

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.

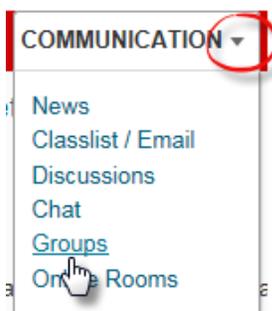
Before creating D2L groups, please ensure that you have completed Gradebook setup (see: [Gradebook Setup Wizard: Recommended Settings](#)).

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.

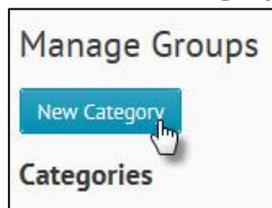
Create Groups

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.

New Category

Category Information

Category Name *
Group Project

Description

Assignment 1: Group Project

Due:

Note: check discussion board for private group discussion topic

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

Enrolment Type

- # of Groups - No Auto Enrolments
- 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

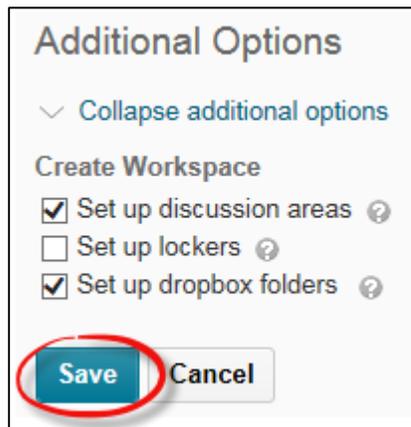
Set Self Enrollment Expiry Date ?

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”.



Additional Options

∨ Collapse additional options

Create Workspace

Set up discussion areas ?

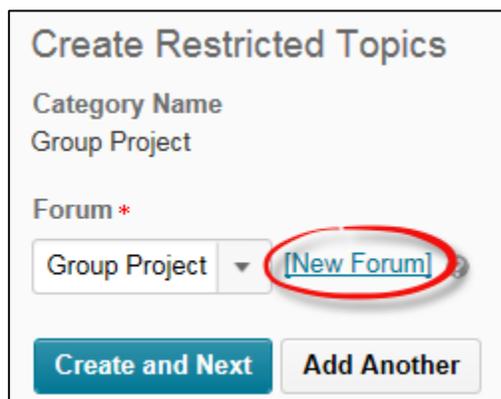
Set up lockers ?

Set up dropbox folders ?

Save Cancel

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.



Create Restricted Topics

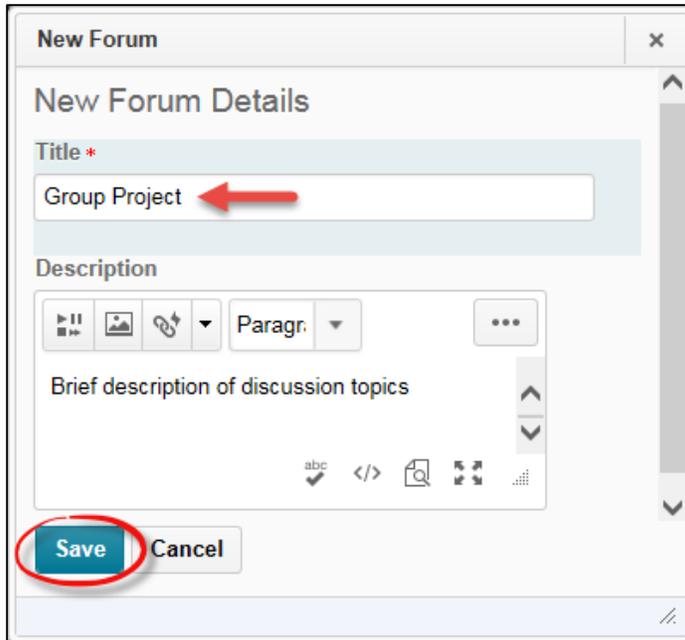
Category Name
Group Project

Forum *

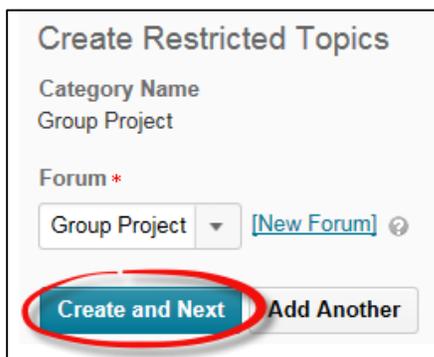
Group Project ▾ **[New Forum]**

Create and Next Add Another

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 *

Folder Type
 Group submission folder - Group Project

Category
 [New Category]

Grade Item
 [New Grade Item]

Out Of

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
<input type="checkbox"/>	Group Project ▼				30
<input type="checkbox"/>	Project Proposal ▼	Numeric	-	20	10
<input type="checkbox"/>	Final Written Submission ▼	Numeric	-	40	75
<input type="checkbox"/>	Peer Review ▼	Numeric	-	20	15
<input type="checkbox"/>	Final Calculated Grade ▼				
<input type="checkbox"/>	Final Adjusted Grade ▼				
<input type="checkbox"/>	Bulk Edit				

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

The screenshot shows the 'Instructions' section with a text editor. Below it is the 'Attached Files' section with buttons for 'Add a File', 'Record Audio', and 'Record Video'. The 'Submission Options' section is expanded, showing 'Files allowed per submission' with radio buttons for 'Unlimited', 'One file per submission', 'All submissions are kept', 'Only the most recent submission is kept', and 'Only one submission allowed'. The 'Create' button is circled in red. A red box labeled 'Recommended Options' has arrows pointing to the 'Unlimited' option and the 'Only the most recent submission is kept' option.

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**.

The 'Workspace Summary' dialog box displays a list of completed tasks with green checkmarks: '3 Groups created', '1 Discussion forums created' (with '3 Forum topics created' below it), and '2 Dropbox folders created'. A blue 'Done' button is located at the bottom left of the dialog.

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.

The screenshot shows the 'Manage Groups' page. At the top left is a 'New Category' button. Below it is the 'Categories' section with a 'View Categories' dropdown set to 'Group Project'. There are 'Email' and 'Delete' icons. A table lists groups with columns for 'Groups', 'Members', 'Dropbox', 'Discussions', and 'Locker'. The first row is 'Group Project (3)' with a dropdown arrow. Below it are three rows for 'Assignment 1: Group 1', 'Group 2', and 'Group 3'. Each row has 'Email' and 'Delete' icons. Red callout boxes with arrows point to: 1) the 'New Category' button, 2) the dropdown arrow on 'Group Project (3)', 3) the 'Email' icon for 'Assignment 1: Group 1', and 4) the 'Locker' link for 'Assignment 1: Group 3'.

Manage Groups Help

New Category

Categories
View Categories
Group Project

Email Delete

Groups	Members	Dropbox	Discussions	Locker
<input type="checkbox"/> Group Project (3) ▼ Assignment 1: Group Project Due: Note: check discussion board for private group discussion topic				
<input type="checkbox"/> Assignment 1: Group 1	1	2	Assignment 1 1...	
<input type="checkbox"/> Assignment 1: Group 2	2	2	Assignment 1 2...	
<input type="checkbox"/> Assignment 1: Group 3	2	2	Assignment 1 3...	

Email Delete

Email Delete