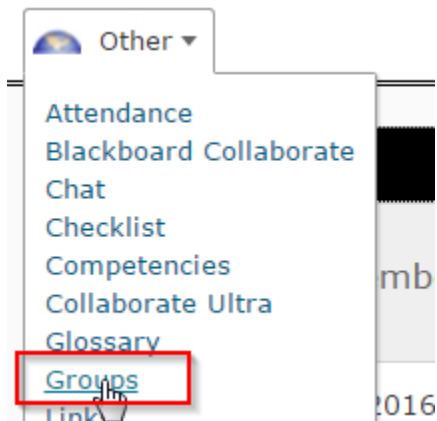


Setting Up Group Discussions in D2L

1. In the main navigation of your D2L course, click “Other,” then “Groups.”



2. Click “New Category.”



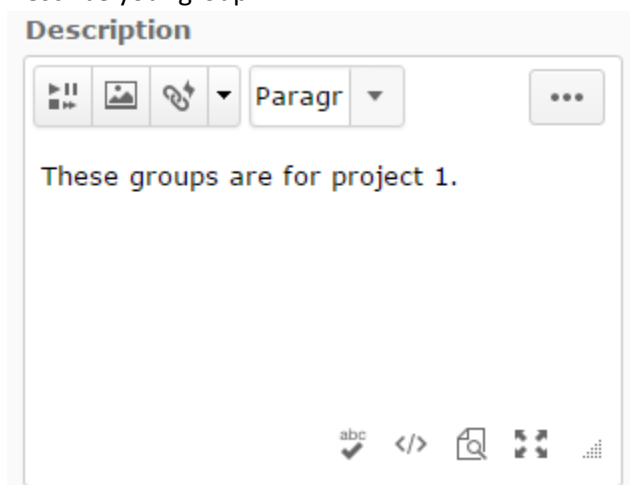
3. Name your category. Note that you can have multiple sets of groups, so if you plan to use multiple sets of groups throughout the semester, you would benefit from naming these based on assignment titles or something else that helps you identify them.

Category Name *

4. Describe your group.

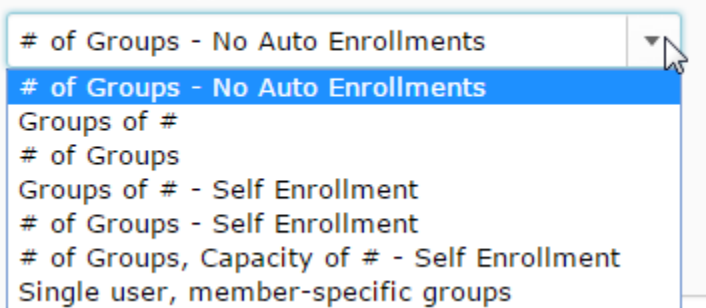
Description

These groups are for project 1.

A screenshot of the D2L description editor. The text 'These groups are for project 1.' is entered in the description field. The editor includes a toolbar with icons for bold, italic, link, and paragraph, and a dropdown menu set to 'Paragr'. The bottom of the editor shows a rich text toolbar with icons for text, code, search, and other functions.

5. Under “Enrollment Type,” you have several options, and each one has its own settings. Note that the “Group Prefix” setting in each of these is essentially a prefix to the group name. You get to rename groups after you’ve created them (we’ll get to that in a few steps).

Enrollment Type



of Groups - No Auto Enrollments

of Groups - No Auto Enrollments

Groups of #

of Groups

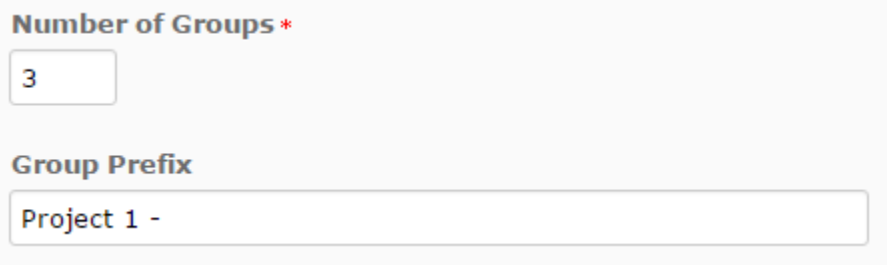
Groups of # - Self Enrollment

of Groups - Self Enrollment

of Groups, Capacity of # - Self Enrollment

Single user, member-specific groups

- a. # of Groups – No auto Enrollments: this option prompts you to choose how many groups you want, and then you manually assign people to them later.



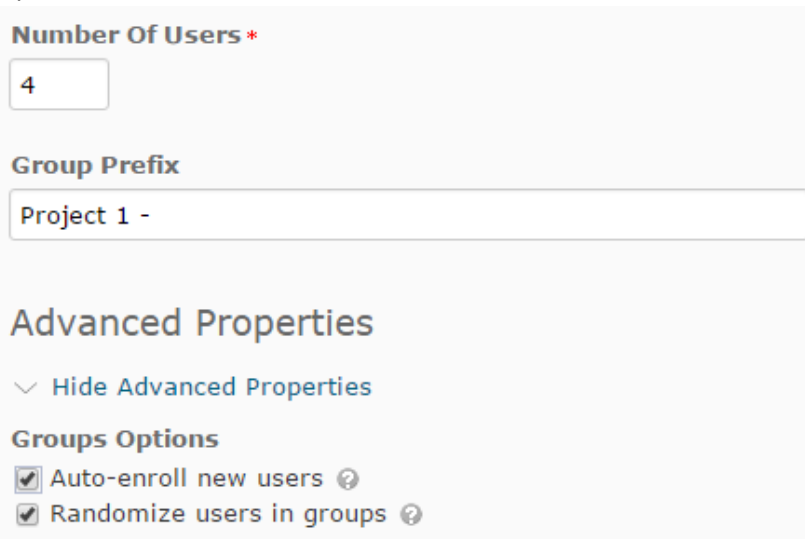
Number of Groups *

3

Group Prefix

Project 1 -

- b. Groups of #: this option prompts you to choose how many people you want in each group, and it will auto-enroll students based on that. The advanced options for this one allow you to auto-enroll new users, which is helpful if you are setting these groups before drop-add is over and new students may still be joining the groups, and randomize the users in the groups, which will randomize them instead of going in alphabetical order.



Number Of Users *

4

Group Prefix

Project 1 -

Advanced Properties

Hide Advanced Properties

Groups Options

Auto-enroll new users ?

Randomize users in groups ?

- c. # of Groups: this option prompts you to choose how many groups you want, and it will auto-enroll students based on that. The advanced options for this one allow you to auto-enroll new users, which is helpful if you are setting these groups before drop-add is over and new students may still be joining the groups, and randomize the users in the groups, which will randomize them instead of going in alphabetical order.

Number of Groups *

Group Prefix

Advanced Properties

∨ Hide Advanced Properties

Groups Options

Auto-enroll new users ?

Randomize users in groups ?

- d. Groups of # - Self Enrollment: this option prompts you to choose how many people you want in each group, and it allows students to self-enroll in a group. It cuts them off when the group is full. The advanced options for this one allow you to set an enrollment expiration date, which is essentially a deadline for students to choose their group, and then allocate unenrolled students after that date passes, which will auto-enroll anyone who didn't choose a group into an open group.

Number Of Users *

Group Prefix

Advanced Properties

∨ Hide Advanced Properties

Groups Options

Set Self Enrollment Expiry Date ?

Allocate unenrolled users after Self Enrollment Expiry Date ?

- e. # of Groups – Self Enrollment: this option prompts you to choose how many groups you want, and it allows students to self-enroll in a group. The advanced options for this one allow you to set an enrollment expiration date, which is essentially a deadline for students to choose their group, and then allocate unenrolled students after that date passes, which will auto-enroll anyone who didn't choose a group into a group.

Number of Groups *

Group Prefix

Advanced Properties

∨ Hide Advanced Properties

Groups Options

Set Self Enrollment Expiry Date ?

Allocate unenrolled users after Self Enrollment Expiry Date ?

- f. # of Groups, Capacity of # - Self Enrollment: this option prompts you to choose how many groups you want with a maximum capacity, and then students can self-enroll in a group. It cuts them off when the group is full. The advanced options for this one allow you to set an enrollment expiration date, which is essentially a deadline for students to choose their group, and then allocate unenrolled students after that date passes, which will auto-enroll anyone who didn't choose a group into an open group.

Number Of Users *

Number of Groups *

Group Prefix

Advanced Properties

∨ Hide Advanced Properties

Groups Options

Set Self Enrollment Expiry Date ?

Allocate unenrolled users after Self Enrollment Expiry Date ?

- g. Single user, member-specific groups: this creates a separate group for each student. This is not very common, but it's there if it is needed. This does not have any special settings.

6. Once you choose your group type and set the settings for it, you also have the options to set up discussion areas, set up lockers, and set up assignment submission folders.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

Set up lockers ?

Set up assignment submission folders ?

- a. Discussion areas will set up discussion boards that are each only visible to you and the groups they belong to. So you will have duplicates of discussion boards in your view, but your students will see only the one they belong to.
 - b. Lockers are not very common, but it is essentially a storage area that is shared by the group.
 - c. Assignment submission folders will set up assignment folders that are each only visible to you and the groups they belong to. So you will have duplicates of assignment folders in your view, but your students will see only the one they belong to.
7. After you save your group settings, if you selected to create discussions, you will then be prompted to choose or create a new forum for these discussions to go into. Choose one from the drop-down or create a new forum.

Category Name
of Groups - No Auto Enrollments

Forum *

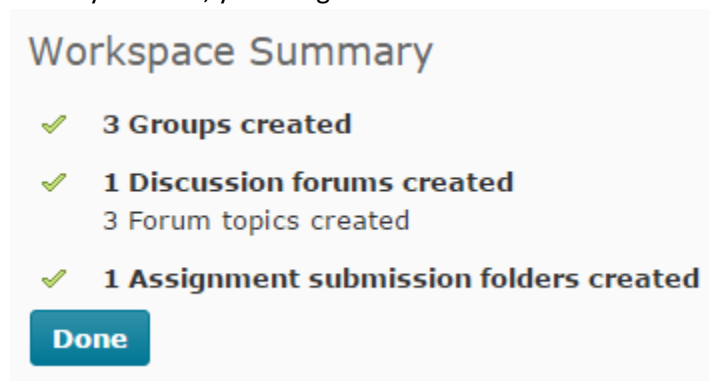
▼ [New Forum] ?

8. If you want to create more than one set of discussions, click “Add Another.” If you only want the one set, click “Create and Next.”

Create and Next **Add Another** **Skip**

9. If you selected to create assignment submission folders, you will be prompted to create those folders. Choose your settings the same way you would in a normal D2L dropbox folder. For information about D2L assignment submission folders, [go to the UITS D2L Training website](#).

10. When you finish, you will get a screen similar to the one shown below.



11. If you go back to the main Groups page, you will see your first set of groups and each group in the set below it. Note that each type of group will look different and have different options. If you need to manually enroll students, you can click on a group and then click "Enroll Users" at the top of the page. To have students enroll themselves (with that type of group), they will need to be directed to the group tab where they can enroll themselves. If it was auto-enrollment, students will be auto-enrolled when they are added to the class in D2L.

Created by Tiffani Reardon, October 2016