



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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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.

The screenshot shows the D2L interface for 'Training Course 03'. The breadcrumb trail is 'Training Course 03 > Course Home > My Tools > Edit Course'. The main heading is 'Manage Groups' with a 'Help' link. A red arrow points to a blue button labeled 'New Category'. Below the button is a section titled 'Categories' with a message: 'You have not defined any groups. Click New Category to create a new Group Category.'



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

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).



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/).

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**.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

Set up lockers ?

Set up assignments ?

File submission

Save Cancel

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**.

Training Course 03 Course Home My Tools Edit Course

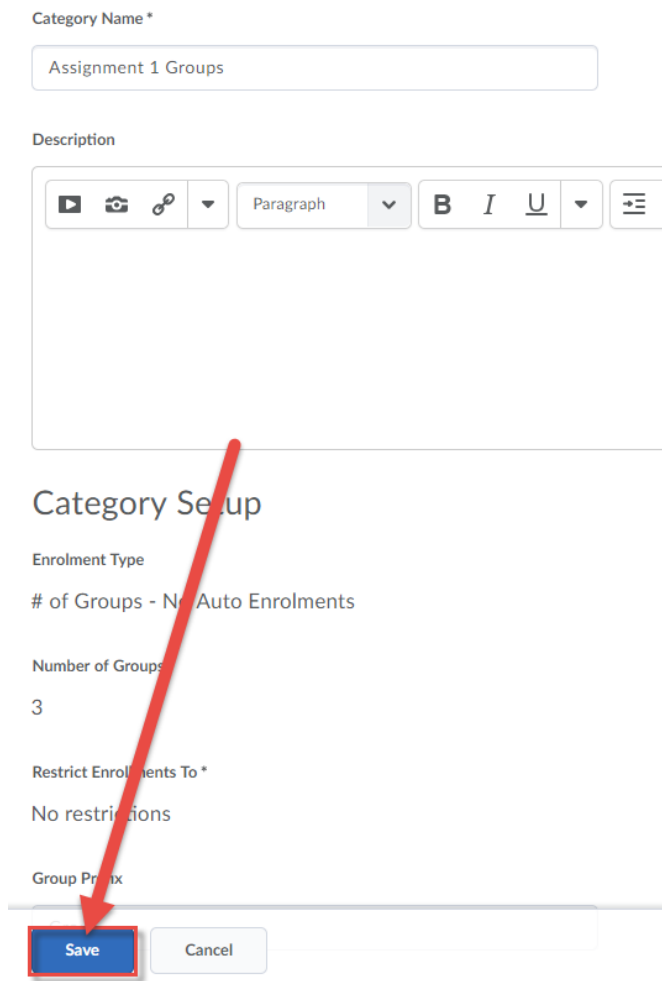
Workspace Summary

✓ 0 Discussion forums created
1 Forum topics created

Done



6. Finally, click **Save**.



The screenshot shows a 'Category Setup' form. At the top, there is a 'Category Name *' field containing 'Assignment 1 Groups'. Below it is a 'Description' field with a rich text editor toolbar showing options for video, image, link, paragraph, bold, italic, underline, and list. The 'Category Setup' section includes 'Enrolment Type' set to '# of Groups - No Auto Enrolments', 'Number of Groups' set to '3', 'Restrict Enrolments To *' set to 'No restrictions', and 'Group Prefix' which is empty. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points from the 'Save' button back up to the 'Category Name' field.

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.



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/).