

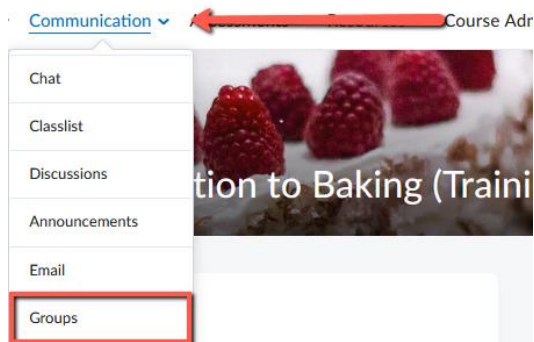


Creating Groups in D2L Brightspace

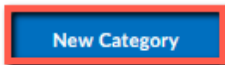
When students are assigned to a group project, they need a shared place to collaborate. The Groups tool provides the option of setting up discussion areas that are only visible to members of a group. Once groups are established, you can also create a group assignment folder where a single assignment is submitted per group and the group receives the same grade.

This document shows how to create Groups in a D2L Brightspace course.

1. From your course homepage navigation bar, select **Communication** > select **Groups**:



2. Select **New Category**:



3. Type a **Category Name**:

Category Name *

4. Under **Enrollment Type**, use the dropdown menu to select the group sizes or number of groups. See [Group enrollment types](#) for more information about each option:

Enrollment Type

Groups of #

- # 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



5. Enter the **Number Users** you would like in each group:

Number Of Users *



6. Under **Restrict Enrollments To**, select **No restrictions**:

Restrict Enrollments To *

7. Under **Group Options**, check the boxes beside your preferences:

- a. **Auto-enroll new users:** If students enroll in the course after groups are created, they will be automatically added to the smallest group
- b. **Randomize users in groups:** leaving this unchecked will assign students to groups based on their place in the classlist

Groups Options

 Auto-enroll new users  Randomize users in groups  Make category and group descriptions visible to group members

8. Click **Save**: