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

- Create a Group
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- Understanding Group Enrollment Options
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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)**.

   - **Category Name**: Final Group Project
   - **Description**: Work with your group to fulfill the requirements for the final project.
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).

5. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, the **Number of Users** per group, or both.
Set up a Group-Restricted Discussion Topic

When creating a new category, or editing an existing category, select the **Set up Discussion areas** option to create a separate discussion topic for each group within an existing or new discussion forum. Note: You can also create a group discussion topic later from the Discussions 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**, for creating a new topic to restrict with this group category.
   b. **Attach to existing topic**, for creating a group-restricted thread in an 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. To manage each topic individually, select the **Create one topic per group** radio button. Each group has a separate, restricted topic and learners can only see topics assigned to their group.
   b. To manage all activity and assessment from one topic, select the **Create one topic with threads separated by group** radio button. Groups will share one group-restricted thread in a single topic and learners can only see threads from their own group.

7. Enter a group 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.

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**Create Group Assignment Submission Folders**

When creating a new category, or editing an existing category, select the **Set up Assignments** option to create an assignment submission folder for each group in the category. Note: You can also create a group assignment folder later from the Assignments 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.
5. Enter a **Name** (required) and **Instructions** for the assignment submission folder. Add attachments if necessary.
6. Verify the settings for the Assignment folder **Submission**, **Completion**, and **Categorization**.

![Submission, Completion and Categorization](image)

7. Associate the folder with a **Grade Item**. If a Grade Item has not yet been created, click **New Grade Item** and include the points value in the **Out of** box.

![Grade Item](image)
8. Add a Rubric if desired (optional).
9. Click Create and the Group Assignment Submission Folders will be created. Click Add Another to create another group assignment folder, or Skip to set up the assignment folder later.

Add a Group

1. Click Groups from the Tools drop down menu.

2. From the drop down menu of the category you want to add a group to, click Add Group.
3. 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).

4. Click **Save**.

   ![Image of group creation interface]

**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.

   ![Image of group management interface]
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.

![Enroll Users page screenshot]

3. Click **Save**.