How To Create Groups

1) Select “Communication” on your course Navbar, then select “Groups”.

Category Information

2) Press the “New Category” button.
3) Input a “Category Name” for the Groups (IE Lab Groups)
4) Optional: Input a “Description” for the Group Category.

6) Select ONE of the following “Enrollment Types”
   a) **# of Groups – No Auto Enrollments** (Groups are set up based on number of groups you want to create and you manually have to enroll the students).
   b) **Groups of #** (Groups are set up based on how many students you want in each Group. D2L automatically enrolls the students).
   c) **# of Groups** (Groups are set up based on how many groups you want to create and D2L will automatically enroll an even number of students in each group).
   d) **Groups of # - Self Enrollment** (Groups are set up based on how many students you want in each Group. The students will manually enroll themselves in a group. If a group is at its max number, the student will have to join another group).
   e) **# of Groups – Self Enrollment** (Groups are set up based on number of groups you want to create. Students are free to manually enroll themselves in whichever group they want).
f) **# of Groups of # - Self Enrollment** (Groups are set up based on the number of groups you want to create with an enrollment limit for each group. This prevents a majority of students from signing up for one group, which may occur in option “e”).

g) **Single User, Member-Specific Groups** (Using this option creates a group with a single user where the first name and last name of the learner is the name of the group. Use this option when you want to create journal type groups with a single member).

7) Based on the Enrollment Type selected above, input a number in either the “**Number of Groups**”, “**Number of Users**”, or “**Number of Users and Number of Groups**” box/s.
**Additional Options**

8) *Optional:* Click the “**Expand the additional options**” link.

9) *Optional:* Check off any of the following options:
   a) **Set up Discussion Areas** (selecting this option will create a discussion topic/area for each group).
   b) **Set up Locker** (selecting this option will create a shared locker for each group to share files).
   c) **Set up Assignment Submission Folders** (Creates a folder for each group to submit assignments. Everyone in the group can submit an assignment, however, all group members share a common grade and feedback).

10) Press the “**Save**” button.