

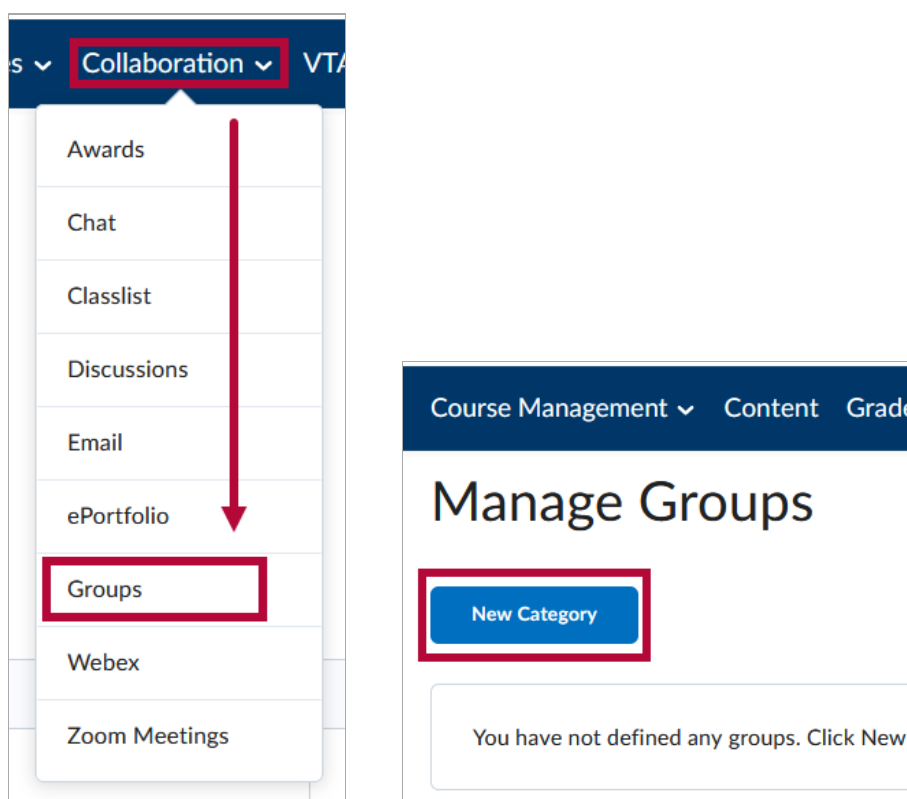
Making Groups for Dual Credit Courses

Last Modified on 08/29/2024 1:40 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 *

Class Periods

Description


Paragraph ▼ **B** *I* U ▼ ~~A~~ ≡ ▼ ≡

Enrollment Type

of Groups - No Auto Enrollments ▼

Number of Groups *

4 

Save Cancel

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

3. **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"/>

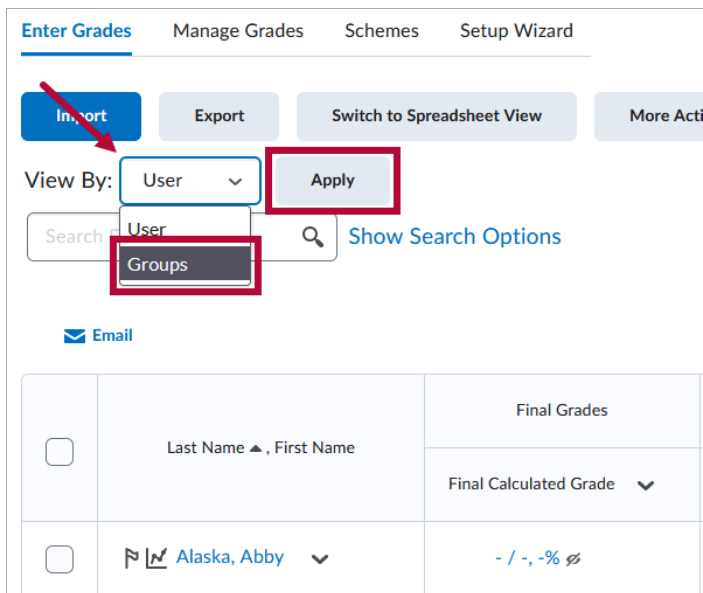
NOTE: For further details on enrolling students in groups, please refer to the [Enroll Students in Groups \(https://vtac.lonestar.edu/help/enroll-students-in-groups\)](https://vtac.lonestar.edu/help/enroll-students-in-groups) article.

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' tab selected in the top navigation bar. Below the navigation bar, there 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 an available option. The 'Apply' button is highlighted with a red box. Below the dropdown, there is a search bar with 'User' entered and a 'Show Search Options' link. At the bottom, there is a table with columns for 'Last Name ▲, First Name' and 'Final Grades'. The 'Final Grades' column has a sub-column 'Final Calculated Grade' with a dropdown arrow. The table contains one row with the name 'Alaska, Abby' and a grade of '- / -, -% \$'.

- 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.

The screenshot shows the 'Enter Grades' page with tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Action'. The 'View By' dropdown is set to 'Groups', and the 'Groups' dropdown is set to 'Class Periods'. The 'Class Periods' dropdown menu is open, showing options: 'Class Periods', 'Class Period 1', 'Class Period 2', 'Class Period 3', 'Class Period 5', and 'Class Period 7'. The 'Apply' button is highlighted with a red box. Below the dropdowns is a search bar labeled 'Search For...'. An 'Email' button is also visible. At the bottom, there is a table with columns for 'Last Name ▲, First Name' and 'Final Calculated Grade ▼'. The first row shows 'Alaska, Abby' with a grade of '- / -, -% ∅'.

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.

The screenshot shows the 'Class Progress' page. The 'Filter to:' dropdown is set to 'All Users'. The 'All Users' dropdown menu is open, showing options: 'All Users', 'Groups', 'Class Period Groups', 'Class Period 1', 'Class Period 2', 'Class Period 4', and 'Class Period 5'. The 'Class Period Groups' option is highlighted with a red box. Below the dropdowns, there is a table with columns for 'Name', 'Content Con', and 'Com'. The first row shows 'A' with '7 %' completion. The second row shows 'C' with '0 %' completion. The third row shows 'C' with '0 %' completion. The fourth row shows 'D' with '0 %' completion. The table is partially obscured by the dropdown menu.

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>).

3. View Classlist by Class Period:

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

Classlist

Class Engagement | Enrollment Statistics | Email Classlist

All | Students | Needs Orientation | Faculty

View By: User ▾ **Apply**

Search: User Groups Show Search Options

Email | Page | Print

<input type="checkbox"/>	Image	Last Name ▲, First Name	Username
<input type="checkbox"/>		Alaska, Abby (She/Her)	

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

Classlist

Class Engagement | Enrollment Statistics | Email Classlist

All | Students | Needs Orientation | Faculty

View By: Groups ▾ Groups: Class Period 1 ▾ **Apply**

Search For... Class Periods

- Class Period 1
- Class Period 2
- Class Period 3
- Class Period 5
- Class Period 7

Email | Page | Print

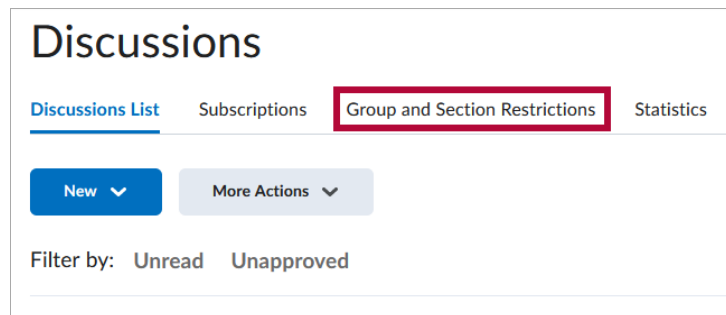
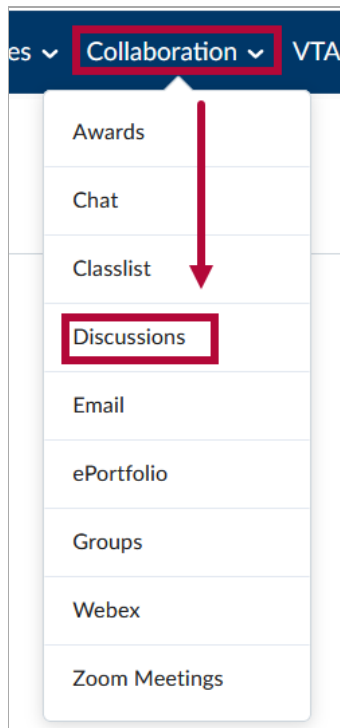
<input type="checkbox"/>	Image	Last Name	First Name	Username
<input type="checkbox"/>		Alaska, Abby	(She/Her)	

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.



- 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	2 <input type="checkbox"/>	3 <input type="checkbox"/>	<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 ▾