Group Set-up Wizard

Setting up D2L groups, with associated dropbox folders and discussion topics, is a process that takes a few minutes and which requires completing several sequential steps. Please set aside a few minutes to complete the entire process. Do not switch between various D2L pages while completing the Group Set-up Wizard.

Before creating D2L groups, please ensure that you have completed Gradebook setup (see: *Gradebook Setup Wizard: Recommended Settings*).

Create one gradebook assessment item for each project. For example, if students will complete a Group Project Proposal, and a Group Final Written Submission, create two assessment items in Gradebook. Please review the *Add Category to Gradebook* tutorial for group projects with more than one related assessment item.
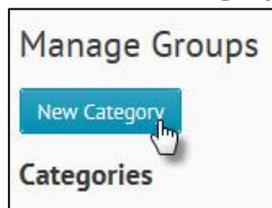
Create Groups

With the Gradebook category and/or assessment item(s) in place, we can now set up groups with associated dropbox folders and discussion forums.

1. In the red navigation bar, click **Communication**. From the dropdown menu, select **Groups**.
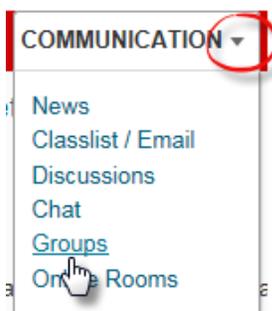
2. Select **New Category**

Name the category (name of the group project). Add a simple description, including a note encouraging students to check corresponding discussion forums.

3. Scroll down to continue filling out the fields. Choose the **Enrollment Type** ([Brightspace enrollment types](#)):

- # of Groups – manually enroll students in groups
- Groups of #
- # of Groups
- Groups of # – self enrolment
- # of Groups – self enrolment
- # of Groups of # – self enrolment

Prefix appears in the name of each group. For example, if the **Group Prefix** is "Group", the groups will be labelled: Group 1, Group 2. Depending on the enrollment type, different options will be visible. See examples of *auto-enroll* versus *self-enrollment* below:

Enrolment Type

Groups of # ▾

Number Of Users *

4

Group Prefix

Assignment 1

Advanced Properties

∨ Hide Advanced Properties

Groups Options

☑ Auto-Enrol New Users ❓
☑ Randomize users in groups ❓

Enrolment Type

Groups of # - Self Enrolment ▾

Number Of Users *

4

Group Prefix

Assignment 1

Advanced Properties

∨ Hide Advanced Properties
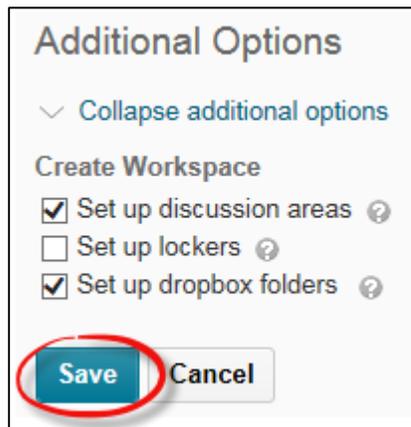
Groups Options

☑ Set Self Enrollment Expiry Date ❓

2/1/2016   Now

☑ Allocate unenrolled users after Self Enrollment Expiry Date

Note: if **# of Groups – No Auto-Enrolment** has been selected, see tutorial: *Manually Enroll Students in Groups*.

4. Under **Additional Options**, select "Set up Discussion Areas", and "Set up Dropbox Folder".
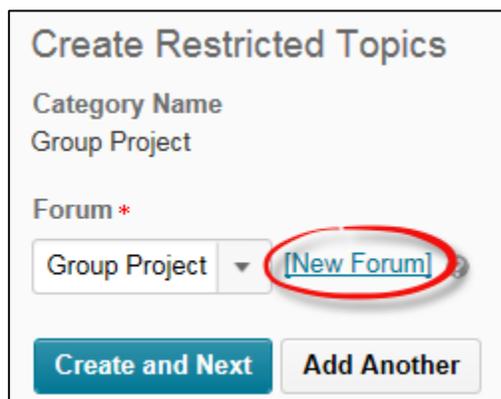

Create Individual Group Forums

5. You are automatically taken to the **Create Restricted Discussion Areas** page. This is where you will create private discussion forums for each group. Click on **New Forum** to set up forums for groups.

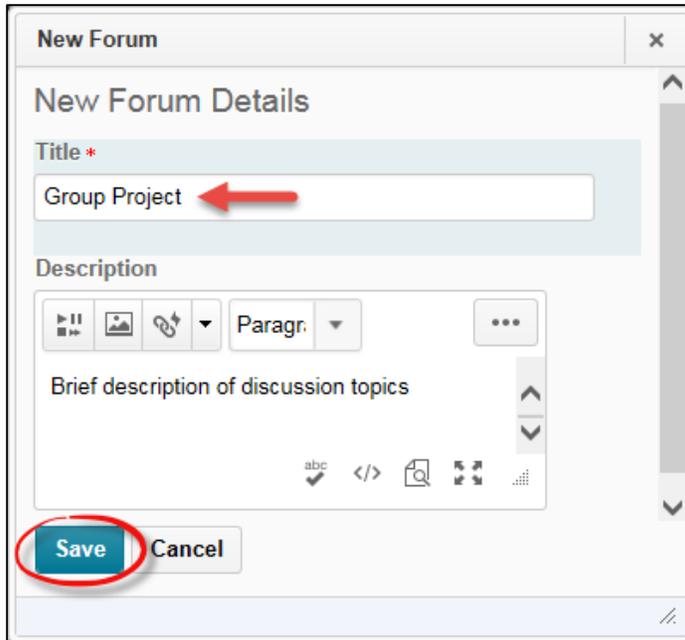A new dialogue box opens. **Name the forum** (name of the group project), and provide a brief description of topics for discussion. **Save**.

6. Click **Create and Next** to complete the process of **setting up private forums for each group**.
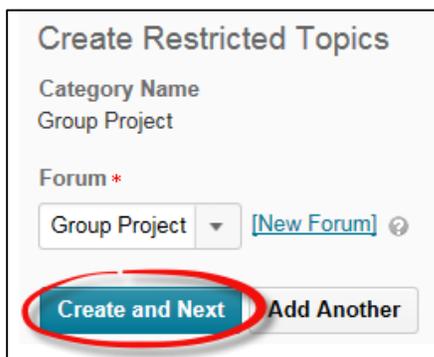
Create Group Dropbox Folders

7. You are automatically taken to the **Create Dropbox Folders** page. A separate dropbox folder must be created for each assessment item. For example, if each group submits a project proposal, and a final written submission, you will need to create to dropbox folders.

8. Name the dropbox folder. Select the corresponding assessment item from the **Grade Item** dropdown menu. Ensure that the **Out of** field value matches the points assigned to the assessment item in gradebook.

NOTE: do not click on another D2L page (such as grades) while completing the Group Setup Wizard. If you are unsure of the assessment item points, enter an estimate and edit the dropbox folder **Out of** value after completing the Group Setup Wizard.

Create Dropbox Folders
Folder Properties

Name *

Group Project: Project Proposal ⬅

Folder Type
Group submission folder - Group Project

Category
No Category ▼ [New Category]

Grade Item
Project Proposal ▼ [New Grade Item]

Out Of
20 ?

Student View Preview
20 / 20 - A+ ▼

The **Out of** field value matches the points assigned to the assessment item in gradebook:

| Enter Grades | **Manage Grades** | Schemes | Setup Wizard | ⚙ Settings ❓ Help |

New ▼ More Actions ▼

Grade Item	Type	Association	Max. Points	Weight
Group Project ▼				30
Project Proposal ▼	Numeric	-	20	10
Final Written Submission ▼	Numeric	-	40	75
Peer Review ▼	Numeric	-	20	15
Final Calculated Grade ▼				
Final Adjusted Grade ▼				
🖉 Bulk Edit				

9. Add brief **Instructions** (optional). Click **Add a file** to include full assignment details. Scroll down to complete the Dropbox folder setup

NOTE: If there is more than 1 group based assessment item, create a separate dropbox folder for each assessment item. Click **Add Another** to create a second dropbox folder for the group.

10. Click **Create** to complete the group setup. You will see a workspace summary associated with the group setup. Click **Done**. Click **Save**.

11. To complete the setup of Groups, Groups Discussion Forums, and Group Dropbox, click **Done**. You will be taken to the **Manage Groups** page, where you can modify your selections.