

# Create Groups

Last Modified on 09/03/2021 1:50 pm CDT

You can create group work areas for students with the Manage Groups tool and use groups to organize students' work on projects and assignments.

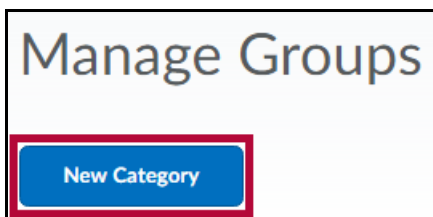
Students can belong to multiple groups within the same course. For example, each student can simultaneously belong to a group for class projects, a group for special interest discussions, and a group for advanced students. Each group can have its own discussion forums and assignment folders. You can grade members of groups individually or as a team.

## Creating a Group Category

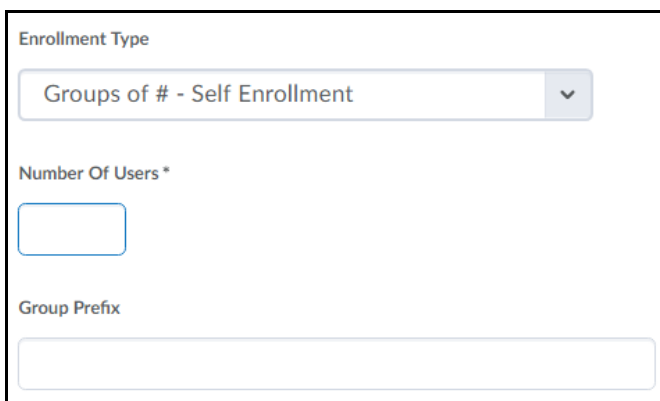
Use categories to organize and manage related groups. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews.

**NOTE:** You must set up a category before you can set up groups.

1. Click **Collaboration** on the navbar and choose **Groups**.
2. On the Manage Groups page, click the **New Category** button.



3. Enter a **Category Name** and **Description**.
4. Select an **Enrollment Type** from the drop-down list.

A screenshot of a form for creating a group category. It contains three fields: 'Enrollment Type' with a dropdown menu showing 'Groups of # - Self Enrollment', 'Number Of Users\*' with an empty input box, and 'Group Prefix' with an empty input box.

5. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create and/or the **Number of Users** per group.
6. Choose Groups Options under Advanced Properties. Depending on your Enrollment Type, you will see different group options.
  - For Number of Groups or Number of Users:
    - Select Auto-Enroll New Users if you want to automatically enroll students to groups.
    - Select Randomize users in Groups if you want to randomly place students in groups. If this option is not chosen, students are placed alphabetically based on the classlist.
  - For Self-Enrollment types:

- Set Self Enrollment Start Date if you want to prevent students from enrolling in a group before a certain date.
- Set Self Enrollment Expiry Date if you want to prevent students from enrolling in a group after a certain date.
- Select the sub option Allocate unenrolled users after Self Enrollment Expiry Date if you want D2L to assign students who are not already assigned a group after the expiry date.

7. Choose your Workspace options under "Additional Options:"

**Additional Options**

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

Set up lockers ?

Set up assignment submission folders ?

- Select **Set Up Discussion Areas** if you want to associate discussion areas with the groups in the category.
- Select **Set Up Assignment Submission Folders** if you want to associate assignments with the groups in the category.

8. Click **Save**.

- If you enabled **Discussion Areas**, you will need to select a forum and chose to either **Create New Topic** (<https://vtac.lonestar.edu/help/a061>) or **Attach to an existing topic**, which you select in the drop-down menu.

**Additional Options**

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

Forum \*

Getting Started [New Forum] ?

Create new topic

Create a new topic to restrict with this group category.

Attach to existing topic

Create a group-restricted thread in an existing topic. This option is only available for

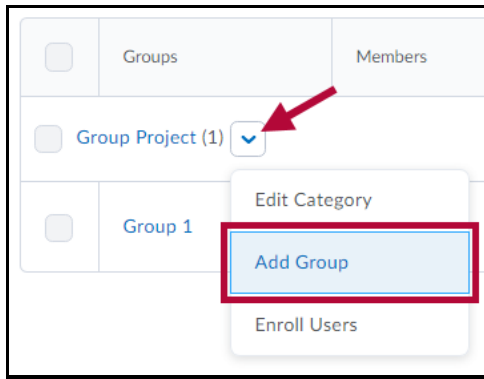
Attach to Topic \*

Why I took this class

- If you enabled **Assignment Submission Folders**, you will need to name the folder (e.g., Group Projects), and make selections such as Grade Item, Instructions, and Originality Report, just as you would with individual submission folders. Click **Create**.
- Click **Done**.

## Creating a group

1. On the Manage Groups page, click **Add Group** from the context menu of the category to create a group in.



2. Enter a **Group Name** if you do not want to use the default name provided.
3. Enter a **Group Code** if you do not want to use the default group code provided.
4. Enter a **Description** for the group.
5. Click the **Save** button.

**Add Group - Group Project** [Close]

**Add Group**

Category  
Group Project

Group Name \*  
Group 2

Group Code \*  
Group\_2

Description  
Paragraph

[Save] [Cancel]