **View Categories** drop-down and selecting the appropriate category.

Training Course 03 Course Home My Tools ▾ Edit Course

### Manage Groups

[New Category](#)

#### Categories

View Categories

Assignment 1 Groups

Assignment 1 Groups

Email Delete

<input type="checkbox"/>	Groups	Members	Dropbox	Discussions	Locker
<input type="checkbox"/>	Assignment 1 Groups (3) ▾				
<input type="checkbox"/>	Group 1	0		Assignment 1 G...	
<input type="checkbox"/>	Group 2	0		Assignment 1 G...	
<input type="checkbox"/>	Group 3	0		Assignment 1 G...	



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

3. Click the down arrow next to the title of the Category in the Groups table and select **Enrol Users**.

Training Course 03 Course Home My Tools ▾ Edit Course

## Manage Groups

[New Category](#)

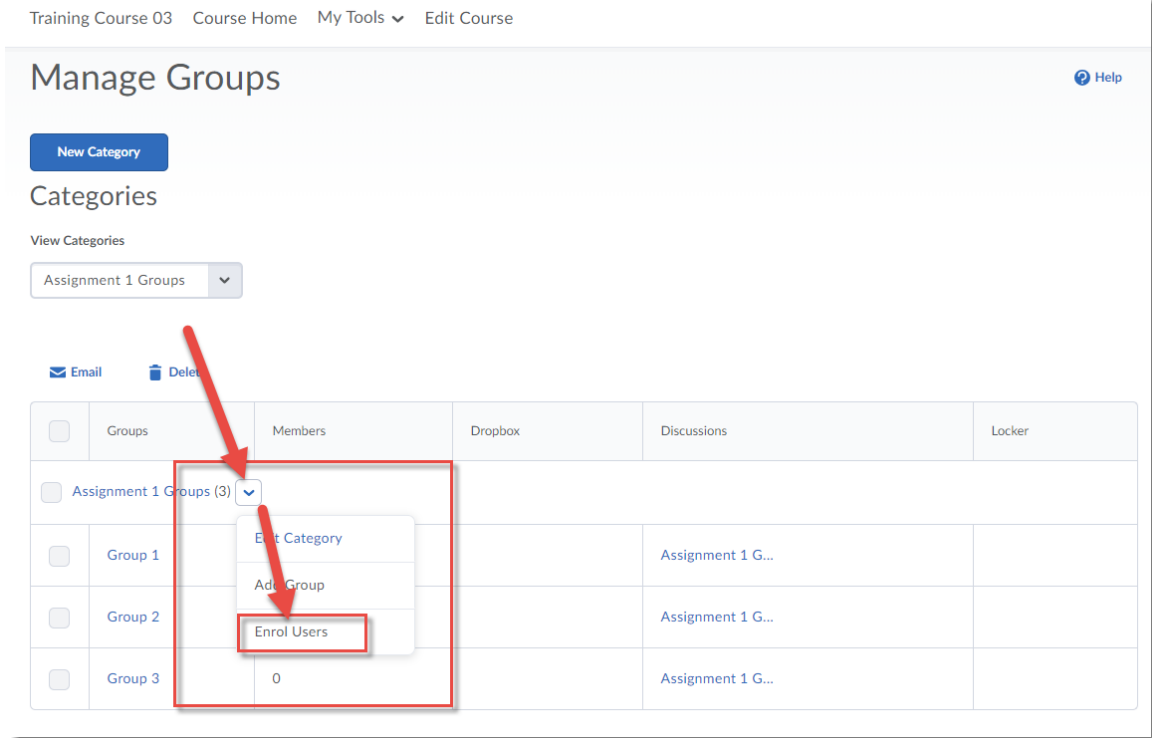
### Categories

View Categories

Assignment 1 Groups ▾

Email Delete

<input type="checkbox"/>	Groups	Members	Dropbox	Discussions	Locker
<input type="checkbox"/>	Assignment 1 Groups (3) ▾				
<input type="checkbox"/>	Group 1			Assignment 1 G...	
<input type="checkbox"/>	Group 2			Assignment 1 G...	
<input type="checkbox"/>	Group 3	0		Assignment 1 G...	



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

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

Enrolments

Category

Assignment 1 Groups

Display

All Groups

Group 1

Group 2

Group 3

Show Search Options

	Group 1 Users: 1	Group 2 Users: 2	Group 3 Users: 1
Training01 Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training02 Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training03 Student	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training04 Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

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

Manage Groups

New Category

Categories

View Categories

Assignment 1 Groups

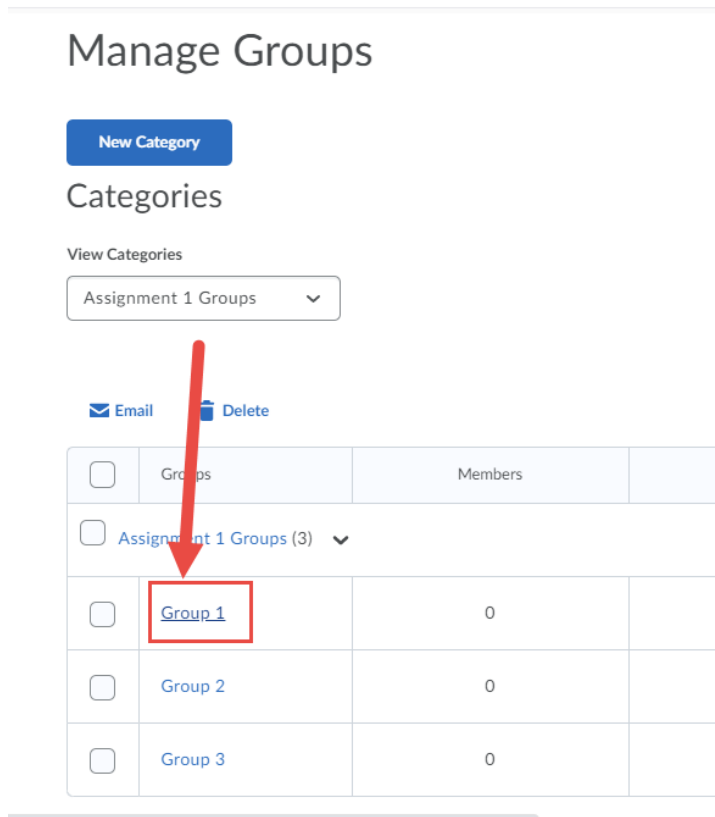
Email Delete

	Groups	Members	Dr
<input type="checkbox"/>	Assignment 1 Groups (3)		
<input type="checkbox"/>	Group 1	1	
<input type="checkbox"/>	Group 2	2	
<input type="checkbox"/>	Group 3	1	

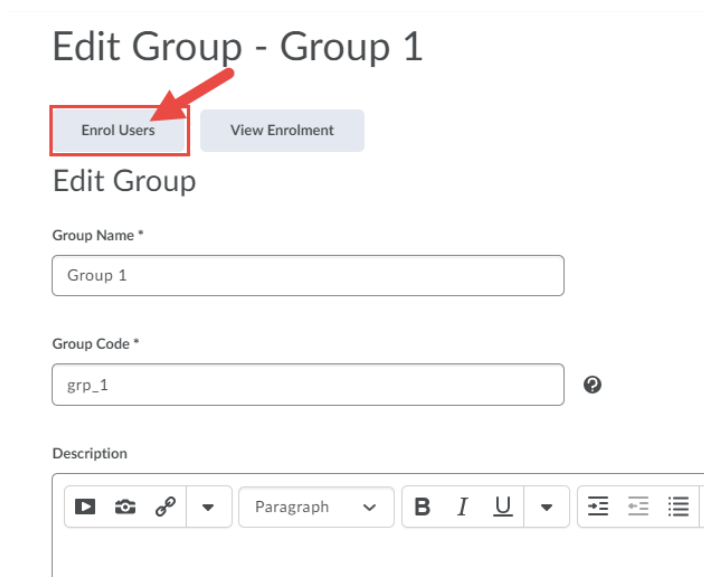


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounsproject.com/).

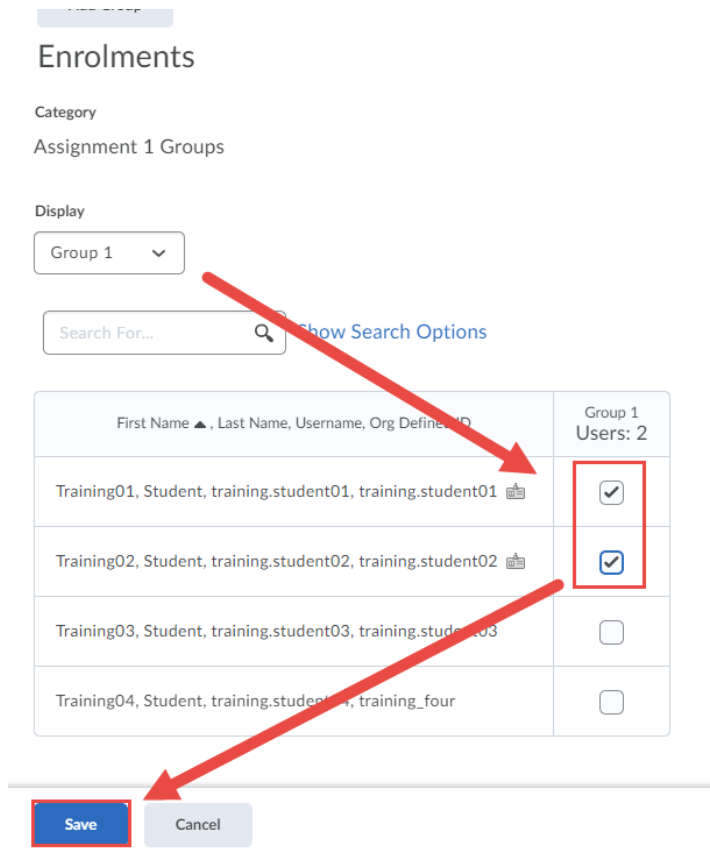
6. You can also add members to an individual Group within a Category. To do this, click on the title of the Group.



7. Click **Enrol Users**.



8. Select the students you want in the Group from the list and click **Save**.



The screenshot shows the 'Enrolments' page for 'Assignment 1 Groups'. It includes a 'Display' dropdown set to 'Group 1', a search bar, and a table of students. The table has columns for 'First Name', 'Last Name', 'Username', 'Org Defined ID', and a checkbox. The first two rows are checked. At the bottom, there are 'Save' and 'Cancel' buttons.

First Name ▲, Last Name, Username, Org Defined ID	Group 1 Users: 2
Training01, Student, training.student01, training.student01	<input checked="" type="checkbox"/>
Training02, Student, training.student02, training.student02	<input checked="" type="checkbox"/>
Training03, Student, training.student03, training.student03	<input type="checkbox"/>
Training04, Student, training.student04, training_four	<input type="checkbox"/>

## Things to Remember

This is the same process you will use if/when you need to move students around in groups, for example, if D2L has automatically enrolled students into groups, but you need to move some of them from one group to another.

Also note that once you connect a group to a tool or activity, you don't need to re-connect it after adding or moving students around in **Groups**. Just make sure to let your students know if you are moving them from one group to another.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun](https://nounsproject.com/) Project.