D2L Brightspace – Daylight Experience
The Groups Tool
# Table of Contents

- Introduction .................................................................................................................. 4
- Learning Objectives....................................................................................................... 4
- Accessing the Groups Tool ............................................................................................ 5
- Creating a Category ......................................................................................................... 5
- Switching Categories ..................................................................................................... 9
- Editing a Category .......................................................................................................... 9
  - Adding a Group to a Category ...................................................................................... 11
- Editing a Group ............................................................................................................. 12
- Enrolling Users into a Group ........................................................................................ 13
  - Enrolling Users by Category ...................................................................................... 13
  - Enrolling Users by Group ......................................................................................... 14
- Removing Students from a Group .................................................................................. 15
- Creating a Self-Enrollment Category .......................................................................... 16
- How Students Can Self-Enroll ...................................................................................... 19
- How Students Can Leave a Group ............................................................................... 20
- Deleting a Group or a Category ................................................................................... 21
- Creating a Workspace for Groups ................................................................................. 22
  - Creating Discussions for Groups ................................................................................ 22
  - Creating an Assignment for Groups .......................................................................... 24
  - Creating a Locker for Groups .................................................................................... 26
- Accessing Group Lockers as a Student ........................................................................ 26
- Additional Help ............................................................................................................. 27
Introduction

Groups are a great way for students to collaborate on assignments and projects within their course, share files, and upload projects. Instructors can divide their class into groups, and create workspaces that can only be accessed by the instructor and the students in that group.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create categories and groups for your students.
- Manage your categories and groups.
- Assign students automatically or manually to groups.
- Have students self-enroll into groups.
- Create either “Discussions” or “Discussion Topics”, Assignments, and/or Lockers for groups.
Accessing the Groups Tool

The following instructions explain how to access the Groups tool:

1. From inside your course on the *Navigation Bar*, click **Other**.

2. A drop-down list will appear. Click **Groups**.

3. The *Manage Groups* page will appear.

Creating a Category

You can create various categories to organize your different groups. For example, this semester you may plan on assigning group work for *Unit 1, Unit 2, Unit 3*, and a *Marketing Project*. When setting up groups, you have the option to give each group a *Discussion Area*, an *Assignment*, and a *Locker* (See Creating a Workspace for Groups).

While creating your category, you will also create your groups, but you **must** create a *category* before you can create a *group*.
Note: You will be able to add additional groups after the creation of your category. The following explains how to create a category:

1. From the Manage Group page, click the **New Category** button.

![Image of Manage Groups page with New Category button highlighted]

**Figure 4 - New Category**

2. The **New Category** page will appear. In the **Category Name** field, type in the **name for your category**.

![Image of Category Information page with example category name]

**Figure 5 - Category Name**

*Note:* The **description** is optional. Students will not be able to see this description.

3. Select the **Enrollment Type**. This booklet will select **# of Groups – No Auto Enrollments** (See **Figure 7 - Enrollment Type Descriptions** for more information on enrollment types).

![Image of Enrollment Type selection with # of Groups - No Auto Enrollments option highlighted]

**Figure 6 - Select Enrollment Type**
**Note:** This cannot be changed once your category is created.

**Note:** Available options will differ based on *Enrollment Type* selected. All enrollment options are as follows:

<table>
<thead>
<tr>
<th>Enrollment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Groups – No Auto Enrollments (e.g. 3 groups - students will be enrolled by instructor later)</td>
<td>This will create a specific number of groups. The instructor will enroll the members into the various groups.</td>
</tr>
<tr>
<td>Groups of # (e.g. Groups of 3 - three students per group)</td>
<td>This will create groups for a specific number of students. The system will enroll the students into the group. When one group is full, the system will add another group; this process will continue until all students are assigned to a group.</td>
</tr>
<tr>
<td># of Groups (e.g. 3 groups - students will be auto-enrolled by the system)</td>
<td>This will create a specific number of groups. The system will enroll the students in the various groups.</td>
</tr>
<tr>
<td>Groups of # – Self Enrollment (e.g. Groups of 3 - student enroll themselves with up to three students per group)</td>
<td>This will create groups for a specific number of students. Students will enroll themselves into a group. When one group is full, the system will add another group; this process will continue until all students are assigned to a group.</td>
</tr>
<tr>
<td># of Groups – Self Enrollment (e.g. 3 groups - students enroll themselves)</td>
<td>This will create a specific number of groups. Students will enroll themselves into the group of their choice.</td>
</tr>
<tr>
<td># of Groups, Capacity of # - Self Enrollment (e.g. 3 groups of 3 – three groups available and up to three students can enroll in each group)</td>
<td>This will create a specified number of groups with a specified number of enrollments per group. Students will enroll themselves into the group of their choice.</td>
</tr>
</tbody>
</table>

**Figure 7 - Enrollment Type Descriptions**

4. Type the **Number of Groups** to create.

**Figure 8 - Number of Groups**
5. Click **Expand the additional options**.

6. Click the **checkbox** to create *Discussion areas, Lockers, and/or Assignment submission folders* for each group.

   ![Figure 9 - Expand the Additional Options](image)

   ![Figure 10 - Create Workspace](image)

   **Note:** For more information on creating a workspace, see Creating a Workspace for Groups.

7. Click the **Save** button.
8. You will be brought back to the *Manage Groups* page, and your new groups will be listed under your category.

   ![Figure 11 - New Groups Created](image)
Switching Categories

The following explains how to switch between categories on the Manage Groups page:

1. From the Manage Groups page, click the drop-down box under View Categories (See Figure 12).
2. From the drop-down box, click the category you wish to switch to (See Figure 12).

![Figure 12 - Select Category](image)

3. The Manage Groups page will display the selected category and any groups created for it.

Editing a Category

The following explains how to select and edit a category:

1. From the Manage Groups page, click the category you wish to edit.

![Figure 13 - Editing Categories](image)
2. The *Edit Category* page will appear. From here, you can add additional groups, change the category name or description, and/or create workspaces for your groups (See Figure 14).

3. When you are finished with your edits, click **Save** (See Figure 14).
Adding a Group to a Category

If needed, you can add additional groups to a category once your category has been created (See Creating a Category). The following explains how to add groups to an existing category:

1. From Manage Groups, click the drop-down arrow next to the category (See Figure 15).
2. Click Add Group (See Figure 15).

3. The Add Group window will appear. Enter a name for the group in the Group Name field (See Figure 16).
4. Click the Save button (See Figure 16).

5. You will be brought back to the Manage Groups page, and your new group will be listed under your category.

6. To add more groups, repeat steps 1 - 4.
**Editing a Group**

The following explains how to edit a group:

1. From the *Manage Groups* page, click the **group** you wish to edit.

![Figure 18 - Edit Group](image)

2. The *Edit Group* page will appear. From here, you can enroll users, view enrollment, and change the group name or description (See Figure 19).

3. When finished with your edits, click the **Save** button (See Figure 19).

![Figure 19 - Edit Group Page](image)
Enrolling Users into a Group

There are two methods of enrolling users into existing groups. The following explains how to manually enroll users into an existing group:

Enrolling Users by Category

1. From the Manage Groups page, click the drop-down arrow next to your category (See Figure 20).
2. Click Enroll Users (See Figure 20).

3. The Enroll Users - Category page will appear and display the class roster. Click the checkbox next to each student you wish to enroll in the group. A nametag icon will appear next to each student who is currently enrolled in the selected group.

Note: Students can be enrolled in more than one group. Use the Search Options to filter for students.

4. When finished enrolling students, click the Save button.
5. The Manage Groups page will appear, and the number of members enrolled in your group will update.
Enrolling Users by Group

1. From the Manage Groups page, click the group you want to enroll students in.
2. The Edit Group page will appear. Click the Enroll Users button.

![Edit Group - Group 1](image)

Figure 23 - Enroll Users

3. The Enroll Users - Group page will appear and display the class roster.
4. Click the checkbox next to each student you wish to enroll in the group. A nametag icon will appear next to each student who is currently enrolled in the selected group.

![Enroll Users by Groups](image)

Figure 24 - Enroll Users by Groups

**Note:** Students can be enrolled in more than one group.

5. When finished enrolling students, click the Save button.

![Save](image)

Figure 25 - Click Save

6. The Manage Groups page will appear, and the number of members enrolled in your group will update.
Removing Students from a Group

The following explains how to remove a student from a group:

1. From Manage Groups, click the drop-down arrow next to your category (See Figure 27).
2. Click Enroll Users (See Figure 27).

![Figure 27 - Enroll Users]

3. The Enroll Users - Category page will appear and display the class roster.
4. Students who are currently enrolled in the group will have a nametag icon next to their name. Deselect the checkbox next to the students you wish remove from the group.

![Figure 28 - Removing Students]

5. When finished removing students, click Save.

**Note:** You can also remove students from a group by following the instructions in the Enrolling Users by Group section and deselecting the checkbox next to their name on the class roster.
Creating a Self-Enrollment Category

You can create various self-enrollment categories to allow users to enroll into different groups on their own. For example, this semester you may plan on assigning group work for Unit 1, Unit 2, Unit 3, and a Marketing Project. When setting up groups, you have the option to give each group a Discussion Area, an Assignment, and a Locker (See Creating a Workspace for Groups).

While creating your category, you will also create your groups, but you must create a category before you can create a group. The following explains how to create a self-enrollment category:

Note: You will be able to add additional groups after the creation of your category.

1. From the Manage Groups page, click the New Category button.

![Figure 29 - New Self-Enrollment Category](image)

2. The New Category page will appear. In the Category Name field, type in the name for your category.

![Figure 30 - Category Name](image)

Note: The Description is optional. Students will not be able to see this description.

3. Select one of the self-enrollments for the Enrollment Type.

Note: This cannot be changed once your category is created.
4. Enter the **Number Of Users** per group (See Figure 32) and/or **Number of Groups** to create (See Figure 32).

![Figure 32 - Number of Users](image)

![Figure 33 - Number of Groups](image)

5. Click **Show Advanced Properties**.

![Figure 34 - Show Advanced Properties](image)

6. Click **Set Self Enrollment Expiry Date** if you want to remove the student’s ability to join after a set date.

![Figure 35 - Set Self Enrollment Expiry Date](image)

**Note:** If students do not self-enroll when the **Set Self Enrollment Expiry Date** hits, you can automatically and randomly assign them in by checking **Allocate unenrolled users after Self Enrollment Expiry Date**.

![Figure 36 - Allocate unenrolled users after Self Enrollment Expiry Date](image)
7. Click **Expand the additional options**.

8. Click the **checkbox** to create individual *discussion areas, lockers, and/or assignment submission folders* for each group.

   ![Figure 37 - Expand the Additional Options](image)

   **Figure 37 - Expand the Additional Options**

   ![Figure 38 - Create Workspace](image)

   **Figure 38 - Create Workspace**

   **Note:** For more information on creating a workspace, see *Creating a Workspace for Groups*.

9. Click the **Save** button.
10. You will be brought back to the *Manage Groups* page, and your new groups will be listed under your category.

   ![Figure 39 - New Groups Created](image)

   **Figure 39 - New Groups Created**
How Students Can Self-Enroll

If a category was set to *Self Enrollment* during creation, students will be able to enroll themselves in a group of their choice. The following instructions explain how a student can self-enroll into a group once it has been created:

1. From inside your course on the *Navigation Bar*, click *Other*.

![Figure 40 - Other](image)

2. A drop-down list will appear. Click *Groups*.

![Figure 41 - Select Groups](image)

3. The *Groups* page will open. Click the *View Available Groups* button.

![Figure 42 - Student Self-Enroll](image)

4. The *Available Group* page will appear. Click *Join Group* to enroll.

![Figure 43 - Choose Group](image)
5. The student is now enrolled in the group.

![Figure 44 - Enrolled in the Group](image)

**Note:** Clicking the number in the *Members* column will display a list of who is already enrolled in the group.

### How Students Can Leave a Group

If a category was set to *Self Enrollment* during creation, students will be able to leave a group themselves if they enrolled in a group of their choice. The following instructions explain how a student can leave a group after they enrolled:

1. From inside the course on the *Navigation Bar*, click **Other**.

![Figure 45 - Other](image)

2. A drop-down list will appear. Click **Groups**.

![Figure 46 - Select Groups](image)

3. The **Groups** page will open. Click the **Leave Group** button.

![Figure 47 - Student Leave Group](image)
4. A Confirmation dialog window will display, click the Yes button.

![Figure 48 - Confirmation Leave Group](image)

Deleting a Group or a Category

The following explains how to delete a group or a category:

1. From the Manage Groups page, click the checkbox next to the group or category you wish to delete (See Figure 49).
2. Click Delete (See Figure 49).

![Figure 49 - Delete](image)

3. A Confirmation window will appear. Click the Delete Groups/Categories button.

![Figure 50 - Confirm Delete](image)

4. You will return to the Manage Groups page. Your selection has been deleted.
Creating a Workspace for Groups

The following sections will explain how to create Discussions, Assignments, or Lockers for your groups that only members within the group can access.

Creating Discussions for Groups

The Discussions tool provides an area for students to post, read, and reply to threads on different topics. By creating Discussions for groups, students can collaborate with other members in their group on assignments and homework. Students will only be able to see their group’s topic; they cannot view or post to another group’s topic. The instructor can view and post to all group topics.

For more information, please refer to the D2L Brightspace Discussions guide at https://uits.kennesaw.edu/cdoc.

The following explains how to create Discussions for groups:

1. From the Manage Groups page, click the category you wish to edit.

   ![Edit Category](image)

   Figure 51 - Edit Category

2. The Edit Category page will appear. Click the Set up discussion areas box under Create Workspace.

   ![Set Up Discussion Areas](image)

   Figure 52 - Set Up Discussion Areas

   **Note:** Click Expand the additional options under Additional Options if you do not see Create Workspace.

3. Click the Save button.
4. The *Create Restricted Discussion Areas* page will open. Click the **Drop-down box** under *Forums* (See Figure 53).

5. A list of your previously created forums will display. Select a **forum** from the list (See Figure 53).

![Figure 53 - Select Forum](image)

**Note**: You can also create a new forum if you do not wish to select an existing one. Click **New Forum** next to the *drop-down menu* to begin creating a new forum (See Figure 54).

![Figure 54 - Create New Forum](image)

6. Click the **Create and Next** button.

![Figure 55 - Create and Next](image)

7. The *Workplace Summary* page will open and display the number of Discussion forums and topics created.

8. Click the **Done** button.

![Figure 56 - Workplace Summary: Discussion Boards](image)

Within the forum you select, a topic will be created for each group (e.g. 3 groups will mean 3 topics). Students can only see their group’s topic; they cannot view or post to another group’s topic. The instructor can view and post to all group topics.
Creating an Assignment for Groups

The Assignments tool is used for assignments in which your students can submit documents for grading. By creating a group Assignment, only students within the group will have access to their group's Assignment; they cannot access or upload to another group's Assignment. The instructor can access all group Assignments.

For more information, please refer to the D2L Brightspace - The Assignments guide at https://uits.kennesaw.edu/cdoc.

The following explains how to create an Assignment for groups:

1. From the Manage Groups page, click the category you wish to edit.

   ![Figure 57 - Edit Category]

2. The Edit Category page will appear. Click the Set up assignment submission folders box under Create Workspace.

   ![Figure 58 - Set Up an Assignment]

   **Note:** Click **Expand the additional options** under Additional Options if you do not see Create Workspace.

3. Click the Save button.
4. The *Create Assignment Submission Folders* page will open. Enter a **Name** for the folder (See Figure 59).

5. If desired, select a **Category** where the folder will be located (See Figure 59).

6. If you have the item listed in the grade book, click to select the **Grade Item** (See Figure 59).

7. Enter **Out Of** for the maximum points students can receive for this assignment (See Figure 59).

![Create Assignment Submission Folders](image)

**Figure 59 - Assignment Folder Properties**

8. When finished, click the **Create** button at the bottom of the page.

![Create](image)

**Figure 60 - Click Create**

9. The *Workplace Summary* page will open and display the number of Assignment submission folders created. Click the **Done** button.

![Workplace Summary](image)

**Figure 61 - Workplace Summary: Assignment Submission Folder**

An Assignment will be created for each group (e.g. 3 groups will mean 3 Assignments). Students can only access their group’s Assignment; they cannot access or upload to another group’s Assignment. The instructor can access all group Assignments.
Creating a Locker for Groups

Group lockers act as restricted lockers that only members of the group can access for file storage. Any group member can upload and modify files to the group locker.

The following explains how to create a Locker for groups:

1. From the Manage Groups page, click the category you wish to edit.

2. The Edit Category page will appear. Click the Set up lockers box under Create Workspace.

3. Click the Save button.

4. The Lockers for your groups are created and you will be returned to the Manage Groups page.

Accessing Group Lockers as a Student

If a group locker was created for students, they will be able to use the locker to store files and share between other members in their group. The following instructions explain how a student can access their group’s locker:

1. From inside your course on the Navigation Bar, click Other.

2. A drop-down list will appear. Click Locker.
3. The *Locker* page will open. Click on **Group Lockers**.

![Image of Group Lockers](image1)

**Figure 65 - Group Lockers**

4. The *Available Group Lockers* will open. From here, select a **group locker** to view.

![Image of Available Group Lockers](image2)

**Figure 66 - Available Group Lockers**

5. The *Group Locker* page will open. From here, students can upload and modify files to the group locker.

![Image of Group Locker View](image3)

**Figure 67 - Group Locker View**

**Note:** The instructor will be able to access all *Group Lockers* to view, upload and modify files to the group locker.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Students**

- **Phone:** 470-578-3555
- **Email:** studenthelpdesk@kennesaw.edu
- **Website:** [http://uits.kennesaw.edu](http://uits.kennesaw.edu)