

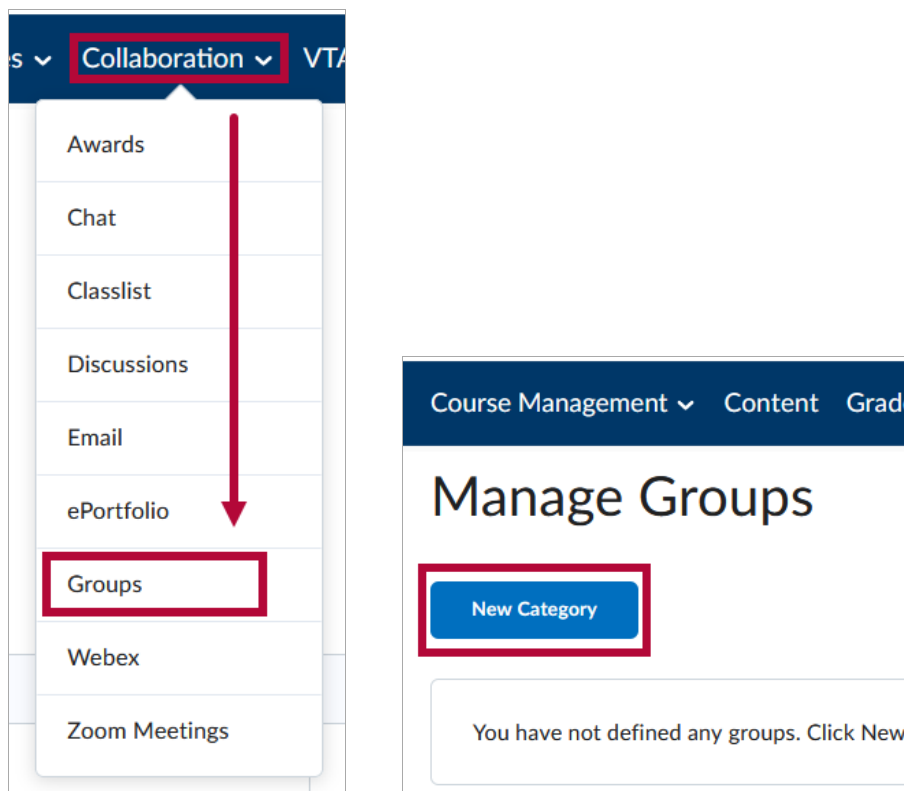
# Making Groups for Dual Credit Courses

Last Modified on 05/22/2025 1:48 pm 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

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"/>

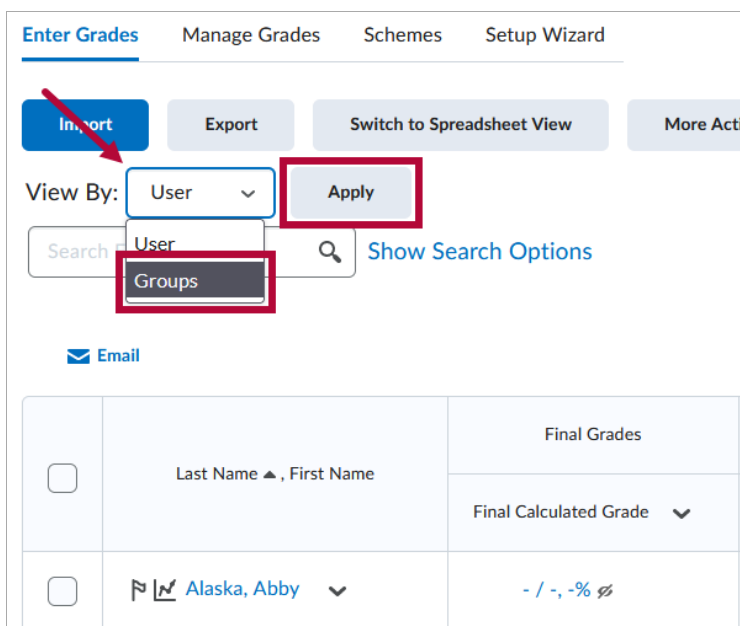
**NOTE:** For further details on enrolling students in groups, please refer to the [Enroll Students in Groups \(https://vtac.lonestar.edu/help/enroll-students-in-groups\)](https://vtac.lonestar.edu/help/enroll-students-in-groups) article.

## 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**.

### View Gradebook by Group

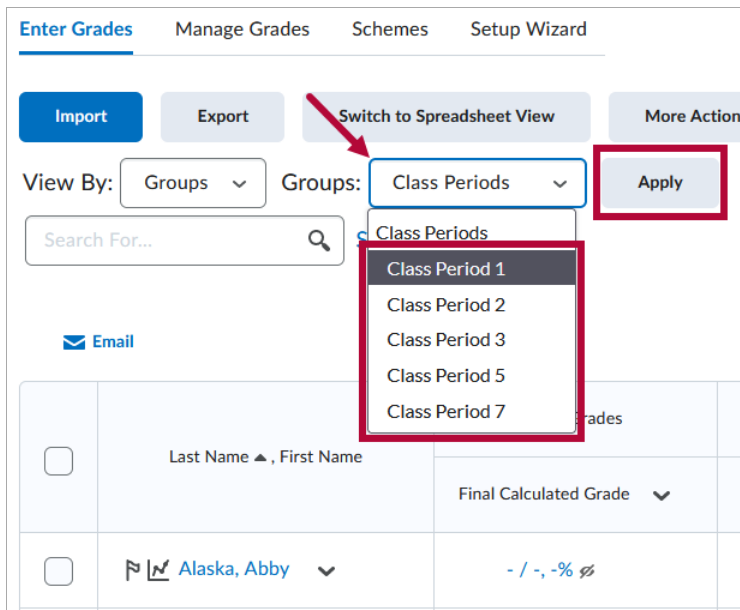
1. To view only the **Grades** of the students in a single group in the **Gradebook**, go to the **Enter Grades** tab, and in the **View By** dropdown list, select **[Groups]**, and click the **[Apply]** button.



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. There is also an 'Email' button. At the bottom, there is a table with columns for 'Last Name ▲, First Name' and 'Final Grades'. The table contains one row with the name 'Alaska, Abby' and a grade of '- / -, -%'.

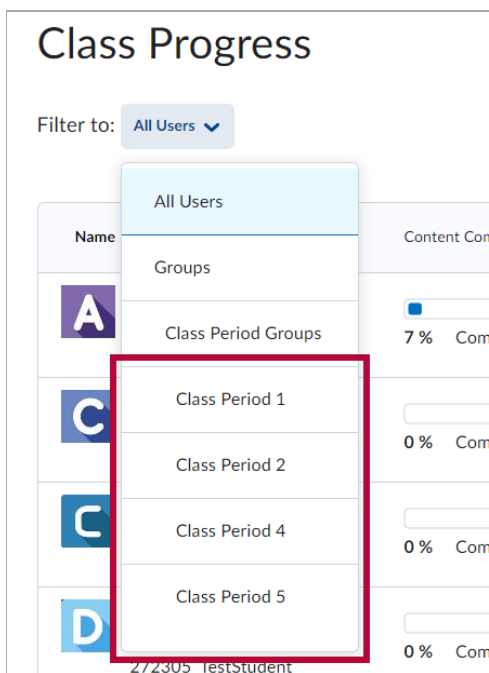
	Last Name ▲, First Name	Final Grades
<input type="checkbox"/>	Alaska, Abby ▼	- / -, -% ⚙

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



## View Class Progress by Group

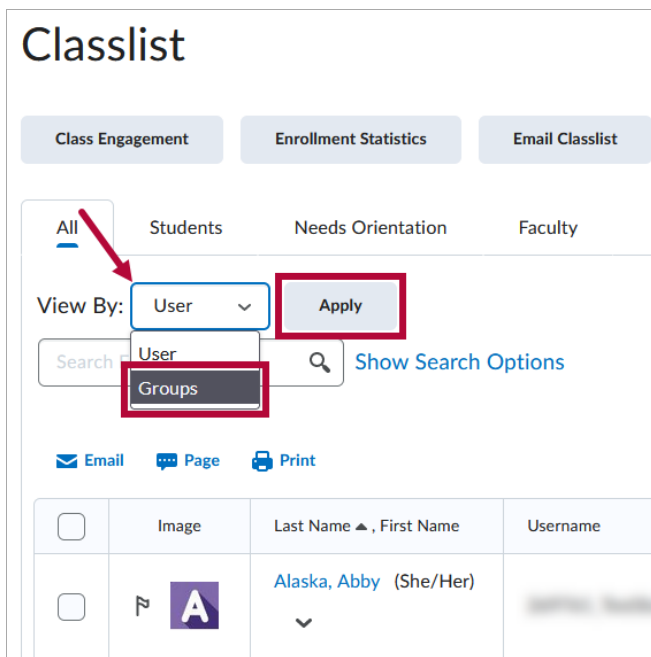
Go to **Class Progress**, and under the **Filter to:** dropdown, click the [**Group Name**] of the group you wish to view.



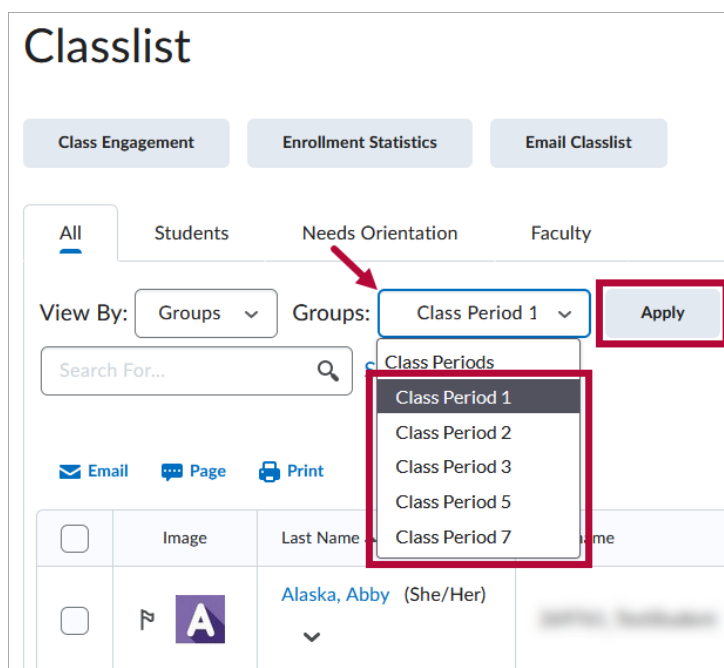
**NOTE:** For more details on using Class Progress, please refer to [View Class Progress \(https://vtac.lonestar.edu/help/view-class-progress\)](https://vtac.lonestar.edu/help/view-class-progress).

## View Classlist by Group

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



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



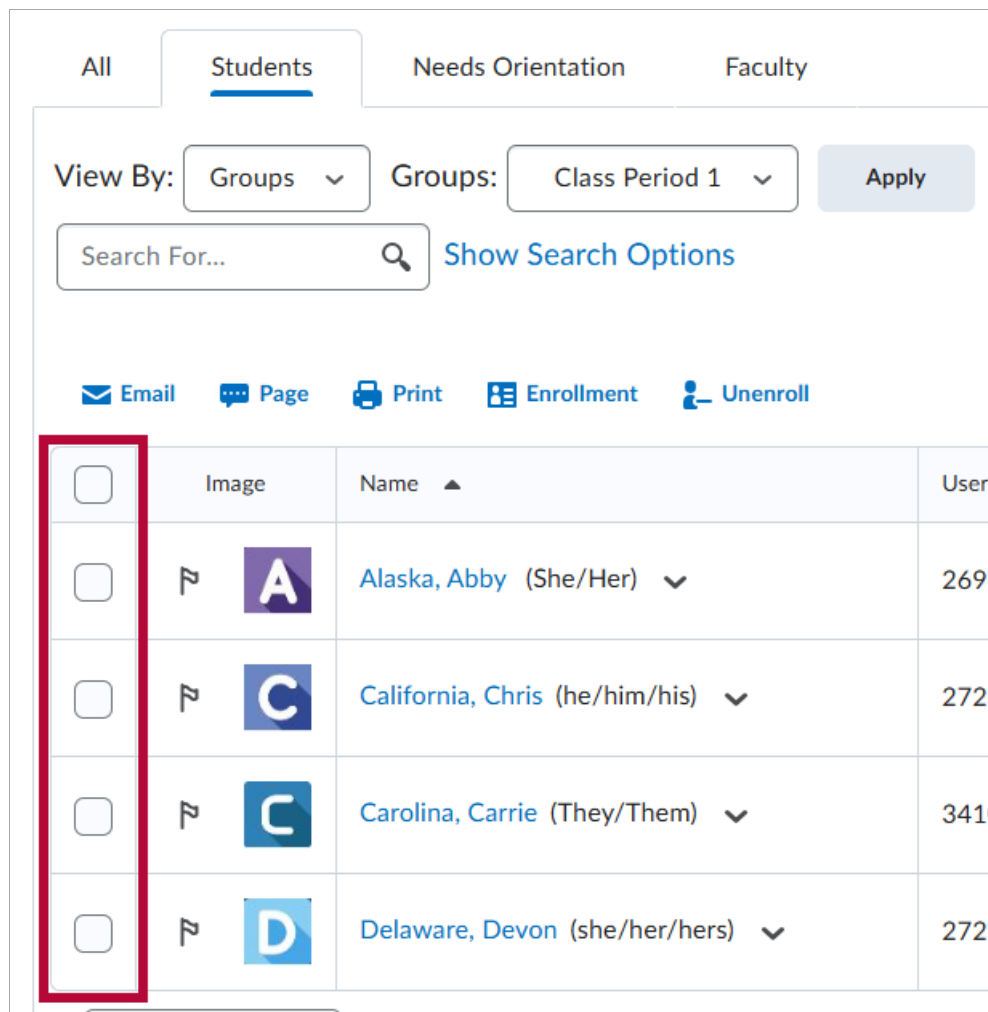
3. Now your **Classlist** will only show the students in the desired **Class Period** group.

## Sending Emails by Group via the Classlist





Once you have selected a class period group in the **Classlist**, you can send emails to that group only. You can either email select students in the group, or you can email the entire group at once.

### To Email Select Students

1. Click the **[Student Checkboxes]** for the students you wish to email.



The screenshot shows a web interface for managing students. At the top, there are tabs for 'All', 'Students' (which is selected), 'Needs Orientation', and 'Faculty'. Below the tabs, there are filters for 'View By: Groups' and 'Groups: Class Period 1', with an 'Apply' button. A search bar is present with the text 'Search For...' and a magnifying glass icon, followed by a link for 'Show Search Options'. Below the search bar, there are icons for 'Email', 'Page', 'Print', 'Enrollment', and 'Unenroll'. The main part of the interface is a table with columns for 'Image', 'Name', and 'User'. The first column contains checkboxes, which are highlighted by a red rectangular box. The table lists four students: Alaska, Abby (She/Her), California, Chris (he/him/his), Carolina, Carrie (They/Them), and Delaware, Devon (she/her/hers).

<input type="checkbox"/>	Image	Name ▲	User
<input type="checkbox"/>		Alaska, Abby (She/Her) ▼	269
<input type="checkbox"/>		California, Chris (he/him/his) ▼	272
<input type="checkbox"/>		Carolina, Carrie (They/Them) ▼	341
<input type="checkbox"/>		Delaware, Devon (she/her/hers) ▼	272



2. Once you have selected the students you wish to email, click **[Email]**.

All **Students** Needs Orientation Faculty

View By: Groups ▾ Groups: Class Period : ▾ Apply

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

**Email** Page Print Enrollment Unenroll

<input type="checkbox"/>	Image	Name ▲	Use
<input checked="" type="checkbox"/>		Alaska, Abby (She/Her) ▾	26'
<input checked="" type="checkbox"/>		California, Chris (he/him/his) ▾	27'

- This will open the **Compose New Message** window with the selected recipients inserted into the **[Bcc]** field. For further instructions on sending emails using the **Compose New Message** window, refer to the [Send Emails to Students](https://vtac.lonestar.edu/help/send-email-to-students-in-d2l) (<https://vtac.lonestar.edu/help/send-email-to-students-in-d2l>) article.

## Compose New Message

Send Address Book

To

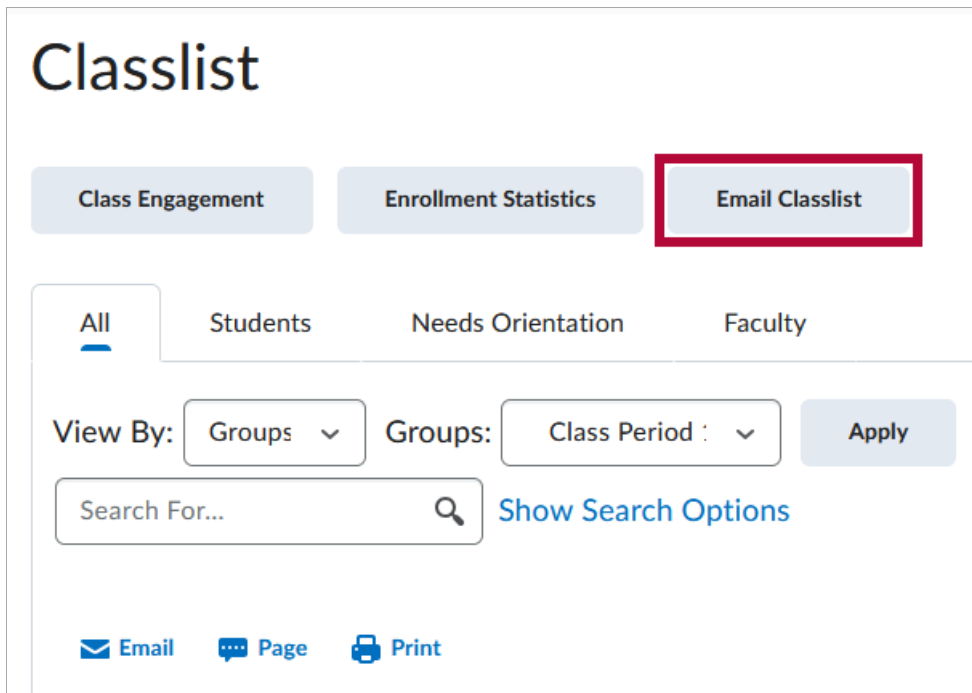
Cc

Bcc

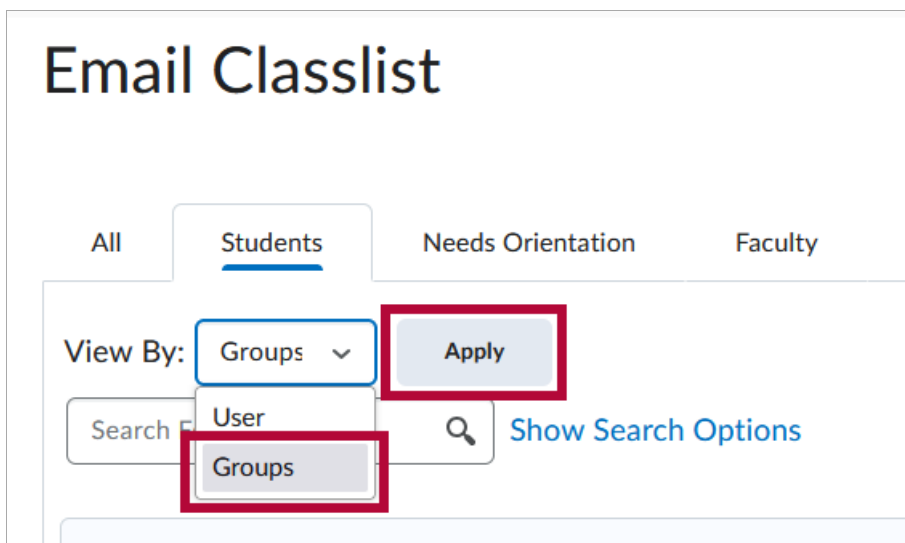
### To Email the Entire Group

- From the **Classlist**, click **[Email Classlist]**.

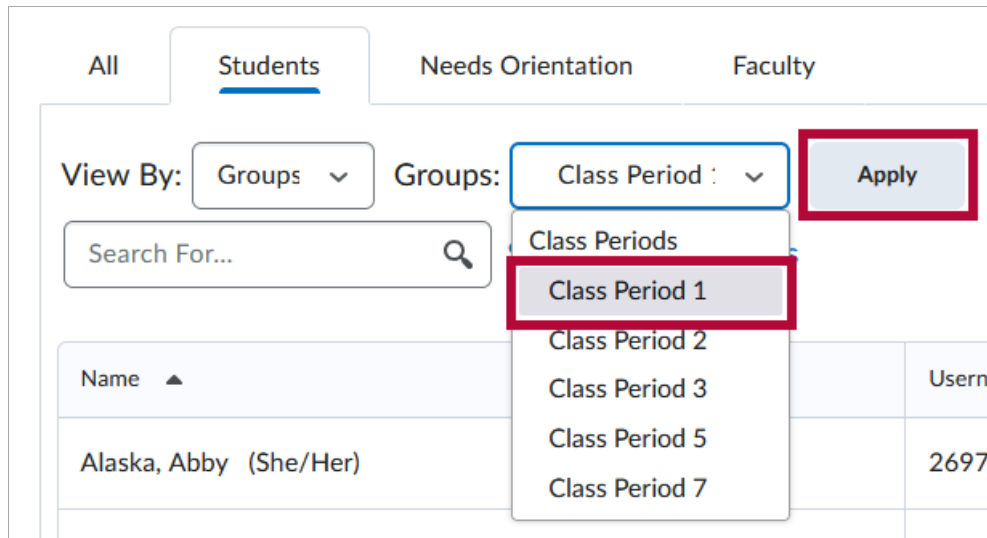




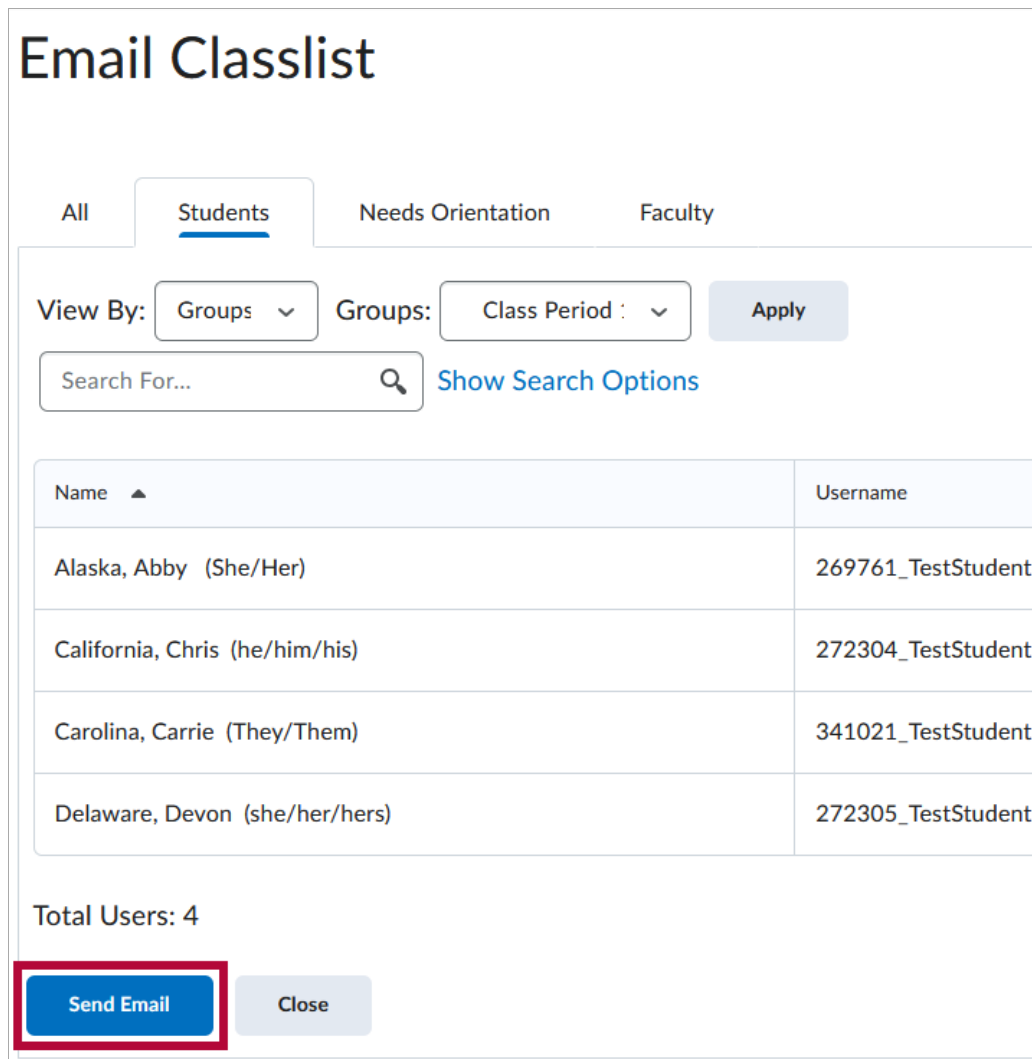
2. On the **Email Classlist** screen, click the **View By** drop-down list, select **[Groups]**, and click the **[Apply]** button.



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



4. Once you have selected the desired group, click **[Send Email]**.



5. This will open the **Compose New Message** window with the emails of all students in the group inserted into the **[Bcc]** field. For further instructions on sending emails using the **Compose New Message** window, see our [Send Emails to Students](#)

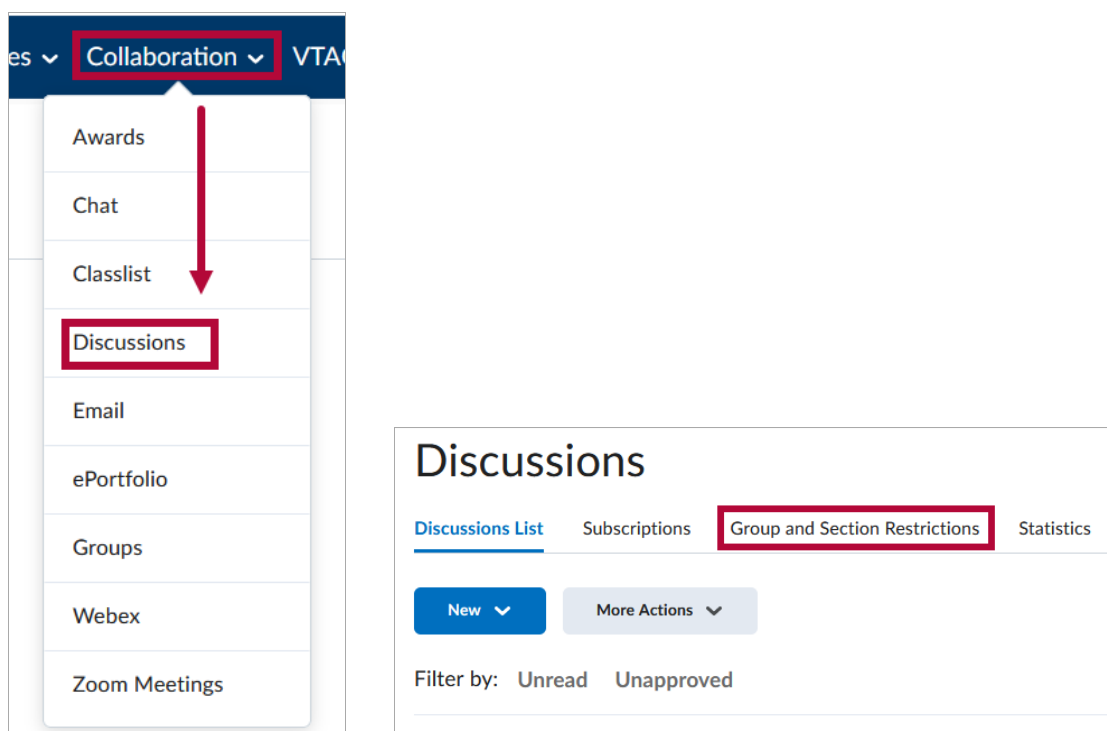
(<https://vtac.lonestar.edu/help/send-email-to-students-in-d2l>) article.

## 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) (<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]**.

Discussions List   Subscriptions   **Group and Section Restrictions**   Statistics

### View Options

Group or Section Category  
 Class Period Groups ▾

Forum  
 All Forums ▾ **1**

[Automatically create restricted topics](#) ⓘ

### Edit Restrictions

Forums and Topics	Restricted?	Class Period Groups			
		Class Period 1	Class Period 2	Class Period 4	Class Period 5
Week Discussions	<input checked="" type="checkbox"/> <b>2</b>	<input checked="" type="checkbox"/> <b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save** **4**      20 per page ▾

## Exporting Groups

You can export group enrollment data from the Groups tool to support easier attendance tracking, or to keep group-specific class lists outside of D2L.

1. From the **Manage Groups** page, click the **[Export]** button.

Course Management ▾ Content Grades Course Activities ▾

# Manage Groups

New Category Recycle Bin **Export**

View Categories

Class Periods ▾

Class Periods (5) ▾

Email Delete

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

- Under **Select Category** select the **Group Category** for the Group(s) you would like to export. Under **Select Group**, choose **[Select All]** if you would like to export all groups in the category, or choose the **[Group Name]** if you would like to export only one group. Then click **[Export]**.

Manage Groups > Export Settings Help

## Export

Export Group Enrollment into a CSV file. You can download existing Group information and use it to import users into another existing Group.

Select Category

Class Periods ▾ **1**

Select Group

Select All ▾ **2**

**Export** **3**

- You will then see a page with a progress bar that will say **Complete** when finished. From here you can either click the **[filename]** or **[Download]** to download the export file. The export will be in a **.csv** format.

# Export

Your export is now ready for download.



## File information

Name: [Class Periods\\_AllGroups\\_20250522175525.csv](#) (1.47 KB)

Download

Cancel