

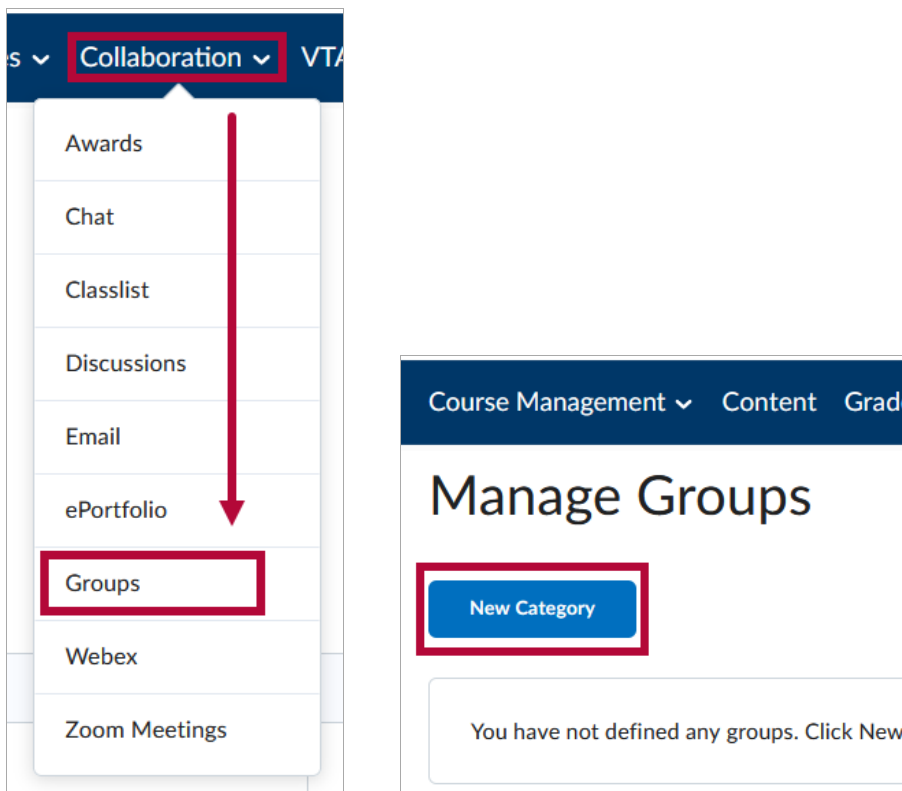
Making Groups for Dual Credit Courses

Last Modified on 09/19/2023 10:02 am CDT

Groups are a useful tool for **Dual Credit** courses. Many dual credit students are in separate class periods at their high school but are placed in a single class section in D2L. By using the Groups tool to create a group for each class period, it is possible to organize and view students by their high school class period.

Creating Groups based on (High School) Class Period

1. **Create a Group Category:** In your course, go to **[Collaboration]**, then click **[Groups]**. Then on the **Manage Groups** page, click **[New Category]**.



2. On the **New Category** page, create a **Category Name**, and a **Description** if desired. For the **Enrollment Type**, choose **[# of Groups - No Auto Enrollments]**. For the **Number of Groups**, choose the number of class periods. When done, click the **[Save]** button.

New Category

Category Information

Category Name *


Description

Paragraph

Enrollment Type

of Groups - No Auto Enrollments

Number of Groups *

NOTE: For further details on creating a Group Category, please refer to the [Create Groups](https://vtac.lonestar.edu/help/create-groups) article.

- Rename/Edit Groups:** You will likely need to make edits to individual groups, including renaming the groups to match each class period. To edit a group, from the **Manage Groups** page, click any **[Group Name]**. This will take you to the **Edit Group** page, where you can edit the **Group Name** and **Group Code**. Click **[Save]** when done.

Manage Groups

[New Category](#)

View Categories

Class Periods

Class Periods (5)

[Email](#) [Delete](#)

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Class Period 1	0
<input type="checkbox"/>	Class Period 2	0

Edit Group - Class Period 1

[Enroll Users](#) [View Enrollment](#)

Edit Group

Group Name *

Class Period 1

Group Code *

Period_1

Description

Paragraph

B *I* U ~~A~~ | | |

[Save](#) [Cancel](#)

4. **Enroll Students in Groups:** On the **Manage Groups** page, click the context menu next to the category and click **[Enroll Users]**. That will take you to the **Enroll Users** page, where you can click the **[checkbox]** next to each student to add them to the appropriate group based on their class period.

Manage Groups

[New Category](#)

View Categories

Class Periods

Class Periods (5)

[Email](#) [Delete](#)

[Edit Category](#)

[Add Group](#)

[Enroll Users](#)

[Delete](#)

[Email](#)

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Class Period 1	0
<input type="checkbox"/>	Class Period 2	0
<input type="checkbox"/>	Class Period 3	0

Enroll Users - Class Periods

[Add Group](#)

Enrollments

Category

Class Periods

Display

All Groups

Search For... [Show Search Options](#)

Last Name ▲, First Name, Username, Org Defined ID	Class Period 1 Users: 3	Class Period 2 Users: 2
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>

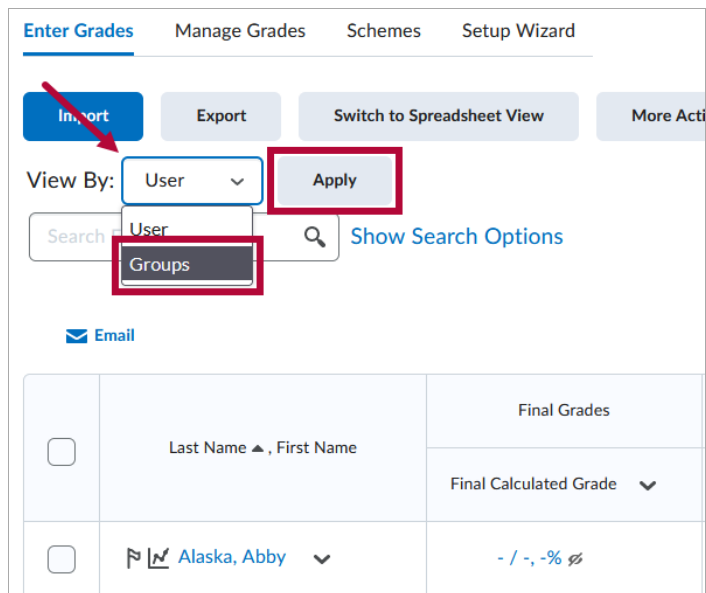
NOTE: For further details on enrolling students in groups, please refer to the [Enroll Students in Groups](https://vtac.lonestar.edu/help/enroll-students-in-groups) (https://vtac.lonestar.edu/help/enroll-students-in-groups) article.

Using Class Period Groups

Once you have created groups for your dual credit students based on their high school class period, and enrolled the students into the groups, you can use these groups to organize students by class period in the **Gradebook**, when viewing **Class Progress**, in the **Classlist**.

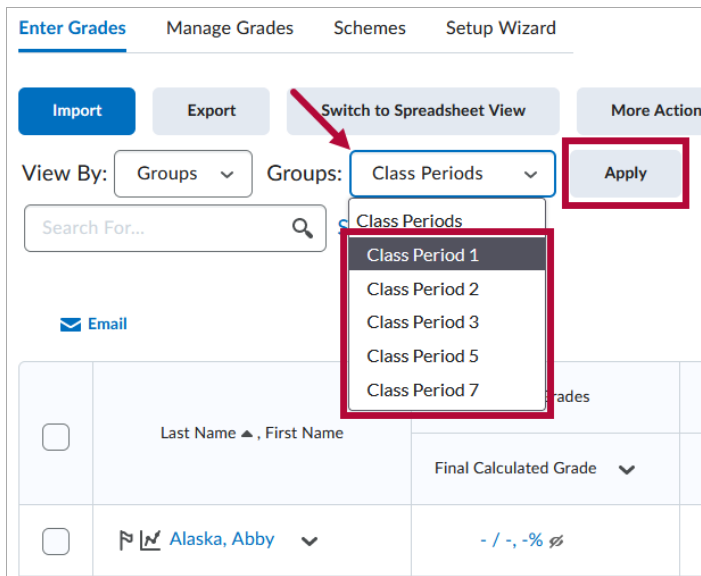
1. View Gradebook by Class Period:

- To view only the **Grades** of the students in a single group in the **Gradebook**, go to the **Enter Grades** tab, and in the **View By** drop-down list, select **[Groups]**, and click the **[Apply]** button.



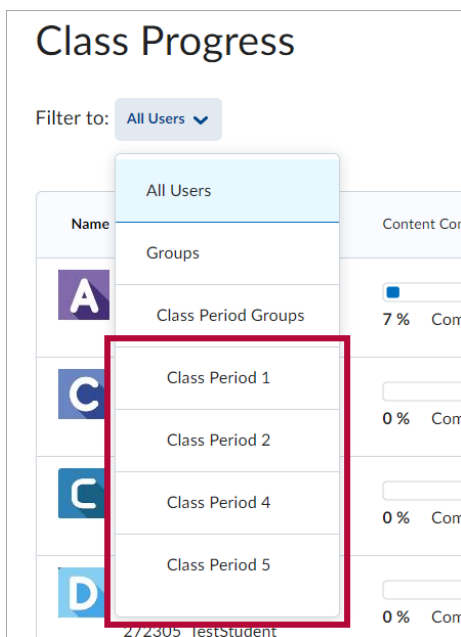
The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. The 'View By' dropdown menu is open, showing 'User' as the current selection and 'Groups' as the selected option. The 'Apply' button is highlighted with a red box. Below the dropdown menu is a search bar with 'User' entered and a 'Show Search Options' link. Below the search bar is an 'Email' button. Below the 'Email' button is a table with columns for 'Last Name ▲, First Name' and 'Final Grades'. The table has one row with a checkbox, 'Alaska, Abby', and '- / -, -% \$'.

- Then in the **Groups** drop-down list, select the **[Group Name]** of the group for which you would like to view grades, then click **[Apply]** again.



2. View Class Progress by Grade Period:

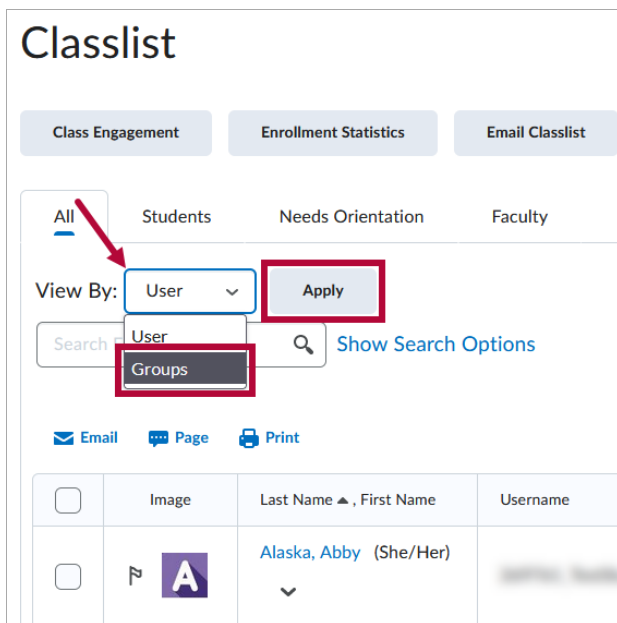
- Go to **Class Progress**, and under the **Filter to:** dropdown, click the **[Group Name]** of the group you wish to view.



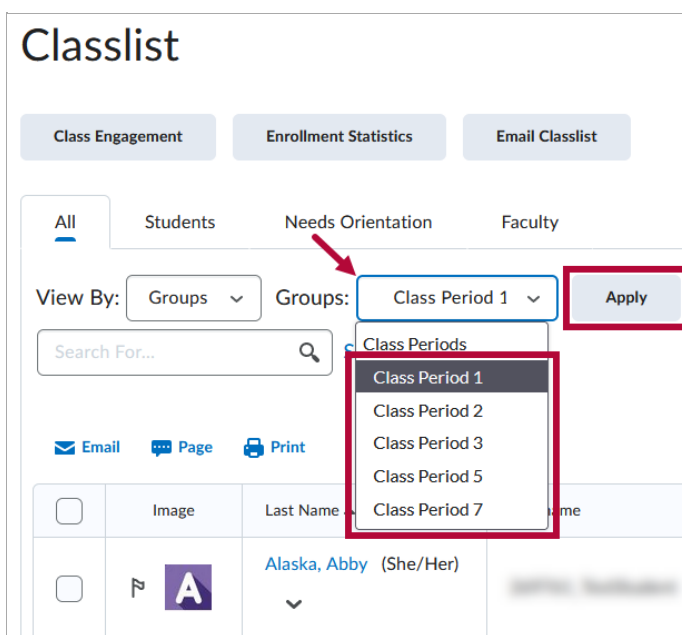
NOTE: For more details on using Class Progress, please refer to [View Class Progress](https://vtac.lonestar.edu/help/a264) (<https://vtac.lonestar.edu/help/a264>).

3. View Classlist by Class Period:

- In the **Classlist**, click the **View By** drop-down list, select **[Groups]**, and click the **[Apply]** button.



- Then in the **Groups** drop-down list, select the [**Group Name**] of the group which you would like to view, then click [**Apply**] again.

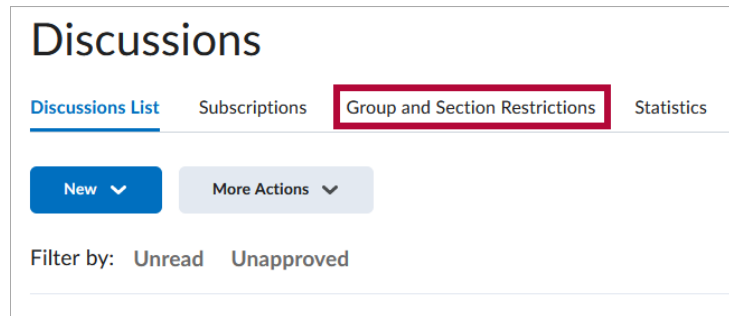
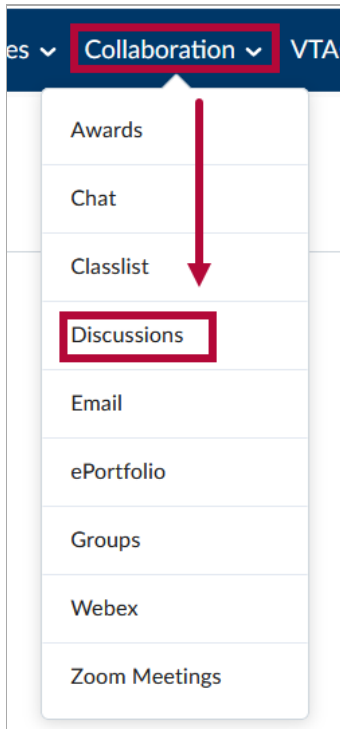


Using Groups with Discussions

You can restrict **Discussion Forums** and **Topics** based on **Groups** so that you can have only one class period or a particular set of class periods participate in one or more Discussion Topics.

NOTE: For information on creating Discussion Forums and Topics, refer to the [Create Discussion Forums and Topics](https://vtac.lonestar.edu/help/a057) article.

1. Navigate in your course to [**Collaboration**], and then [**Discussions**], and then on the **Discussions** page, click the [**Group and Section Restrictions**] tab.



2. On the **Group and Section Restrictions** tab, under **Forum**, select **[All Forums]**. Then click the **[checkbox]** under **Restricted** next to any forums or topics you would like to restrict to a certain group or groups, and then click the **[checkbox]** under the **Group Name** of the group or groups you would like to restrict that forum or topic to. When done click **[Save]**.

