Groups
The Groups tool can be used to create groups for various projects or activities. Depending on how Groups have been configured in the course, students can view group enrollments, choose which group to join, submit to group assignment folders or discussions, or contact group members from the Groups tool.

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Tutorial Video(s)
- Enroll in a Group

View Group Enrollment
1. View groups by clicking on Tools in the course navigation bar, and then on Groups.

2. You can view where you have been enrolled into a group automatically. If this is the case, you will see the groups you are in under My Groups.
3. You will see a table listing all of the groups you are currently enrolled in. If you do not see any groups listed this means you are not currently enrolled in any groups.

4. In the **My Groups** section you will be able to view:

   - **Group Category**- This is a label determined by your instructor. It might be a type of group or the name of the assignment or project.
   - **Group Name**- The name of the group you are enrolled in.
   - **Members**- Next to the group is the number of members enrolled in your group. Select the number to see a pop-up listing the names of your group members.
   - **Assignments, Discussions, Locker**- These are group activities that have been set up by your instructor.
   - **Email**- Select the mail icon to send an email to all group members.
Enroll in a Group

If you have not been automatically enrolled, your instructor may have created self-enrolled groups and you can register for the group of your choice.

1. Navigate to **Groups** from the **Tools** dropdown menu.

2. Click **View Available Groups**.

3. You will see a list of groups you are able to enroll into. You might also see an Expiry Date which means you have until this date to join a group or you will be manually added to a group.

4. Click **Join Group** to be added to the group of your choice.
5. Once you have successfully joined a group, it will be listed under My Groups where you can view other group members and group activities.

![Groups Image]

**Groups**

My Groups

<table>
<thead>
<tr>
<th>Groups</th>
<th>Members</th>
<th>Assignment</th>
<th>Discussions</th>
<th>Locker</th>
<th>Email</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Project 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td>1</td>
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</tbody>
</table>

**Participate in a Group Discussion**

Your instructor may create group discussion topics. A group discussion is only visible to members of the group and the instructor and will have the Group/section restrictions icon under the title.

You will participate in a group discussion like a regular discussion. See the Discussions guide for more information on how to participate in a discussion.

![Group Discussion Area Image]

**Group Discussion Area**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Threads</th>
<th>Posts</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Groups - Group 1</td>
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</tbody>
</table>
Submit a Group Assignment

With a group assignment, all members can view and upload files to the assignment submission folder.

1. Group assignment folders will have the group icon next to the assignment title.
2. Click on the Submissions to view submissions made by group members.
3. For more information on how to submit to an assignment folder see the Assignments guide.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Completion Status</th>
<th>Score</th>
<th>Evaluation Status</th>
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<tbody>
<tr>
<td>Research Papers</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Group 1: Submit Group Project Here</td>
<td>3 Submissions, 3 Files</td>
<td>- / 100</td>
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<tr>
<td>D2L Essentials- Submit Links Here</td>
<td>Not Submitted</td>
<td>- / 100</td>
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Assignment Type
Group assignment

Group Category
Group Project Workspace

Group Name
Group 1

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Submission(s)</th>
<th>First Name, Last Name</th>
<th>Date Submitted</th>
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