# University Information Technology Services

## D2L Brightspace®

## 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](image1)

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

   ![Figure 2 - Select Groups](image2)

3. The Manage Groups page will appear.

   ![Figure 3 - Manage Groups Page](image3)
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).

The following explains how to create a category. 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.

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**.

   ![Category Information](image)

   **Figure 5 - Category Name**

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

3. Select the **Enrollment Type**.

   **Note:** This **cannot** be changed once your category is created.
**Note:** This booklet will select **# of Groups – No Auto Enrollments**. Available options will differ based on **Enrollment Type** selected. All enrollment options are described in more detail in **Figure 7**.

<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 and 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 and 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 and 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>
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**Figure 7 - Enrollment Type Descriptions**

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

![Number of Groups](image)

**Figure 8 - Number of Groups**

5. Click **Expand the additional options**.

![Additional Options](image)

**Figure 9 - Expand the Additional Options**
6. Click the checkbox to create an individual *discussion areas, lockers, and/or assignment submission folders* for each group.

![Create Workspace](image)

**Figure 10 - Create Workspace**

**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.

![New Groups Created](image)

**Figure 11 - New Groups Created**

### 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**.

![View Categories](image)

**Figure 12 - View Categories**

2. From the **drop-down box**, click the **category** you wish to switch to.

![Select Category](image)

**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.

![Marketing Project (4) drop-down](image)

*Figure 14 - Editing Categories*

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.

![Edit Category - Marketing Project](image)

*Figure 15 - Edit Category Page*

3. When finished with your edits, click the Save button.
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 the Manage Groups page, click the drop-down arrow next to your category.

![Figure 16 - Category Options](image)

2. Click Add Group.

![Figure 17 - Create Group](image)

3. The Add Group window will appear. Enter a name for the group in the Group Name field.

![Figure 18 - Add Group](image)

**Note:** The Description field is optional. Students will not see the description.

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

![Figure 19 - 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 20 - 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.

![Figure 21 - Edit Group Page](image)

3. When finished with your edits, click the Save button.
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.

2. Click Enroll Users.

3. The Enroll Users - Category 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.

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

5. When finished enrolling students, click the Save button.
6. 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 26 - 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 27 - Enroll Users by Groups**

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

**Note:** Use the Search Options to filter for students.

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

![Groups](image)

**Figure 28 - Members Enrolled**
Removing Students from a Group

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

1. From the Manage Groups page, click the drop-down arrow next to your category.

![Figure 29 - Category Options](image)

2. Click Enroll Users.

![Figure 30 - Enroll Users](image)

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 to remove from the group.

![Figure 31 - Removing Students](image)

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

**Note:** You can also remove students 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 in 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 Group page, click the **New Category** button.

![Figure 32 - New Self-Enrollment Category](image1.png)

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

![Figure 33 - Category Name](image2.png)

**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 can not be changed once your category is created.
4. Enter the **Number Of Users** per group and/or **Number of Groups** to create.

![Figure 35 - Number of Users](image1)

![Figure 36 - Number of Groups](image2)

5. Click **Show Advanced Properties**.

![Advanced Properties](image3)

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

![Figure 37 - Show Advanced Properties](image4)

![Figure 38 - Set Self Enrollment Expiry Date](image5)

**Note:** If students don’t 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](image6)
7. Click **Expand the additional options.**

![Additional Options](image)

**Figure 40 - Expand the Additional Options**

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

![Create Workspace](image)

**Figure 41 - 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.

![New Groups Created](image)

**Figure 42 - 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 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. You are 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 your course on the *Navigation Bar*, click **Other**.

   ![Figure 48 - Other](image1)

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

   ![Figure 49 - Select Groups](image2)

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

   ![Figure 50 - Student Leave Group](image3)

4. A *Confirmation* dialog window will display, click the **Yes** button.

   ![Figure 51 - Confirmation Leave Group](image4)
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.

![Figure 52 - Deleting Groups](image)

2. Click Delete.

![Figure 53 - Delete](image)

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

![Figure 54 - 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.

![Figure 55 - Edit Category](image)

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

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

**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.

![Create Restricted Discussion Areas Page](image)

**Figure 57 - Create Restricted Discussion Areas Page**

5. A list of your previously created forums will display. Select a **forum** from the list.

![Select Forum](image)

**Figure 58 - Select Forum**

**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 59).

![Create New Forum](image)

**Figure 59 - Create New Forum**

![New Forum Window](image)

**Figure 60 - New Forum Window**

6. Click the **Create and Next** button.
7. The Workplace Summary page will open and display the number of Discussion forums and topics created.
8. Click the Done button.

![Workspace Summary](image)

Figure 61 - Workplace Summary: Discussion Boards

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 Assignment 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 Assignment guide at [https://uits.kennesaw.edu/cdoc](https://uits.kennesaw.edu/cdoc).

The following explains how to create a Assignment for groups:

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

![Edit Category](image)

Figure 62 - Edit Category

2. The Edit Category page will appear. Click the Set up assignment submission folders box under Create Workspace (See Figure 63).
3. Click the Save button (See Figure 63).

![Set Up an Assignment](image)

Figure 63 - Set Up an Assignment

**Note:** Click Expand the additional options under Additional Options if you do not see Create Workspace.
4. The Create Assignment Submission Folders page will open. Enter a Name for the folder (See Figure 64).

5. Select if you want to enable Originality Check (See Figure 64).

**Note:** Originality Check was formerly known as Plagiarism Detection in previous versions of D2L Brightspace. Turnitin © is the system used to check submitted papers.

6. Select the Category where the folder will be located (See Figure 64). If there is not a Category for this folder, follow the instructions below:
   a. Click New Category.
   b. In the window that appears, enter the Name for the Category.
   c. Click the Save button.

7. If you have the item listed in the grade book, click to select the Grade Item (See Figure 64).

8. Enter Out Of for the maximum points students can receive for this assignment (See Figure 64).

![Create Assignment Submission Folders](Figure 64 - Assignment Folder Properties)
9. If you have enabled **Originality Check**, you will see the **Originality Check Options** near the bottom of your screen with the following options:
   - **Originality Reports** - This setting cannot be adjusted. It will allow the instructor to see the originality reports.
   - **Display** - Select this option if you want each student to see his or her originality report. Selecting the Display option also enables students to see the comments you may place in their assignments using Turnitin’s GradeMark function.
   - **Frequency** - Select to either automatically check every paper for plagiarism or to individually identify specific papers that you want to check.
   - **Check submissions against** - You have the option to check submitted papers against the following:
     a. Other papers in the Turnitin database;
     b. Items on the Internet; and
     c. Periodicals, journals, and publications.
   - **Index files for originality checking** - Select this option if you want to submit the work that your students have submitted to the Turnitin database.

10. When finished, click the **Create** button at the bottom of the page.
11. The **Workplace Summary** page will open and display the number of Assignment submission folders created.

![Figure 65 - Workplace Summary: Assignment Submission Folder](image)

12. Click the **Done** button.

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.

![Figure 66 - Edit Category](image)
2. The *Edit Category* page will appear. Click the **Set up lockers** box under *Create Workspace*.

![Figure 67 - Set Up Locker](image)

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**.

![Figure 68 - Other](image)

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

![Figure 69 - Select Locker](image)

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

![Figure 70 - Group Lockers](image)
4. The *Available Group Lockers* will open. From here, select a **group locker** to view.

![Available Group Lockers](image)

**Figure 71 - 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 72 - 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

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu