Create Groups

Last Modified on 09/30/2026 11:43 am 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.

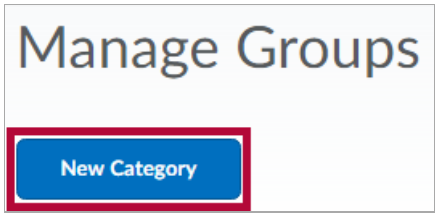
Students can belong to multiple groups within the same course. For example, each student can simultaneously belong to a group for class projects, a group for special interest discussions, and a group for advanced students. Each group can have its own discussion forums and assignment folders. You can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

Creating a Group Category

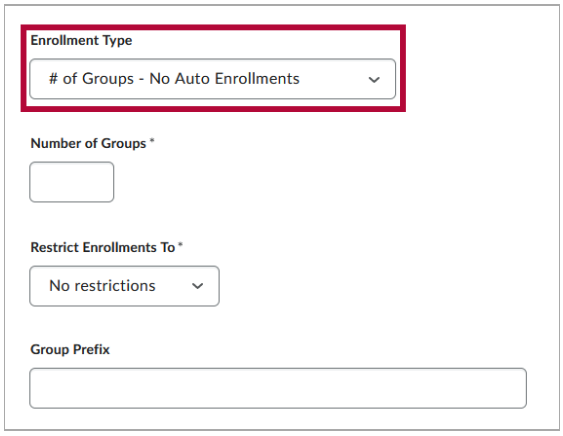
Use categories to organize and manage related groups. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews.

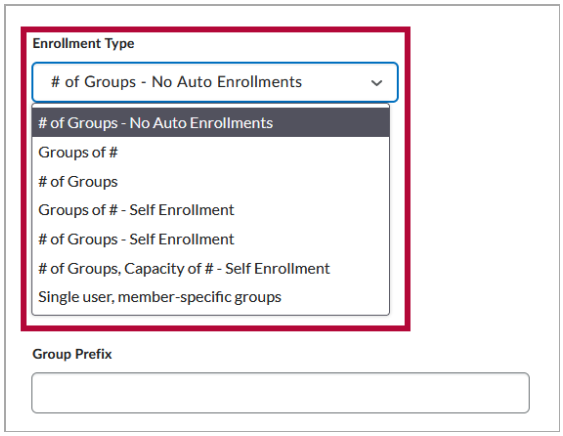
NOTE: You must set up a category before you can set up groups.

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



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





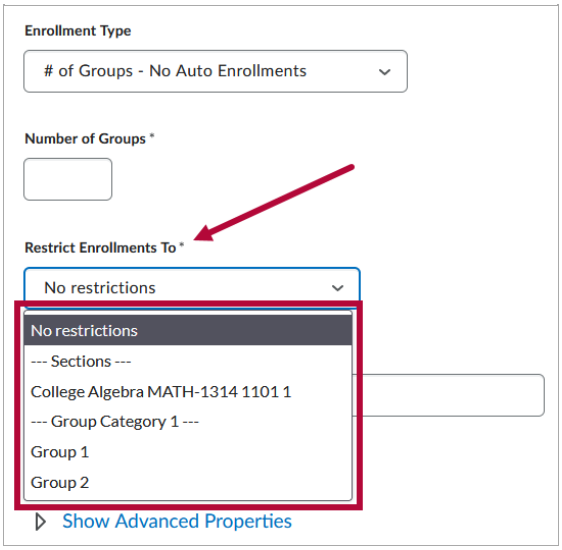
Please refer to the table below for an explanation of the different **Enrollment Types**:

Group Enrollment Options Comparison

	Instructor Manually Enrolls Students	Students Self-Enroll	Automatic Enrollment
Instructor Chooses Number of Groups	# of Groups – No Auto Enrollments	# of Groups – Self Enrollment	# of Groups
Instructor Chooses Number of Students per Group	N/A	Groups of # – Self Enrollment	Groups of #
Instructor Chooses Both	N/A	# of Groups, Capacity of # – Self Enrollment	N/A
Instructor Chooses Neither	N/A	N/A	Single user, member-specific groups

5. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create and/or the **Number of Users** per group.

6. Using the **Restrict Enrollments To** drop-down, you can restrict the category you are creating to only enroll students within a particular **Section** (if you are in a merged course), or within an already existing **Group Category**, if there are any.



7. Under **Advanced Properties** choose **Groups Options**. Depending on your Enrollment Type, you will see different group options.

    - For Auto-Enrollment types (# of Groups and Groups of #):

        - Select **[Auto-Enroll New Users]** to automatically enroll new students who join after the initial group creation in the group with the fewest users.

        - Select **[Randomize users in Groups]** to randomly place students in groups during group creation. If this option is not chosen, students are placed alphabetically based on the Classlist.

    - For Self-Enrollment types:

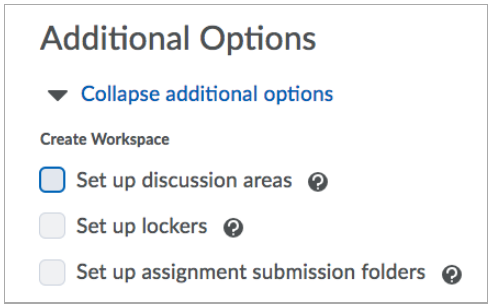
        - Set **[Self Enrollment Start Date]** if you want to prevent students from enrolling in a group before a certain date.

        - Set **[Self Enrollment Expiry Date]** if you want to prevent students from enrolling in a group after a certain date.

        - Select the 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.

    - Some Enrollment types also give the option **[Make category and group descriptions visible to group members]**.

8. Choose your Workspace options under **Additional Options**:

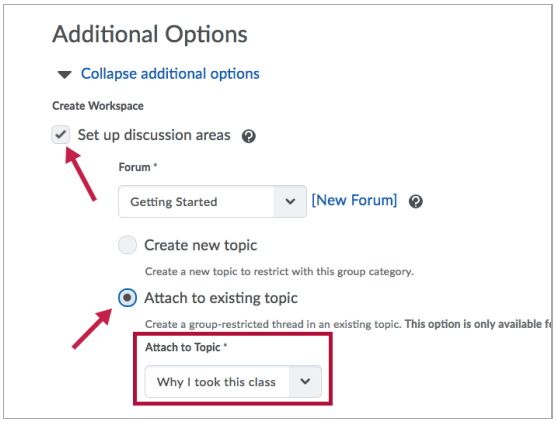


    - Select **[Set Up Discussion Areas]** if you want to associate discussion areas with the groups in the category.

    - Select **[Set Up Assignment Submission Folders]** if you want to associate assignments with the groups in the category.

9. Click **Save**.

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

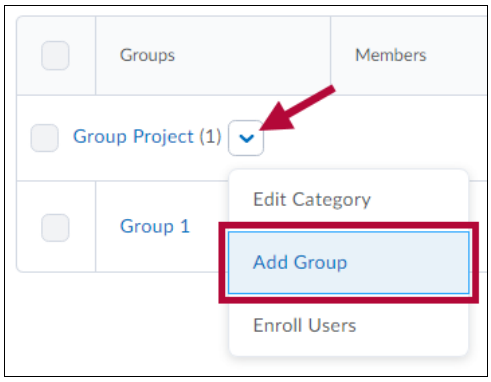


- If you enabled **Assignment Submission Folders**, you will need to name the folder (e.g., Group Projects), and make selections such as Grade Item, Instructions, and Originality Report, just as you would with individual submission folders. Click **Create**.

- 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.



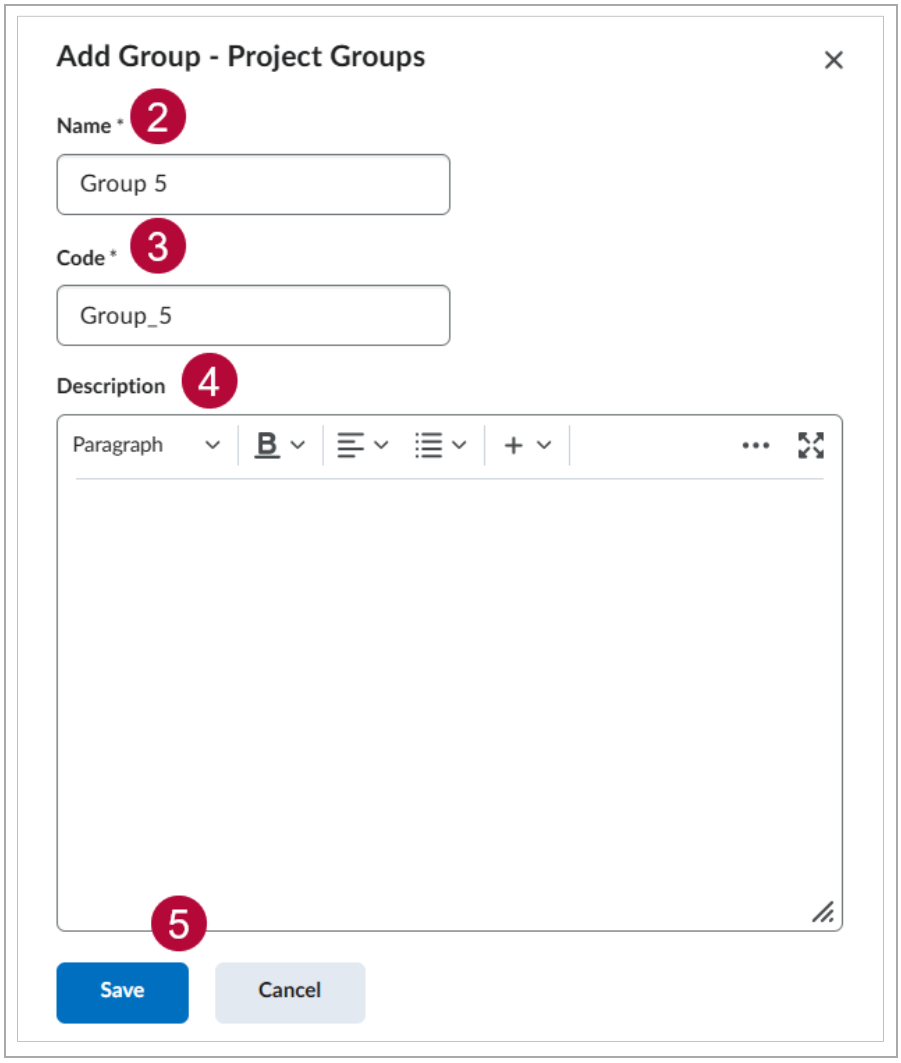
2. Enter a **Group Name** if you do not want to use the default name provided.

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 **[Save]**

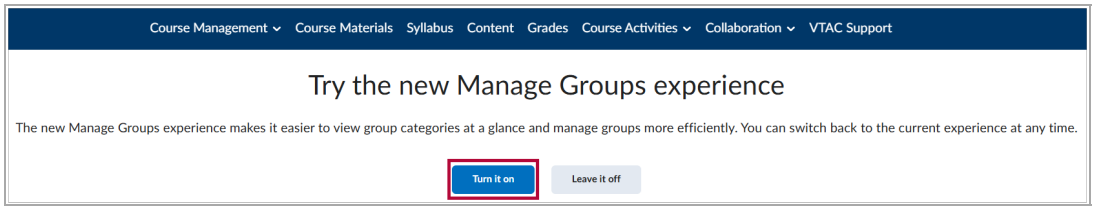
6.



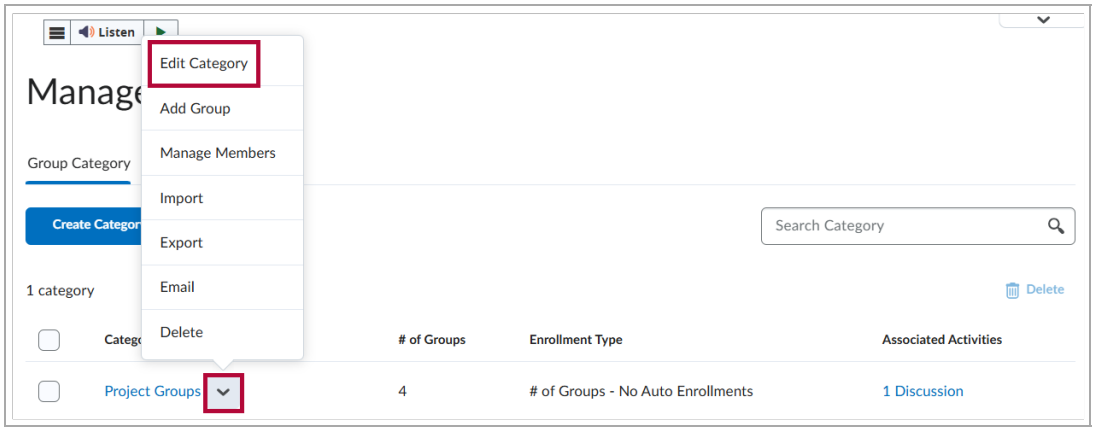
Editing a Group

To improve efficiency when managing large numbers of groups, the **new Manage Groups experience** allows you to bulk edit group names and codes within a category.

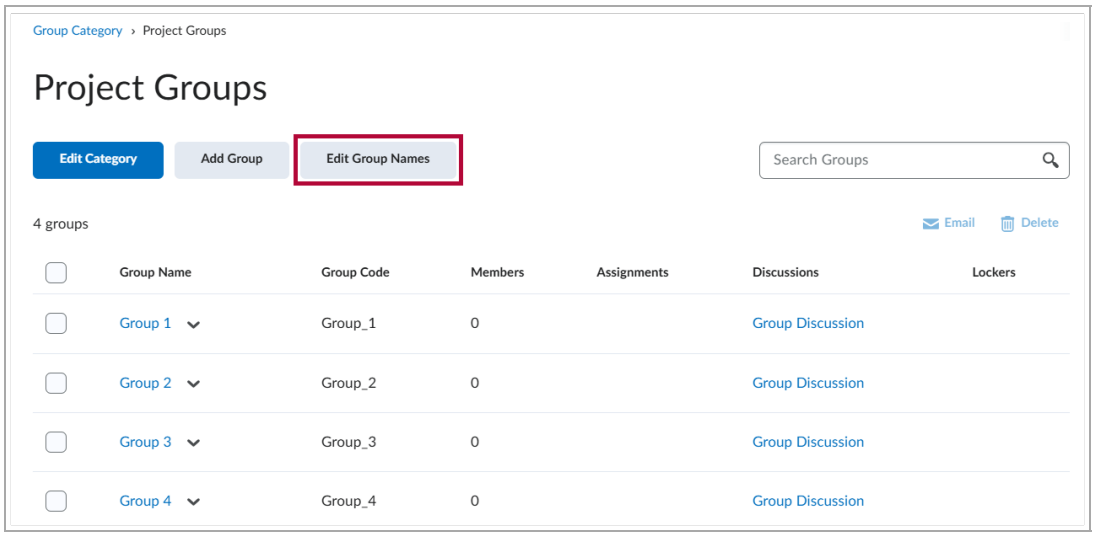
1. Click **[Turn it on]** to switch to the **new Manage Groups experience**.



2. On the Manage Groups page, select the **Group Category** you would like to edit, or select the dropdown arrow and click **[Edit Category]**.



3. On the **Group Category** page, click [**Edit Group Names]** to update the names and codes for one, multiple, or all groups from a single interface.



4. Edit the **Group Name** and **Group Code** as needed. Click **[Save]**.

