D2L Brightspace – Daylight Experience
The Groups Tool
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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.

![Figure 1 - Other](Image)

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

![Figure 2 - Select Groups](Image)

3. The Manage Groups page will appear.

![Figure 3 - Manage Groups Page](Image)
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.

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

**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).

![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</td>
<td>This will create a specific number of groups. The instructor will enroll the members into the various groups.</td>
</tr>
<tr>
<td>(e.g. 3 groups - students will be enrolled by instructor later)</td>
<td></td>
</tr>
<tr>
<td>Groups of #</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>(e.g. Groups of 3 - three students per group)</td>
<td></td>
</tr>
<tr>
<td># of Groups</td>
<td>This will create a specific number of groups. The system will enroll the students in the various groups.</td>
</tr>
<tr>
<td>(e.g. 3 groups - students will be auto-enrolled by the system)</td>
<td></td>
</tr>
<tr>
<td>Groups of # – Self Enrollment</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>(e.g. Groups of 3 - student enroll themselves with up to three students per group)</td>
<td></td>
</tr>
<tr>
<td># of Groups – Self Enrollment</td>
<td>This will create a specific number of groups. Students will enroll themselves into the group of their choice.</td>
</tr>
<tr>
<td>(e.g. 3 groups - students enroll themselves)</td>
<td></td>
</tr>
<tr>
<td># of Groups, Capacity of # - Self Enrollment</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>
<tr>
<td>(e.g. 3 groups of 3 – three groups available and up to three students can enroll in each group)</td>
<td></td>
</tr>
<tr>
<td>Single user, member specific groups</td>
<td>This will create groups with one student from the classlist enrolled in each.</td>
</tr>
</tbody>
</table>

*Figure 7 - Enrollment Type Descriptions*
4. Type the **Number of Groups** to create.

![Number of Groups](image)

Figure 8 - Number of Groups

5. Enter a **Group Prefix**, if desired (e.g., Group Project).

![Group Prefix](image)

Figure 9 - Group Prefix

6. Click **Expand the additional options**.

![Expand the Additional Options](image)

Figure 10 - Expand the Additional Options

7. Click the applicable **checkbox** to create Discussion areas, Lockers, and/or Assignments for each group (See Figure 11).

8. Click the **Save** button (See Figure 11).

![Create Workspace](image)

Figure 11 - Create Workspace

**Note**: Upon save, you will be prompted to configure the additional options selected. You may skip and revisit at a later time, if desired.
9. If you elect to skip setup, you will be brought back to the *Manage Groups* page, and your new groups will be listed under your category.

![New Groups Created](image12)

**Figure 12 - New Groups Created**

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

**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 13).

2. From the drop-down box, click the category you wish to switch to (See Figure 13).

![Select Category](image13)

**Figure 13 - Select Category**

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.

![Editing Categories](image14)

**Figure 14 - Editing Categories**
2. The *Edit Category* page will appear. You can make several types of edits from here:
   a. Edit the **category** name (See Figure 15).
   b. Add a **description** for the category (See Figure 15).
   c. Create **workspaces** for your groups (See Figure 15).

3. When you are finished with your edits, click **Save** (See Figure 15).
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 16).
2. Click **Add Group** (See Figure 16).

![Figure 16 - Adding Groups](image)

3. The *Add Group* window will appear. Enter a name for the group in the **Group Name** field (See Figure 17).

![Figure 17 - Naming the Group](image)

4. Click the **Save** button (See Figure 17).
5. You will be brought back to the Manage Groups page, and your new group will be listed under your category.

![Figure 18 - New Group Added](image)

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 19 - Edit Group](image)

2. The Edit Group page will appear. From here, you have several options:
   a. **Enroll Users**: Click here to enroll additional users into the group (See Figure 20).
   b. **View Enrollment**: Click here to view the group enrollment (See Figure 20).
   c. **Change the group name**: Enter an alternate name (See Figure 20).
   d. **Change or add a description**: Enter a description (See Figure 20).

![Figure 20 - Edit Group Details](image)
3. When finished with your edits, click the **Save** button.

![Save button](image)

**Figure 21 - Save Edits**

**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 22).

2. Click **Enroll Users** (See Figure 22).

![Enroll Users](image)

**Figure 22 - Enroll Users**

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.

![Enrolling Users by Category](image)

**Figure 23 - Enrolling Users by Category**
4. When finished enrolling students, click the **Save** button.

![Figure 24 - Save Enrollment](image)

5. The *Manage Groups* page will appear, and the number of members enrolled in your group will update.

![Figure 25 - Members Enrolled](image)

**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.

![Figure 26 - Enroll Users](image)

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.

![Figure 27 - Enroll Users by Groups](image)

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

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

![Figure 28 - Click Save](image)

6. The **Manage Groups** page will appear, and the number of members enrolled in your group will update.

![Figure 29 - Members Enrolled](image)
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 30).
2. Click Enroll Users (See Figure 30).

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.

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 32 - 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 33 - 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 35) and/or **Number of Groups** to create (See Figure 36).

![Figure 35 - Number of Users](image)

![Figure 36 - Number of Groups](image)

5. Click **Show Advanced Properties**.

![Figure 37 - 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 38 - 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 39 - Allocate unenrolled users after Self Enrollment Expiry Date](image)
7. Click **Expand the additional options**.

![Figure 40 - Expand the Additional Options](image)

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

![Figure 41 - Create Workspace](image)

**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 42 - New Groups Created](image)
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 43 - Other](image)

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

   ![Figure 44 - Select Groups](image)

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

   ![Figure 45 - Student Self-Enroll](image)

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

   ![Figure 46 - Choose Group](image)
5. The student is now enrolled in the group.

![Figure 47 - 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 48 - Other](image)

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

![Figure 49 - Select Groups](image)

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

![Figure 50 - Student Leave Group](image)
4. A Confirmation dialog window will display, click the Yes button.

![Confirmation Leave Group](image)

**Figure 51 - Confirmation Leave Group**

### 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 52).

2. Click Delete (See Figure 52).

![Delete](image)

**Figure 52 - Delete**

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

![Confirm Delete](image)

**Figure 53 - Confirm Delete**

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.

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

Note: Click Expand the additional options under Additional Options if you do not see Create Workspace.
3. Clicking the *Set up discussion areas* checkbox expands to provide options for setting up the discussion area:
   a. **Forum**: Allows you to select an existing forum from the drop-down menu (See Figure 56).
   b. **New Forum**: Allows you to create a new forum for the group discussion (See Figure 56).
   c. **Create new topic**: Select to create a new topic to restrict with this group category (See Figure 56).
   d. **Attach to existing topic**: Select to create a group-restricted thread in an existing topic (See Figure 56).

**Note**: This option is only available for empty topics with no previous posts or restrictions.

![Figure 56 - Set Up Discussion Areas](image)

4. For this example, we will create the Group Discussion Area forum. Click **New Forum** (See Figure 57).

![Figure 57 - Click New Forum](image)

5. In the **Title** field, enter a **name** (e.g., Group Discussion Area) for the forum (See Figure 58).
6. Enter an optional **description**, if desired (See Figure 58).
7. Click **Save** (See Figure 58).
8. The Create Restricted Topics page will open. Under Category Name, select from one of the following options (See Figure 59):

a. **Create one topic per group**: Each group has a separate, restricted topic for their group members (See Figure 59).

b. **Create one topic with threads separated by group**: Groups share one group-restricted thread in a single topic (See Figure 59).

**Note**: This is selected by default. You must select option a if you want one topic per group. Selecting option a removes the *Title* and *Description* fields from view when selected.

9. Enter an alternate *title*, if desired (See Figure 59).
10. Enter an optional *description* (See Figure 59).
11. Click the **Create and Next** button (See Figure 59).

![Create Restricted Topics](image)

**Figure 59 - Create and Next**

**Note**: 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.
12. The Workplace Summary page will open and display the number of Discussion forums and topics created. Click the Done button.

![Workspace Summary](image)

Figure 60 - Workplace Summary

13. You will return to the Edit Category page where you may create more workspaces (e.g., setup lockers and/or assignments) or edit existing workspaces.

![Additional Options](image)

Figure 61 - Additional Options
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 - 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.

![Edit Category](image1)

2. The Edit Category page will appear. Click the Set up assignments box under Create Workspace (See Figure 63).

3. By default, the submission folder is configured to accept file attachments, but you may use the drop-down box to allow and select assignment submission as a Text submission, On paper submission, or Observed in person (See Figure 63).

![Set Up an Assignment](image2)

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

4. Click the Save button.
5. The Create Assignment Submission Folders page will open. Enter a Name for the folder (See Figure 64).

6. If needed, add optional **instructions** for the assignment (See Figure 64).
7. If desired, add **attachments** or **record audio** for the assignment (See Figure 64).

8. Under *Submission, Completion and Categorization*, select the **number of files allowed per submission** and how many **submissions** are kept.
9. In the Notification Email field, enter the email address to use for submission confirmation (See Figure 66).

10. If desired, select a **Category** where the folder will be located (See Figure 66).
11. Enter **Score Out Of** for the maximum points students can receive for this assignment (See Figure 66).

12. If you have the item listed in the grade book, click to select the **Grade Item** (See Figure 66).

![Figure 66 - Assignment Folder Properties]

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

![Figure 67 - Click Create]

14. 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.
15. The Workplace Summary page will open and display the number of Assignments created. Click the Done button.

![Workspace Summary](image)

**Figure 68 - Workplace Summary: Assignment Submission Folder**

**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.

![Edit Category](image)

**Figure 69 - Edit Category**

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

![Set Up Lockers](image)

**Figure 70 - Set Up Lockers**

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

![Group Lockers]

**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.

![Other]

2. A drop-down list will appear. Click Locker.

![Locker]

3. The Locker page will open. Click Group Lockers.

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

![Available Group Lockers](image)

**Figure 75 - Available Group Lockers**

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

![Group Locker View](image)

**Figure 76 - 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 Faculty & Staff**

- **Phone**: 470-578-6999
- **Email**: service@kennesaw.edu
- **Website**: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)