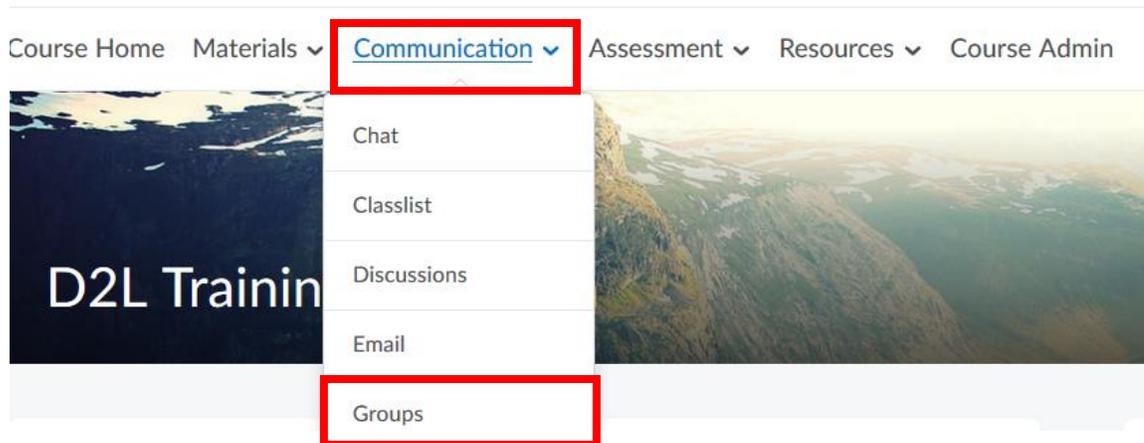




# Creating Groups Within D2L Brightspace

- Click the **“Communication”** tab on the course Navigation Bar
- Click on **“Groups”**:



- Click the **“New Category”** button:



- Enter a name for the Category that the groups will exist in
- Enter a description for the Category if desired:

Category Name \*

Description

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, background color, and more options.

Rich text editor content area with icons for undo, redo, search, and refresh.



- Select the enrollment type from the dropdown menu

There are 7 options to choose from:

#### Enrollment Type

# of Groups - No Auto Enrollments

- # of Groups - No Auto Enrollments
- Groups of #
- # of Groups
- Groups of # - Self Enrollment
- # of Groups - Self Enrollment
- # of Groups, Capacity of # - Self Enrollment
- Single user, member-specific groups

Click [Group enrollment types](#)

When choosing different “enrollment options”, you may be presented with various checkbox for properties and options that are available. See the following pages for specifics.

- Click the “Save” Button:





# Enrollment Types

## “# of Groups – No Auto Enrollments”:

Use this enrollment type when you know how many groups you want to create and which users you want in each group.

- Enter the “**Number of Groups**” and a “**Group Prefix**”:

**Number of Groups** \*

**Group Prefix**

- You can make the category and the group description visible to the group members by checking the following:

### Groups Options

**Make category and group descriptions visible to group members**

- Create Workspace by checking the following:

- Set up discussion areas ?
- Set up lockers ?
- Set up assignments ?

File submission ▼

Set up discussion areas:  
Create a discussion for each group

Set up lockers:  
Create a shared locker for each group

Set up assignments:  
Create an assignment for each group

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



### “Groups of #”:

Use this enrollment type when you know how many users you want in each group.

- Enter the “**Number of Groups**” and a “**Group Prefix**”:

Number of Groups \*

Group Prefix

- The following “**Groups Options**” are available by checking the following:

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | Auto-enroll new users ?                                       | Auto-enroll news users: users are enrolled with the group with the fewest users |
| <input type="checkbox"/> | Randomize users in groups ?                                   | Randomize users in groups: enroll users in a random order                       |
| <input type="checkbox"/> | Make category and group descriptions visible to group members |   |

You can check more than one option

- Create Workspace by checking the following:

- |                          |                           |  |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | Set up discussion areas ? | Set up discussion areas:<br>Create a discussion for each group |
| <input type="checkbox"/> | Set up lockers ?          | Set up lockers:<br>Create a shared locker for each group       |
| <input type="checkbox"/> | Set up assignments ?      | Set up assignments:<br>Create an assignment for each group     |
- File submission ▾

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



### “# of Groups”:

Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you.

- Enter the “**Number of Groups**” and a “**Group Prefix**”:

Number of Groups \*

Group Prefix

- The following “**Groups Options**” are available by checking the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Auto-enroll new users ?                                       | Auto-enroll news users: users are enrolled with the group with the fewest users |
| <input type="checkbox"/> Randomize users in groups ?                                   | Randomize users in groups: enroll users in a random order                       |
| <input type="checkbox"/> Make category and group descriptions visible to group members |   |

You can check more than one option

- Create Workspace by checking the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Set up discussion areas ? | Set up discussion areas:<br>Create a discussion for each group |
| <input type="checkbox"/> Set up lockers ?          | Set up lockers:<br>Create a shared locker for each group       |
| <input type="checkbox"/> Set up assignments ?      | Set up assignments:<br>Create an assignment for each group     |
- File submission ▾

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



**“Groups of # - Self Enrollment:**

Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups.

- Enter the **“Number of Groups”** and a **“Group Prefix”**:

Number of Groups \*

Group Prefix

- You can allow users to enroll into a group of their choice with a time frame by checking the following:

Groups Options

 Set Self Enrollment Start Date ?

2/13/2020

Now

 Set Self Enrollment Expiry Date ?

2/14/2020

Now

 Allocate unenrolled users after Self Enrollment Expiry Date ?

You can check more than one option.

- Create Workspace by checking the following:

 Set up discussion areas ?

 Set up lockers ?

 Set up assignments ?

File submission

Set up discussion areas:

Create a discussion for each group

Set up lockers:

Create a shared locker for each group

Set up assignments:

Create an assignment for each group

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



If you chose “# of Groups – Self Enrollment”: Use this enrollment type when you want to make a specific number of groups available for users to join.

- Enter the “Number of Groups” and a “Group Prefix”:

Number of Groups \*

Group Prefix

- You can allow users to enroll into a group of their choice with a time frame by checking the following:

#### Groups Options

Set Self Enrollment Start Date ?

2/13/2020

Now

Set Self Enrollment Expiry Date ?

2/14/2020

Now

Allocate unenrolled users after Self Enrollment Expiry Date ?

You can check more than one option.

- Create Workspace by checking the following:

Set up discussion areas ?

Set up lockers ?

Set up assignments ?

File submission

Set up discussion areas:

Create a discussion for each group

Set up lockers:

Create a shared locker for each group

Set up assignments:

Create an assignment for each group

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



If you chose “# of Groups, Capacity of # – Self Enrollment”: Use this enrollment type when you know how many users you want in each group, you want to allow users to choose their own groups, and you want each group to have a maximum number of users.

- Enter the “Number of Groups” and a “Group Prefix”:

Number of Groups \*

Group Prefix

- You can allow users to enroll into a group of their choice with a time frame by checking the following:

Groups Options

Set Self Enrollment Start Date ?

2/13/2020

Now

Set Self Enrollment Expiry Date ?

2/14/2020

Now

Allocate unenrolled users after Self Enrollment Expiry Date ?

You can check more than one option.

- Create Workspace by checking the following:

Set up discussion areas ?

Set up lockers ?

Set up assignments ?

File submission

Set up discussion areas:

Create a discussion for each group

Set up lockers:

Create a shared locker for each group

Set up assignments:

Create an assignment for each group

- You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.



If you chose **“Single user, member-specific groups”**: Select this option when you want to create journal type groups with a single member.

- You will be able to select from the following options:

### Groups Options

Make category and group descriptions visible to group members

- Create Workspace by checking the following:

- Set up discussion areas ?
- Set up lockers ?
- Set up assignments ?

File submission ▾

Set up discussion areas:  
Create a discussion for each group

Set up lockers:  
Create a shared locker for each group

Set up assignments:  
Create an assignment for each group

You can check more than one. If you choose “Set up discussion areas”, you will be given the choice of the forum and which topic you want the discussion area in.

Note: The definitions of the group enrollment type were taken from:

[https://documentation.brightspace.com/EN/le/groups/instructor/group\\_enrollment\\_types.htm?Highlight=Group%20enrollment%20type](https://documentation.brightspace.com/EN/le/groups/instructor/group_enrollment_types.htm?Highlight=Group%20enrollment%20type)