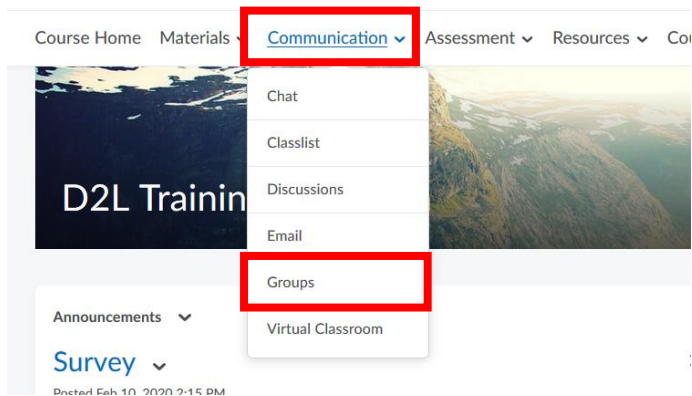




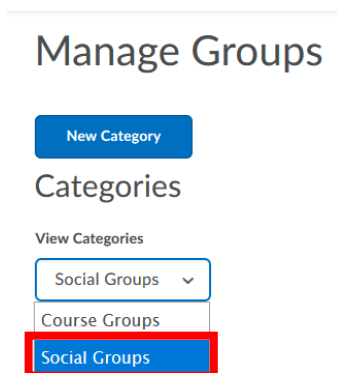
How to Enroll Students into Groups

This document illustrates how an instructor can enroll students into groups once groups are set up in their course. For how to set up and create groups within a D2L Brightspace course, please see the tutorial on “Creating Groups Within D2L Brightspace”.

- Click **“Communication”** on the navigation bar and select **“Groups”**:



- Click the group category from the **“View Categories”** dropdown menu:

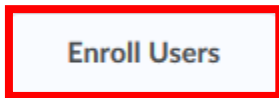




➤ Click on the group you would like to add members to:

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Social Groups (3) ▼	
<input type="checkbox"/>	SG 1	0
<input type="checkbox"/>	SG 2	0
<input type="checkbox"/>	SG 3	0

➤ Click the “Enroll Users” button towards the top of the page:



➤ Select the users you wish to enroll in the group by checking the check boxes beside their name:

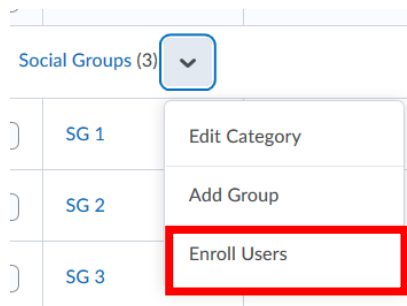
Last Name ▲, First Name, Username, Org Defined ID	SG 1 Users: 0
Mockstudent, Paul, Paul.Mockstudent, Paul.MockStudent	<input type="checkbox"/>
Mockstudent, Peter, Peter.Mockstudent, Peter.Mockstudent	<input type="checkbox"/>
MockStudent, Billy, Billy.MockStudent, Billy.MockStudent	<input type="checkbox"/>

➤ Click the “Save” button:





- To modify group enrollment, click the dropdown menu from the group in which you want to modify enrollment and select **“Enroll Users”**



- Click the checkboxes to switch users to different groups:

Last Name ▲, First Name, Username, Org Defined ID	SG 1 Users: 1	SG 2 Users: 2	SG 3 Users: 0
Mockstudent, Paul, Paul.Mockstudent, Paul.MockStudent 🏠	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mockstudent, Peter, Peter.Mockstudent, Peter.Mockstudent 🏠	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MockStudent, Billy, Billy.MockStudent, Billy.MockStudent 🏠	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A student can be a member of one group at a time.

When you move a student to a new group:

The discussion posts remain in the previous group and do not count toward the student’s grade

The student must satisfy the require of the new group

Locker files remain in the previous group

If a grade is given for the new group, the student will receive that grade.

- When finished, click the **“Save”** button:

