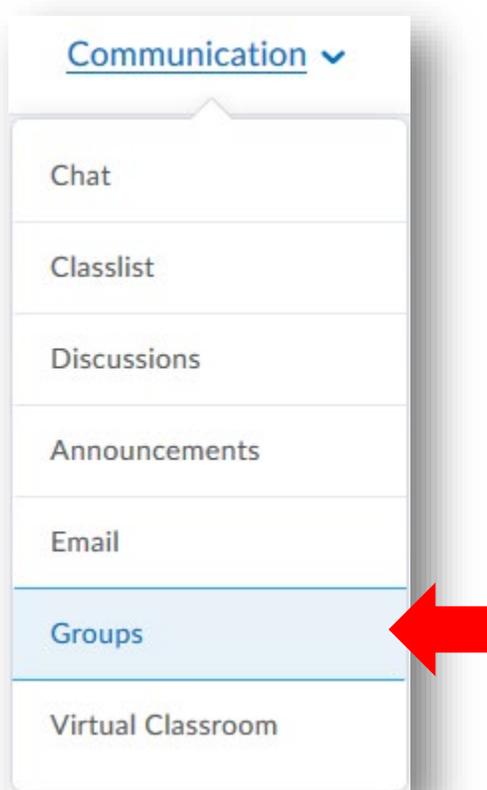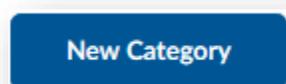# eLearning

Private Discussions

This document explains how to create private discussions using the **Groups** tool and Discussions tool in D2L Brightspace. Private discussions are a great way to create a space for you and your students to have individual spaces to converse together entirely within D2L Brightspace.

➢ Navigate to the **Groups** tool by clicking the **Communication** dropdown on the navbar and select the "*Groups*" option.

➢ Click the blue **New Category** button.

➢ Enter a group category name. For example "*Private Discussions*"

Category Name *

Private Discussions

➢ Set the **Enrollment Type** dropdown to **Single user, member-specific groups**.

Enrollment Type

Single user, member-specific groups

➢ Under the **Additional Options** heading, check the **Set up discussion areas** checkbox.

Additional Options

▼ Collapse additional options

Create Workspace

✔ Set up discussion areas ❓

➢ Set the Forum dropdown to whatever existing forum in your course you would like to add the discussion topics to, or create a new one by clicking on the **New Forum** link.

✔ Set up discussion areas ❓

Forum *

Private Discussions   [New Forum]

⦿ Create new topic

Create a new topic to restrict with this group category.

➢ Click the blue **Save** button.

Save

- ➢ Now you have two options; **Create one topic per group (X topics total)** or **Create one topic with threads separated by group**.

  - ○ ⦿ Create one topic per group (X topics total)
    Each group has a separate, restricted topic.

    Create one topic per group (X topics total) will create a discussion topic for each student in your course. Each topic will be named based on the title you set for the group category and the name of the student: {**Group Category name**} – {**Name of Student**}.

  - ○ ⦿ Create one topic with threads separated by group
    Groups share one group-restricted thread in a single topic.

    Create one topic with threads separated by group will create 1 discussion topic. As the instructor you will see posts from all of your student's private discussions there, but the students will only see their own posts and posts you have made directly to them. If you select this option you can also set the name of the discussion topic below in the **Title** textbox that appears.

- ➢ Click the blue **Create and Next** button.

  Create and Next

- ➢ Click the blue **Done** button.

  Done