



Groups

The Groups tool helps organize students into groups for a specific project or activity. Use the Groups tool to design special work areas where students can discuss, share, and submit work as a group.

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Video Tutorials

- [Understanding Group Enrollment Options](#)
- [Create a Group](#)
- [Delete a Group or Category](#)
- [Modify Group Enrollment](#)
- [Use Private Discussions for Journaling](#)

Group Enrollment Types

The following descriptions explain the enrollment type options available when creating a new category and provide conceptual information on when you should use them.

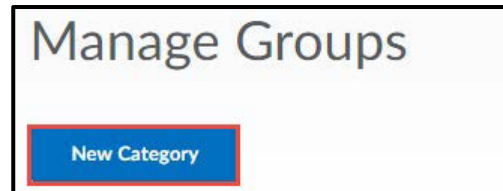
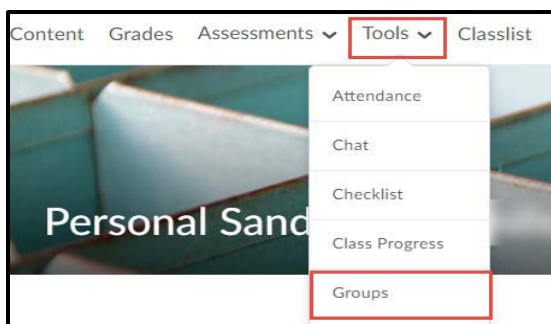
- **# of Groups – No Auto Enrollments** Selecting this option creates a specified number of groups, for which you can add any number of users using the Enroll Users page. Use this enrollment type when you know how many groups you want to create and which users you want in each group.
- **Groups of #** Use this enrollment type when you know how many users you want in each group. Select this option when you have assignments that require work to be divided between a specific number of users.
- **# of Groups** Selecting this option creates a specified number of groups. Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you.
- **Groups of # – Self Enrollment** Selecting this option creates the minimum number of groups needed. Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups.
- **# of Groups – Self Enrollment** Selecting this option creates a specified number of groups, which users enroll in from the Groups page. Use this enrollment type when you want to make a specific number of groups available for users to join.
- **# of Groups, Capacity of # – Self Enrollment** Selecting this option creates a specified number of groups with a specified number of enrollments per group. Users choose the group they want to enroll in from the Groups page. Use this enrollment type when you know how many users you want in each group, you want to allow users to choose their own groups, and you want each group to have a maximum number of users.
- **Single user, member-specific groups** Select this option when you want to create journal type groups with a single member. Using this option creates a group with a single user where the first name and last name of the learner is the name of the group. When a new learner is enrolled in the course a group is automatically created for them.

Create a Group Category

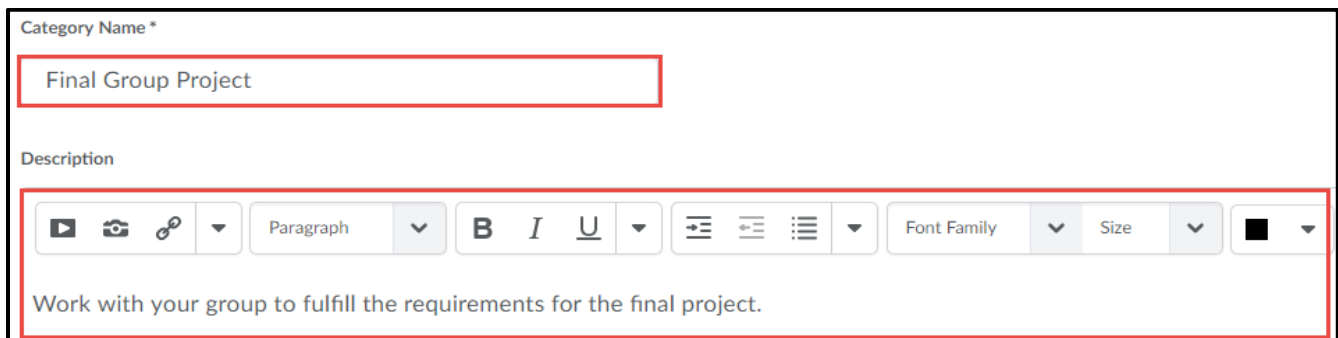
To organize and manage related groups, use categories. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews.

Before you create a new set of groups, you must set up a category and create restricted work areas for the groups.

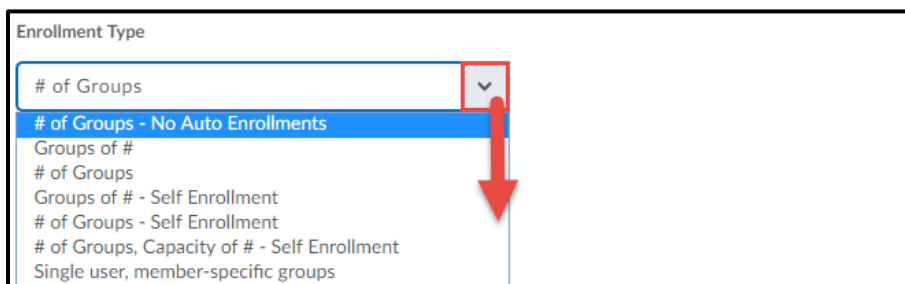
1. Click **Groups** from the **Tools** drop-down menu.
2. On the **Manage Groups** page, click **New Category**.



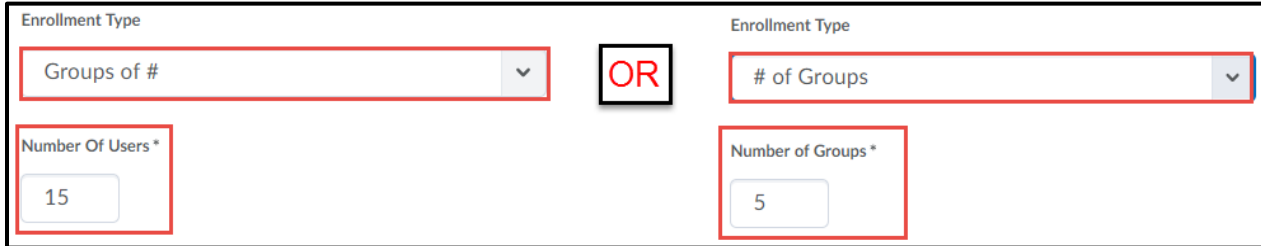
3. Enter a **Category Name** and **Description (optional)**.

A screenshot of a form for creating a category. The 'Category Name' field contains 'Final Group Project'. Below it is a 'Description' field with a rich text editor toolbar and the text 'Work with your group to fulfill the requirements for the final project.' Both the name field and the description field are highlighted with red boxes.

4. Select an **Enrollment Type** from the drop-down list. (See the "Group Enrollment Types" section in this document for more information about the types of groups).

A screenshot of the 'Enrollment Type' dropdown menu. The first option, '# of Groups', is selected and highlighted with a blue bar. A red arrow points to the dropdown arrow icon.

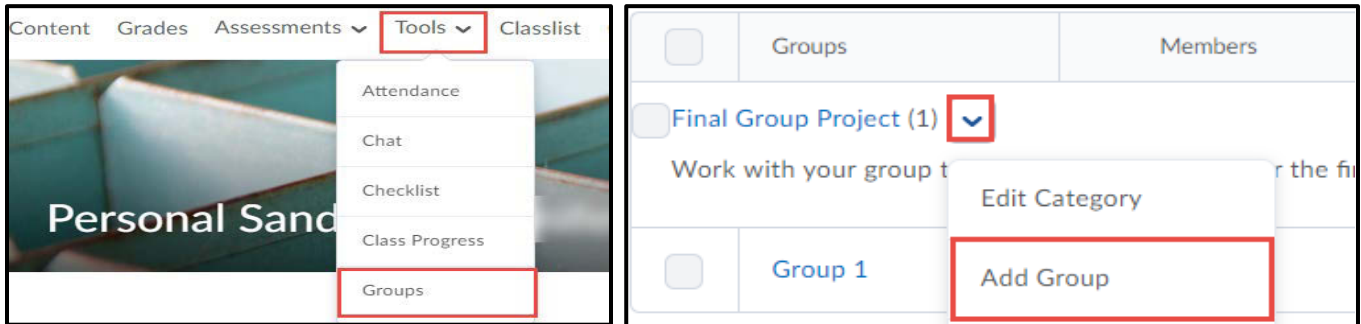
- Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, the **Number of Users** per group, or both.



The screenshot shows two options for enrollment type. On the left, 'Enrollment Type' is set to 'Groups of #' with a dropdown arrow, and 'Number Of Users*' is set to '15'. On the right, 'Enrollment Type' is set to '# of Groups' with a dropdown arrow, and 'Number of Groups*' is set to '5'. A red 'OR' box is placed between the two options.

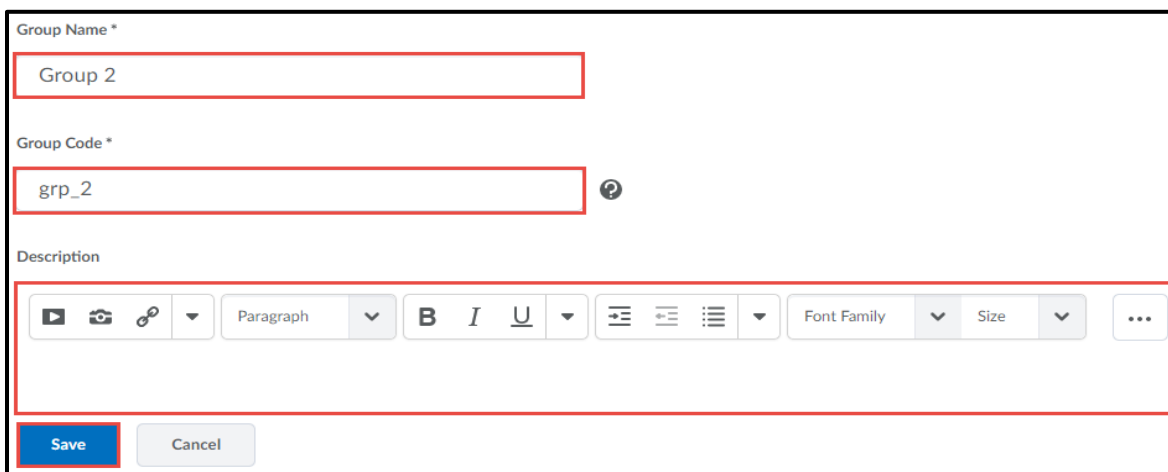
Add a Group

- Click **Groups** from the **Tools** drop-down menu.
- From the drop-down menu of the category, click **Add Group**.



The screenshot is split into two parts. The left part shows a navigation menu with 'Tools' selected, and a dropdown menu where 'Groups' is highlighted. The right part shows a 'Groups' management table with columns for 'Groups' and 'Members'. A dropdown menu is open for 'Final Group Project (1)', and 'Add Group' is highlighted in a red box.

- If you do not want to use the default name provided, enter a **Group Name**. If you do not want to use the default group code provided, enter a group code. Enter a **Description** for the group (optional).
- Click **Save**.

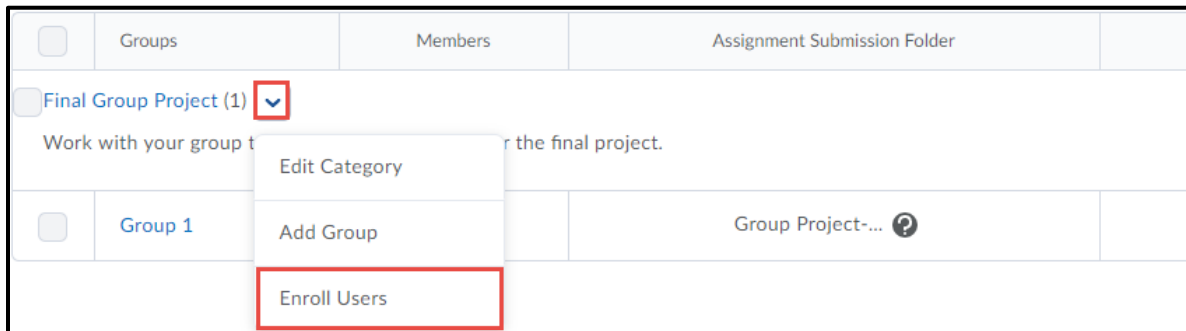


The screenshot shows a form for creating a group. The 'Group Name*' field contains 'Group 2'. The 'Group Code*' field contains 'grp_2'. Below these is a rich text editor for the 'Description' field, with a toolbar showing options like Paragraph, Bold, Italic, Underline, and Font Family. At the bottom, there are 'Save' and 'Cancel' buttons.

View, Add, or Delete Users from Groups

When you delete a user from a group, all of their files remain in the system, including discussion posts, Assignments submissions, and Locker files.

1. From the drop-down menu of the category you want to add or delete a user from, click **Enroll Users**. This will allow you to view all groups and all users enrolled in each group.



2. On the **Enroll Users** page, beside the user's name, clear the check box for each group you want to add or remove the user from.

| First Name, Last Name ▲ | Group 1 Users: 1 | Group 2 Users: 1 |
|-------------------------|-------------------------------------|-------------------------------------|
| [Redacted] | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CMU Student | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3. Click **Save**.

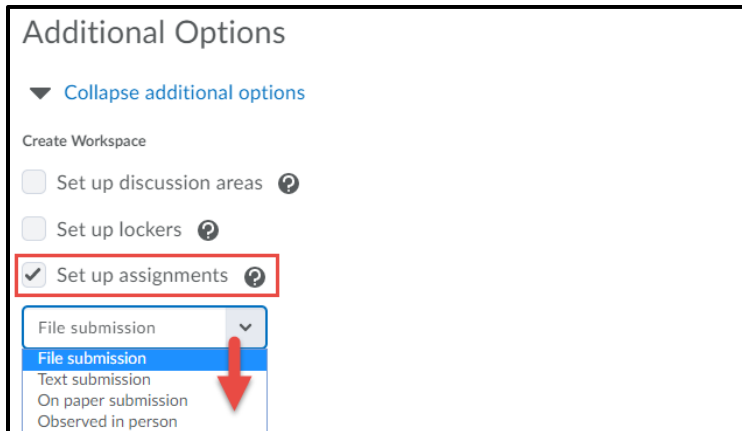
Create Group Assignment Submission Folders

Group assignment submission folders allow all students enrolled in the group to be able to submit to the assignment folder and view the submissions made by other group members. After a submission has been made to the assignment folder, it can not be changed from an individual folder to a group folder and vice versa.

Depending on the workflow you prefer, a group assignment submission folder can be created from within the groups tool **or** from within the assignments tool. Please note that before a group assignment submission folder can be created from within the assignments tool, groups must already be set up.

Set up Group Assignment Folders within the Groups Tool

1. When creating a new group category, or editing an existing category, scroll down to the **Additional Options** section.
2. Check the box to **Set up Assignments**.
3. Select the type of assignment that will be required from the drop-down menu.

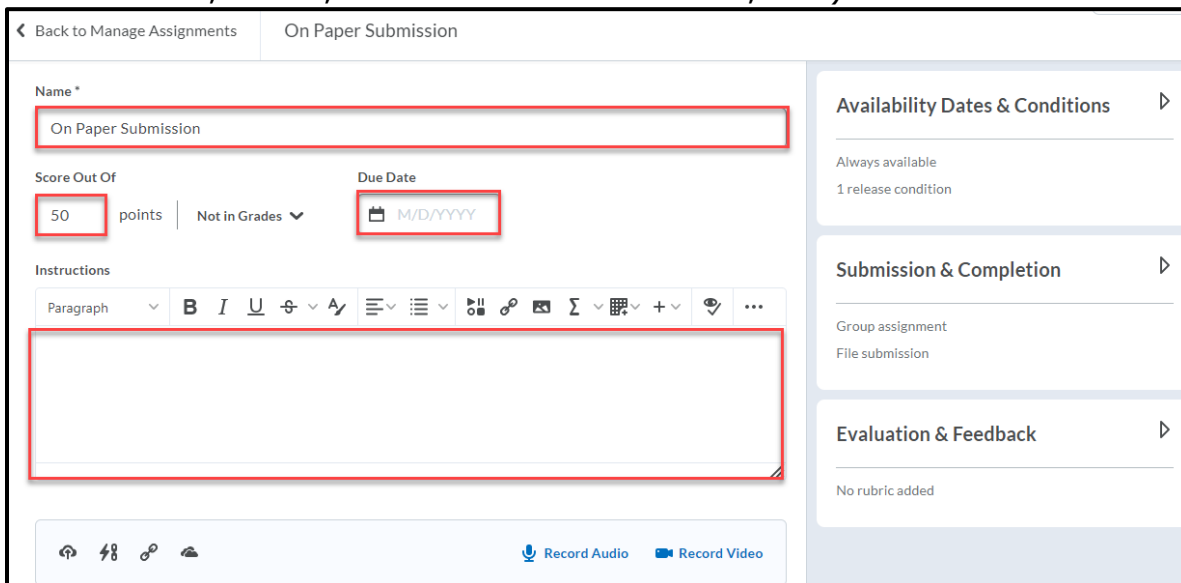


4. Click **Save** to continue to more options for setting up the assignment folder.

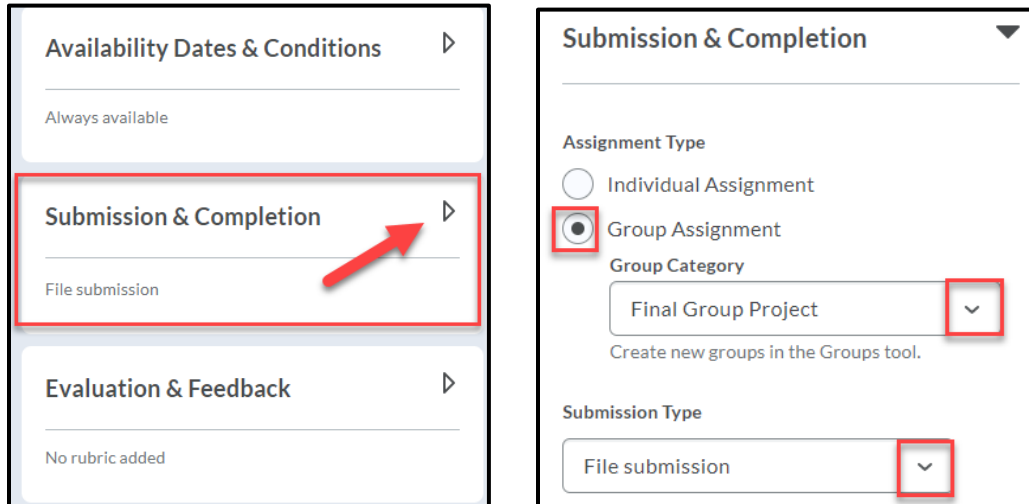
Set up Group Assignment Folders within the Assignments Tool

Depending on your workflow, you may want to create a group assignment submission folder from within the Assignments tool.

1. From your course navigation bar, go to **Assessments** and click **Assignments**.
2. Click **New Assignment**.
3. Configure the assignment folder **Properties** as desired (Name, Instructions, Attachments, Dates, Evaluation and Feedback, etc.)



4. Expand the **Submission & Completion** menu.
5. Set the **Assignment Type** to **Group Assignment** and select a **Submission Type** from the drop-down menu.



6. Select **Save and Close**.

Evaluate a Group Assignment

If a group assignment folder is linked to a grade item, you can award the same grade to all group members if you evaluate the activity from Assignments.

Note: If you want to give one or more group members a different grade, go to **Grades > Enter Grades** to change the grade for individual students.

1. Evaluate a group discussion by going to **Assessments > Assignments**.
2. Click on the assignment title to view the assignment submissions. Then click **Evaluate**.

Group Project- Introductory Proposal - Submissions

[Edit Assignment](#)
[Email Groups Without Submissions](#)
[Add Feedback Files](#)
[Submission Log](#)

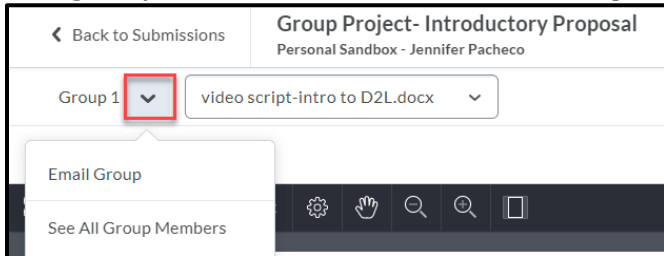
[Users](#)
[Submissions](#)

[Show Search Options](#)

[Download](#)
[Email](#)
[Mark as Read](#)
[Mark as Unread](#)
[Delete](#)
[Publish Feedback](#)

| <input type="checkbox"/> | | Submission Date | Last Name ▲, First Name | Delete |
|--------------------------|---|-------------------------|-------------------------|--------------------------|
| <input type="checkbox"/> | Group 2 | | | Evaluate |
| <input type="checkbox"/> | video script-intro to D2L.docx (17.11 KB) | Apr 20, 2021 3:26 PM | Danahey, Edward | |

3. Enter the **score** and add **feedback** as needed.
4. In the upper left of the evaluation screen, you can click the drop-down arrow next to the group name and **Email the Group** or **See All Group Members**.



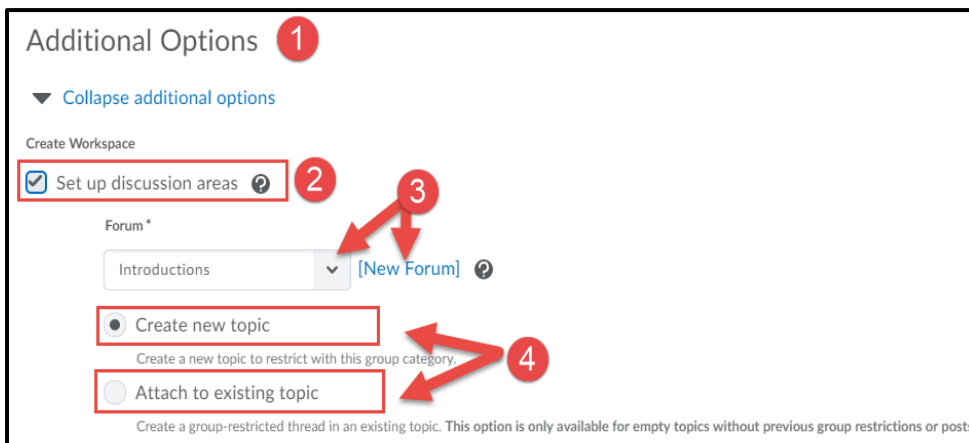
5. Click **Publish** to publish the feedback. **Note:** All group members will receive the same grade and feedback, which can be found in their grade book or in Assignments.

Create Group-Restricted Discussion Topics

Group discussion topics allow only the students enrolled in the group will be able to see and participate in the discussion topic. Depending on the workflow you prefer, a group discussion topic can be created from within the groups tool **or** from within the discussions tool. Please note that before a group discussion topic can be created from within the discussions tool, groups must already be set up.

Set up Group Discussions within the Groups Tool

1. When creating a new group category, or editing an existing category, scroll down to the **Additional Options** section.
2. Check the box to **Set up discussion areas**.
3. Select the **Forum** in which you want to create the group-restricted discussion topics, or create a new forum.
4. Select the type of discussion topic you want to create:
 - a. **Create a new topic**
 - b. **Attach to existing topic** (This is only available for empty topics without previous group restrictions or posts.)




5. Click **Save** to continue to more options for setting up the discussion topic.
6. Choose how the discussion topics are to be set up:
 - a. The **Create one topic per group** option will create a separate, restricted topic for each group and learners can only see topics assigned to their group.
 - b. The **Create one topic with threads separated by group** option will create a single discussion topic that restricts the threads so that learners can only see threads from their group.
7. Enter a discussion **Title** and **Description**.
8. Click **Create and Next** to set up the next group workspace, **Add Another** to create another group discussion, or **Skip** to set up the discussion later.

Create one topic per group (1 topics total)
Each group has a separate, restricted topic.

Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

Title

Description

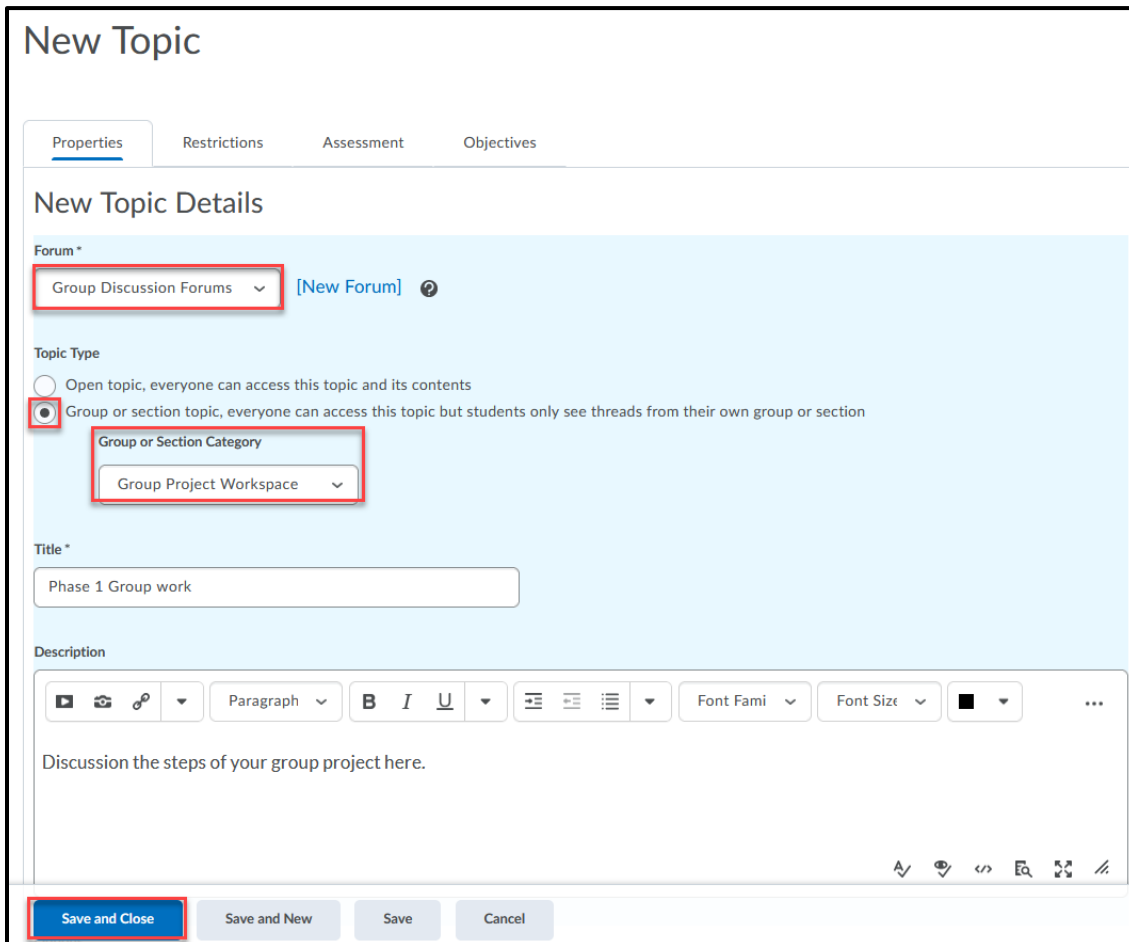
 Paragraph **B** *I* U [List icons] Font Family Size

Make plans and discuss the project with your group here.

Set up Group Discussions within the Discussion Tool

Depending on your workflow, you may want to create a group discussion topic from within the Discussions tool.

1. From your course navigation bar, go to **Assessments** and click **Discussions**.
2. Click **New**. From the dropdown menu, select **New Topic**.
3. Select an existing forum or select the **New Forum** link to create a new forum.
4. Select the topic type "**Group or section topic, everyone can access this topic but students only see threads from their own group or section**".
5. Choose the group under "Group or Section Category".
6. Enter a **title** and add a **description** in the "Description" text box.
7. Select **Save and Close**.



New Topic

Properties Restrictions Assessment Objectives

New Topic Details

Forum*
Group Discussion Forums [New Forum]

Topic Type

Open topic, everyone can access this topic and its contents

Group or section topic, everyone can access this topic but students only see threads from their own group or section

Group or Section Category
Group Project Workspace

Title*
Phase 1 Group work

Description

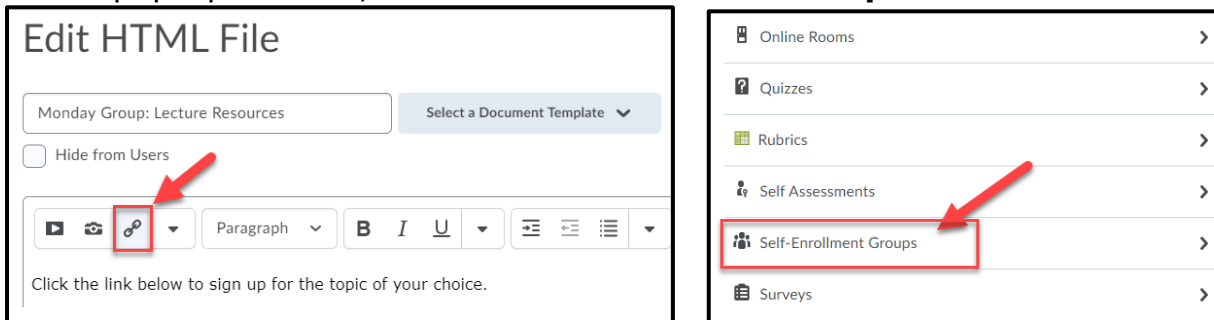
Discussion the steps of your group project here.

Save and Close Save and New Save Cancel

Insert Group Self-Enrollment Link

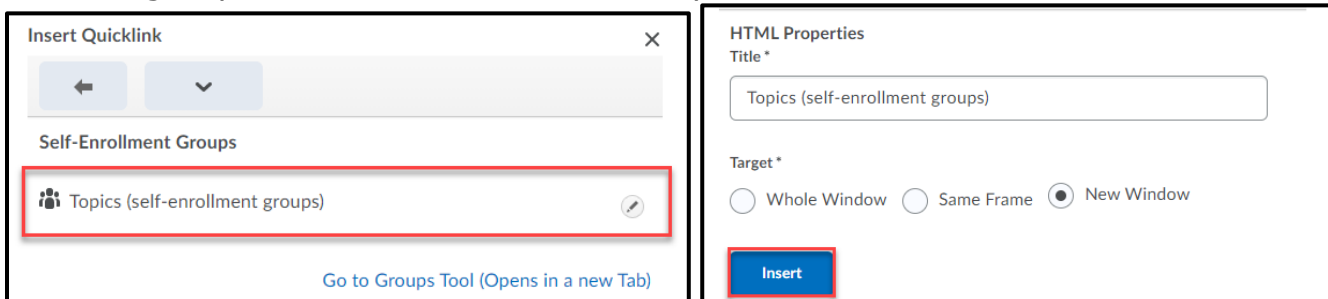
In the Content or Announcement tool, instructors can create a direct link to self-enrollment groups to facilitate sorting students into self-selected groups. Note: Students can access the Groups tool from the course navigation bar (Tools>Groups), but providing a direct link to self-enrollment may provide easier access.

1. From the Content or Announcement tool, create or edit a file or announcement.
2. In the HTML text editor, click **Insert Quicklink**.
3. In the pop-up window, select **Self-Enrollment Groups**.



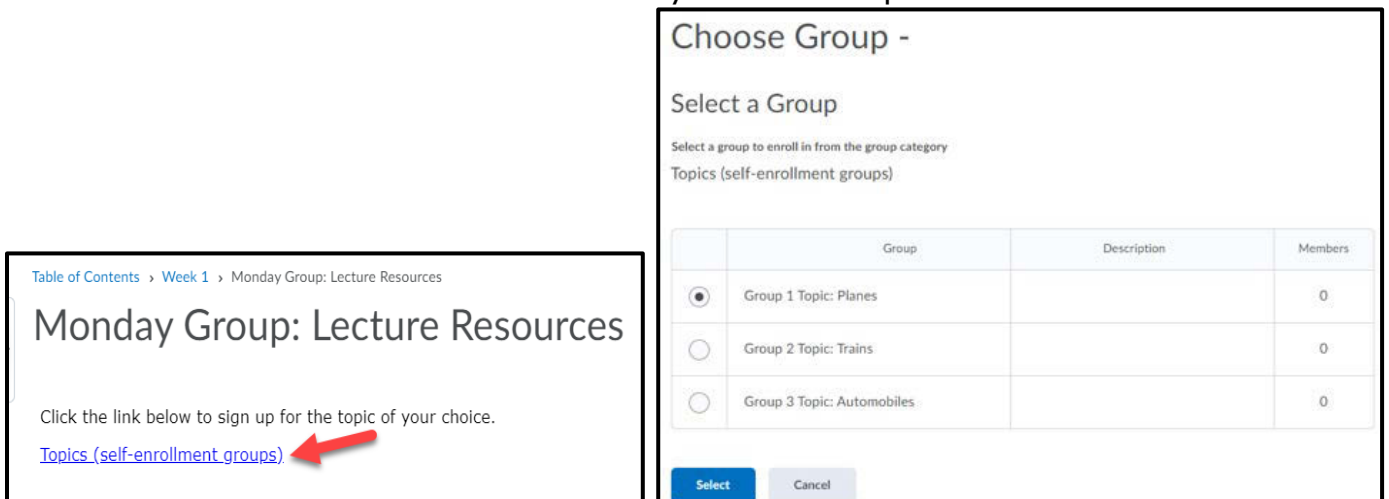
The first screenshot shows the 'Edit HTML File' interface. A red arrow points to the 'Insert Quicklink' icon in the toolbar. The second screenshot shows the 'Self-Enrollment Groups' pop-up window with a red box around the 'Self-Enrollment Groups' option and a red arrow pointing to it.

4. Select a group in the Self-Enrollment Groups window, and click **Insert**.



The first screenshot shows the 'Insert Quicklink' pop-up window with a red box around the 'Topics (self-enrollment groups)' option. The second screenshot shows the 'HTML Properties' pop-up window with a red box around the 'Insert' button.

5. The created link will take students directly to the Group Self-Enrollment window.



The first screenshot shows the 'Monday Group: Lecture Resources' page with a red arrow pointing to the link 'Topics (self-enrollment groups)'. The second screenshot shows the 'Choose Group' pop-up window with a table of groups.

| | Group | Description | Members |
|----------------------------------|----------------------------|-------------|---------|
| <input checked="" type="radio"/> | Group 1 Topic: Planes | | 0 |
| <input type="radio"/> | Group 2 Topic: Trains | | 0 |
| <input type="radio"/> | Group 3 Topic: Automobiles | | 0 |