



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.

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...	



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

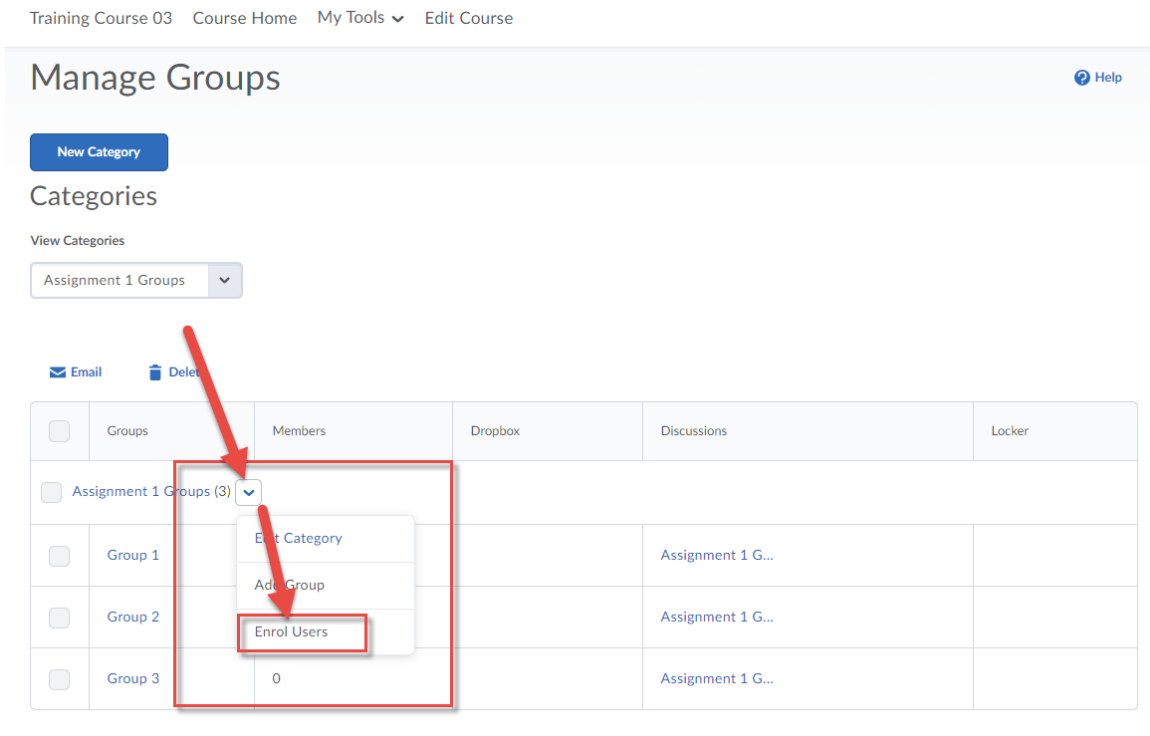
Categories

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...	



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



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

The screenshot shows the 'Manage Groups' page. At the top, there is a 'New Category' button. Below it, the 'Categories' section has a 'View Categories' dropdown menu set to 'Assignment 1 Groups'. There are 'Email' and 'Delete' icons. A table lists groups under the 'Assignment 1 Groups (3)' category. The first row, 'Group 1', is highlighted with a red box, and a red arrow points to its title. The table has columns for 'Groups', 'Members', and an empty column.

<input type="checkbox"/>	Groups	Members	
<input type="checkbox"/>	Assignment 1 Groups (3) ▾		
<input type="checkbox"/>	Group 1	0	
<input type="checkbox"/>	Group 2	0	
<input type="checkbox"/>	Group 3	0	

- Click **Enrol Users**.

The screenshot shows the 'Edit Group - Group 1' page. At the top, there are 'Enrol Users' and 'View Enrolment' buttons. The 'Enrol Users' button is highlighted with a red box, and a red arrow points to it. Below the buttons, there is an 'Edit Group' section with form fields for 'Group Name *' (containing 'Group 1'), 'Group Code *' (containing 'grp_1'), and 'Description'. The 'Description' field has a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, and list.



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'. The 'Display' dropdown is set to 'Group 1'. A search bar is present with a 'Show Search Options' link. Below is a table of students with checkboxes for selection. The 'Save' button is highlighted in blue.

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"/>

Buttons: Save, Cancel

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.

