



## 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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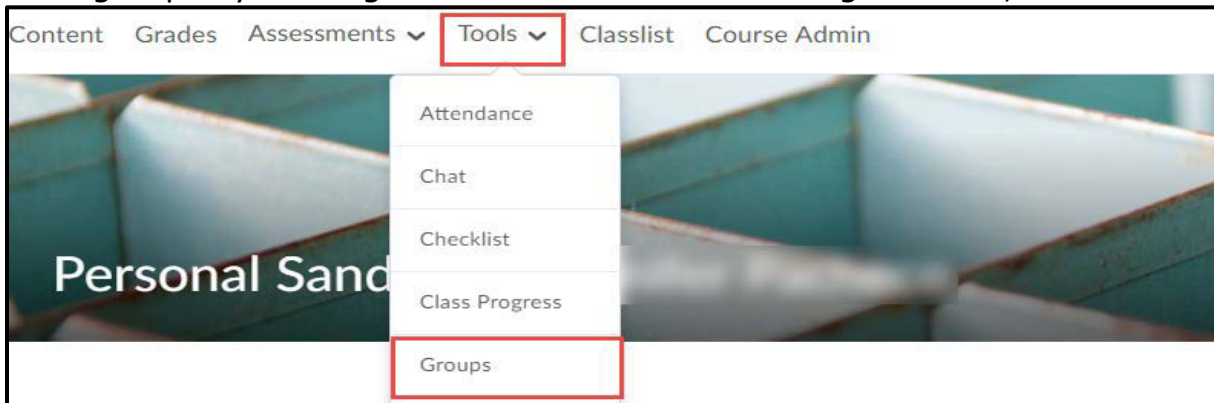
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## Video Tutorial

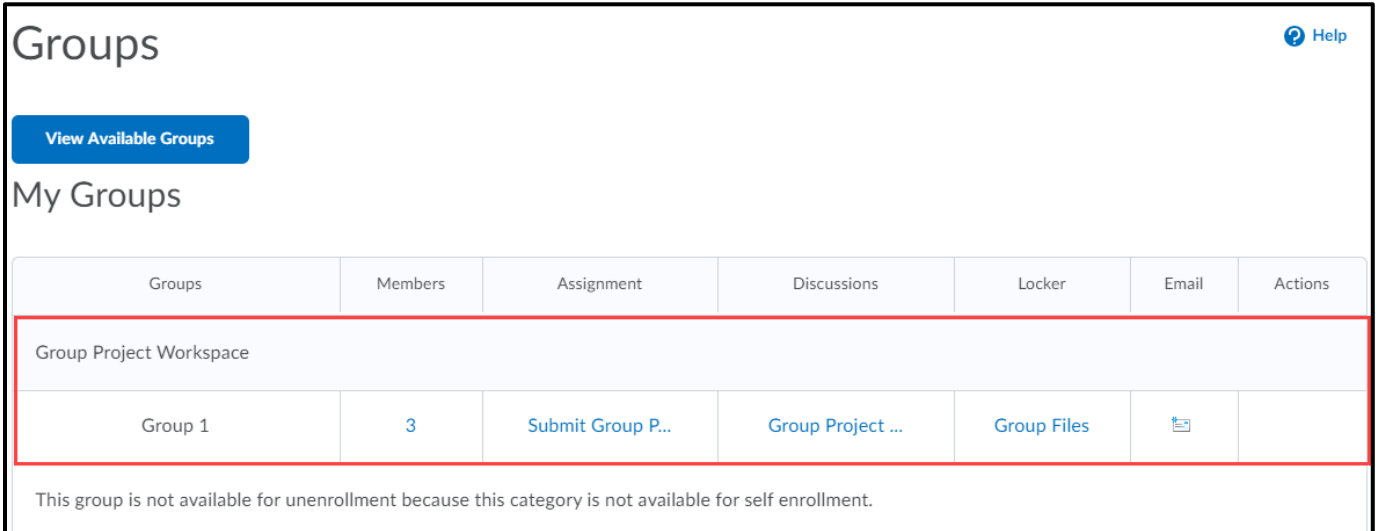
[Enroll in a Group](#)

## 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.

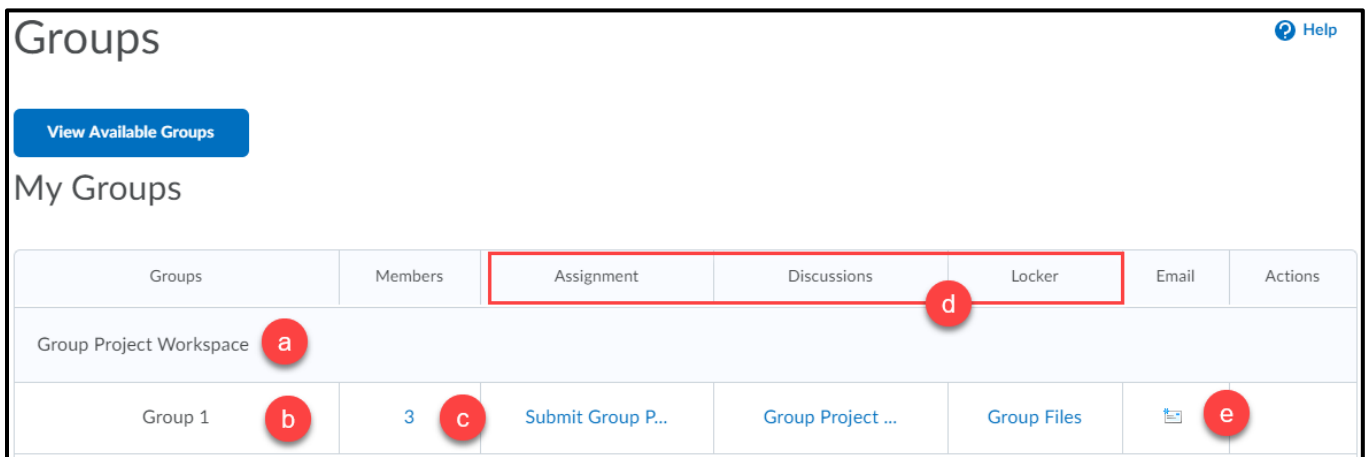


The screenshot shows the 'Groups' page with a 'View Available Groups' button and a 'My Groups' section. A table lists the groups you are currently enrolled in. The table has columns for Groups, Members, Assignment, Discussions, Locker, Email, and Actions. A red box highlights the first row of the table.

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Group Project Workspace						
Group 1	3	Submit Group P...	Group Project ...	Group Files		

This group is not available for unenrollment because this category is not available for self enrollment.

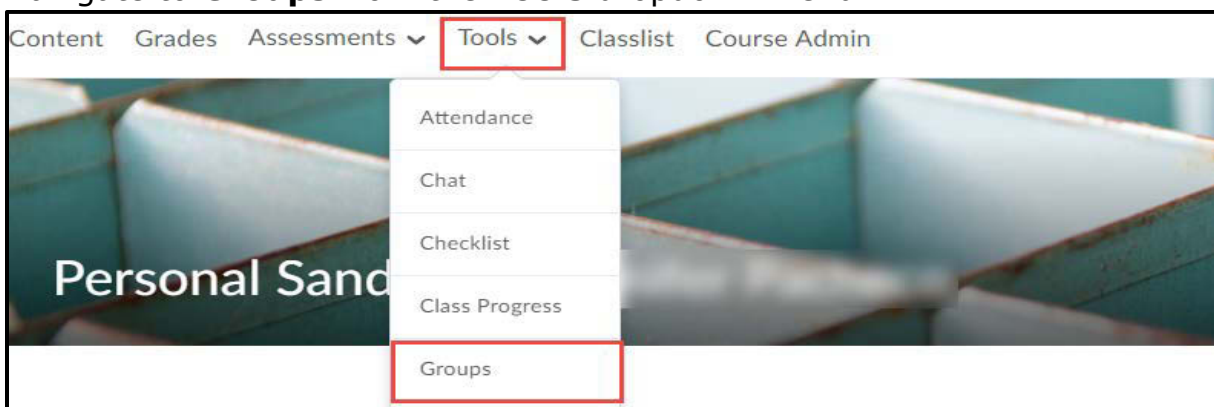
4. In the **My Groups** section you will be able to view:
- a. **Group Category**- This is a label determined by your instructor. It might be a type of group or the name of the assignment or project.
  - b. **Group Name**- The name of the group you are enrolled in.
  - c. **Members**- Next to the group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



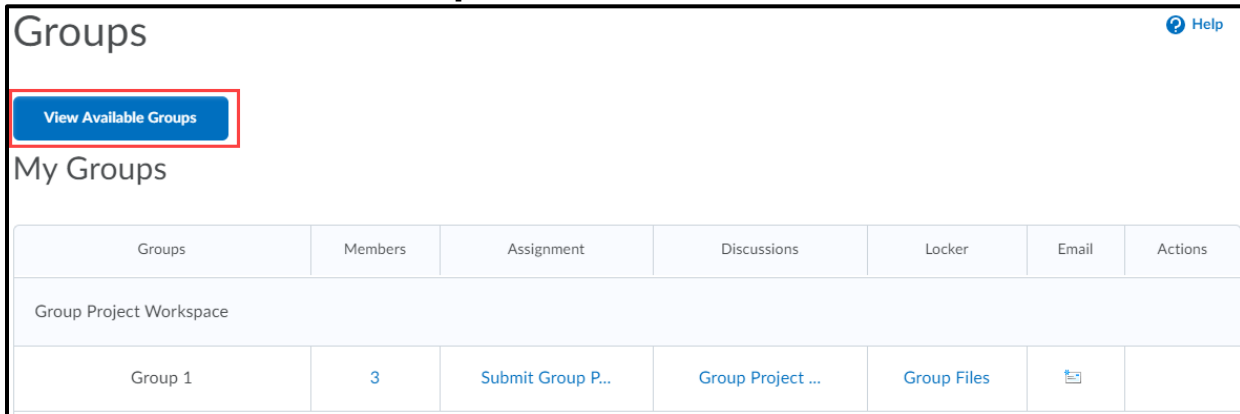
## Enroll in a Group

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**.

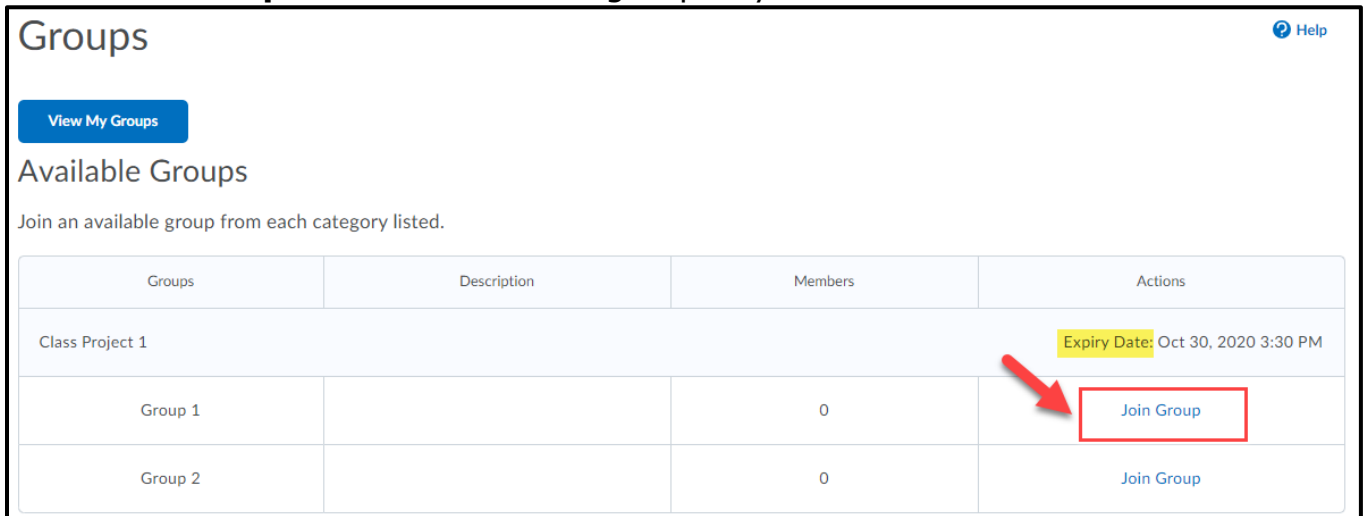


The screenshot shows the 'Groups' page with a 'View Available Groups' button highlighted in a red box. Below the button is a 'My Groups' section with a table containing one group entry.

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Group Project Workspace						
Group 1	3	Submit Group P...	Group Project ...	Group Files		

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.

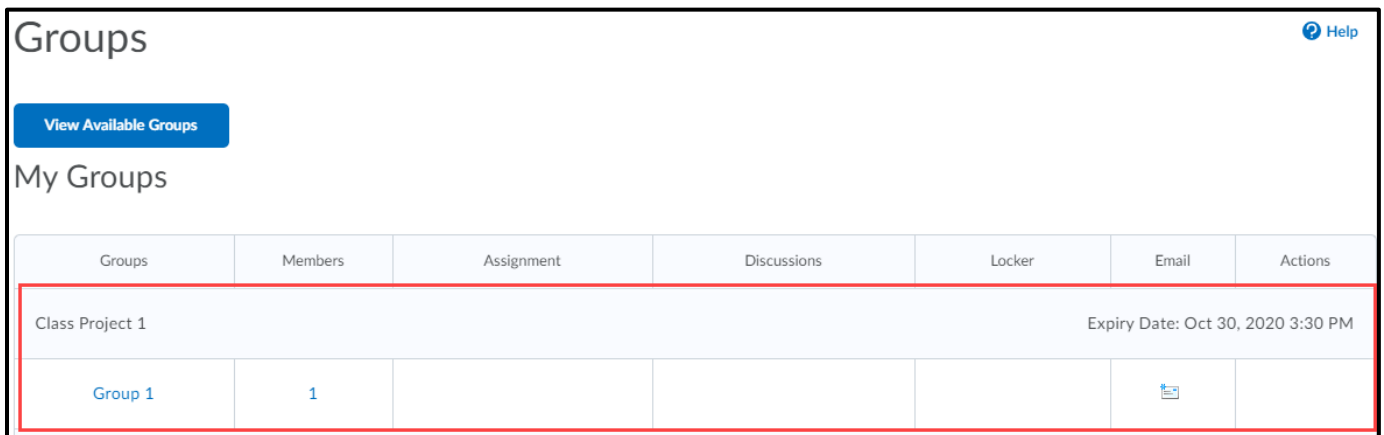
4. Click **Join Group** to be added to the group of your choice.



The screenshot shows the 'Available Groups' page. A table lists available groups, and a red arrow points to a 'Join Group' button in the 'Actions' column of the first row. An 'Expiry Date' is also visible for the first group.

Groups	Description	Members	Actions
Class Project 1			Expiry Date: Oct 30, 2020 3:30 PM
Group 1		0	Join Group
Group 2		0	Join Group

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.




The screenshot shows the 'My Groups' page. A table lists the groups the user has joined, with the first group highlighted in a red box.

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Class Project 1 Expiry Date: Oct 30, 2020 3:30 PM						
Group 1	1					

## 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 ▾			
Topic	Threads	Posts	Last Post
<a href="#">Speech Groups - Group 1</a> ▾  Group/section restrictions.	0	0	

## 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			
<a href="#">View History</a>			
Assignment	Completion Status	Score	Evaluation Status
Research Papers			
<a href="#">Group 1: Submit Group Project Here</a>  	 <span style="border: 1px solid red; padding: 2px;">3 Submissions, 3 Files</span>	- / 100	
<a href="#">D2L Essentials- Submit Links Here</a>	Not Submitted	- / 100	

Assignment Type




Group assignment

Group Category

Group Project Workspace

Group Name

Group 1

Submission ID	Submission(s)	First Name, Last Name	Date Submitted ▼
1278524	 <a href="#">GMT20180129-160617 Jennifer-P(1).m4a</a> (45.21 KB)	CMU Student	Jul 3, 2018 12:21 PM
1285332	 <a href="#">WCCC Syllabus Template S.18.docx</a> (90.48 KB)	Jennifer Pacheco	Aug 13, 2018 11:06 AM
1306736	 <a href="#">Essayexample.docx</a> (14.64 KB) Turnitin® Submission ID 1035422856	CMU Student	Sep 10, 2018 3:41 PM