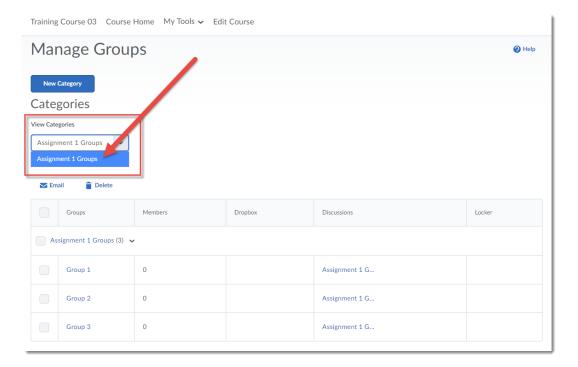# Enrolling Students into Groups in D2L – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the **Groups** tool in D2L. For further information 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 have created a **No Auto Enrolments** group Category and are now ready to add students to the groups.
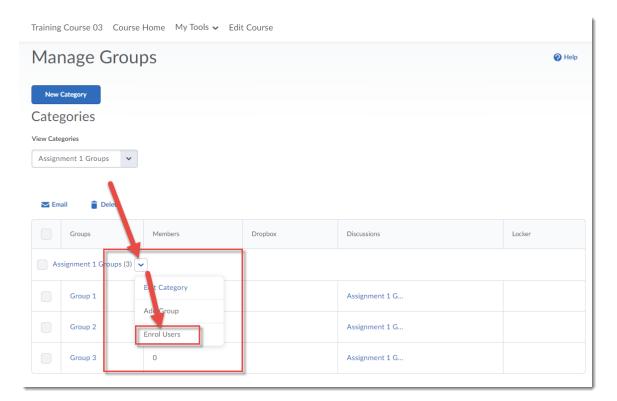
Steps

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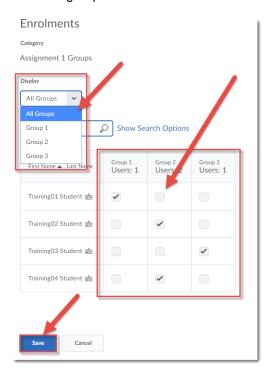
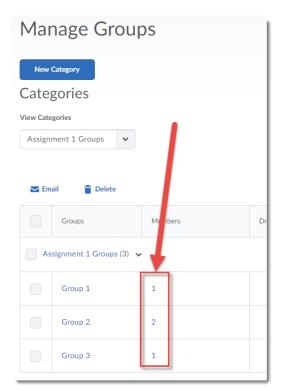3. Click the down arrow next to the title of the Category in the Groups table and select **Enrol Users**.

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.
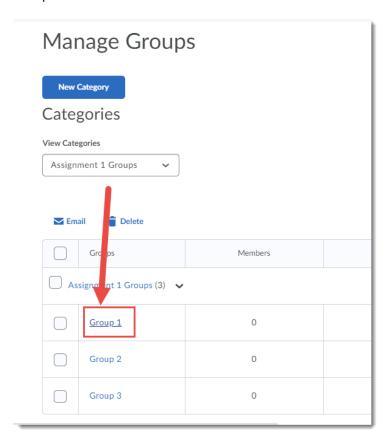
Enrolments

Category

Assignment 1 Groups

Display

All Groups	⌄
All Groups	
Group 1	🔍 Show Search Options
Group 2	
Group 3	

First Name ▲ , Last Name	Group 1 Users: 1	Group 2 Users: 2	Group 3 Users: 1
Training01 Student	✔	☐	☐
Training02 Student	☐	✔	☐
Training03 Student	☐	☐	✔
Training04 Student	☐	✔	☐

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
☐	Assignment 1 Groups (3) ⌄		
☐	Group 1	1	
☐	Group 2	2	
☐	Group 3	1	

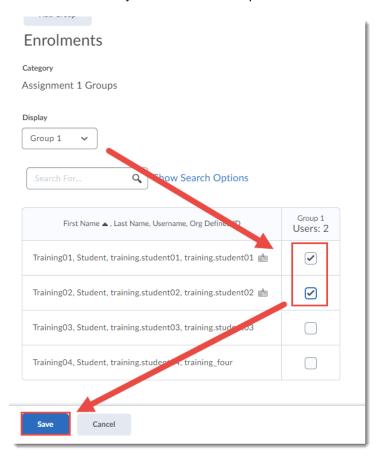6. You can also add members to an individual Group within a Category. To do this, click on the title of the Group.

7. Click **Enrol Users**.

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

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.