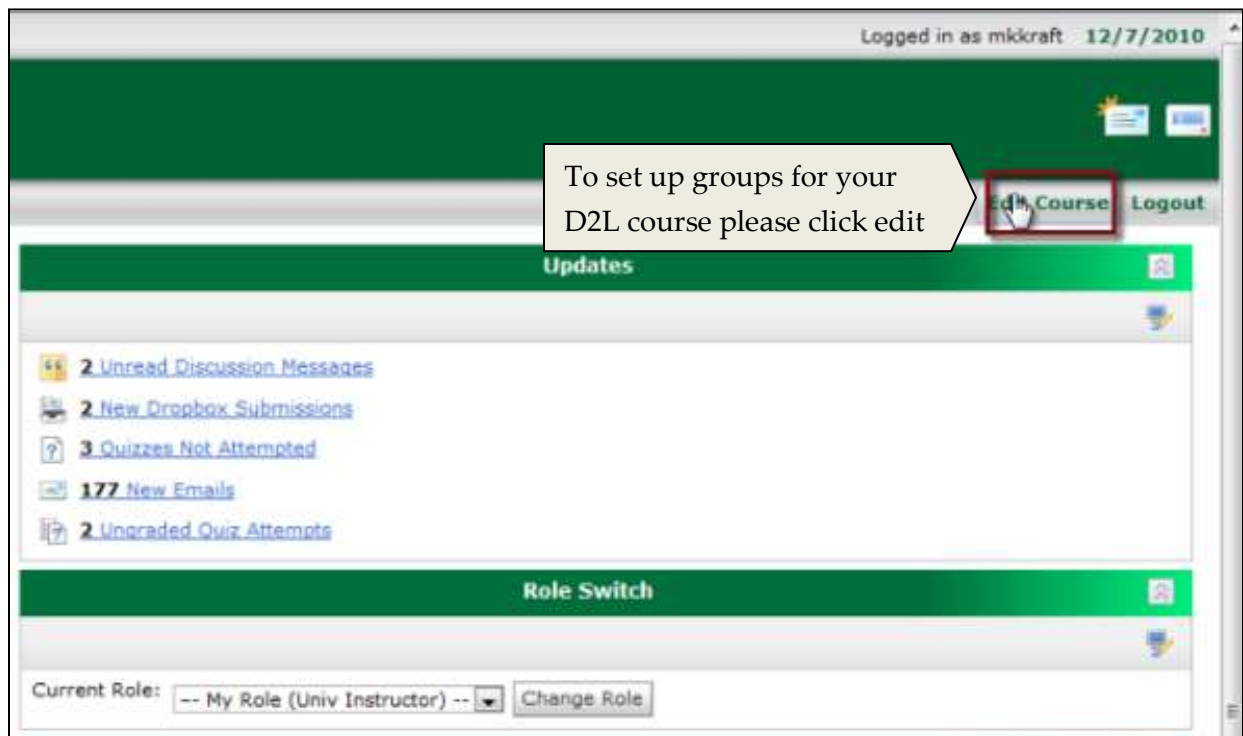




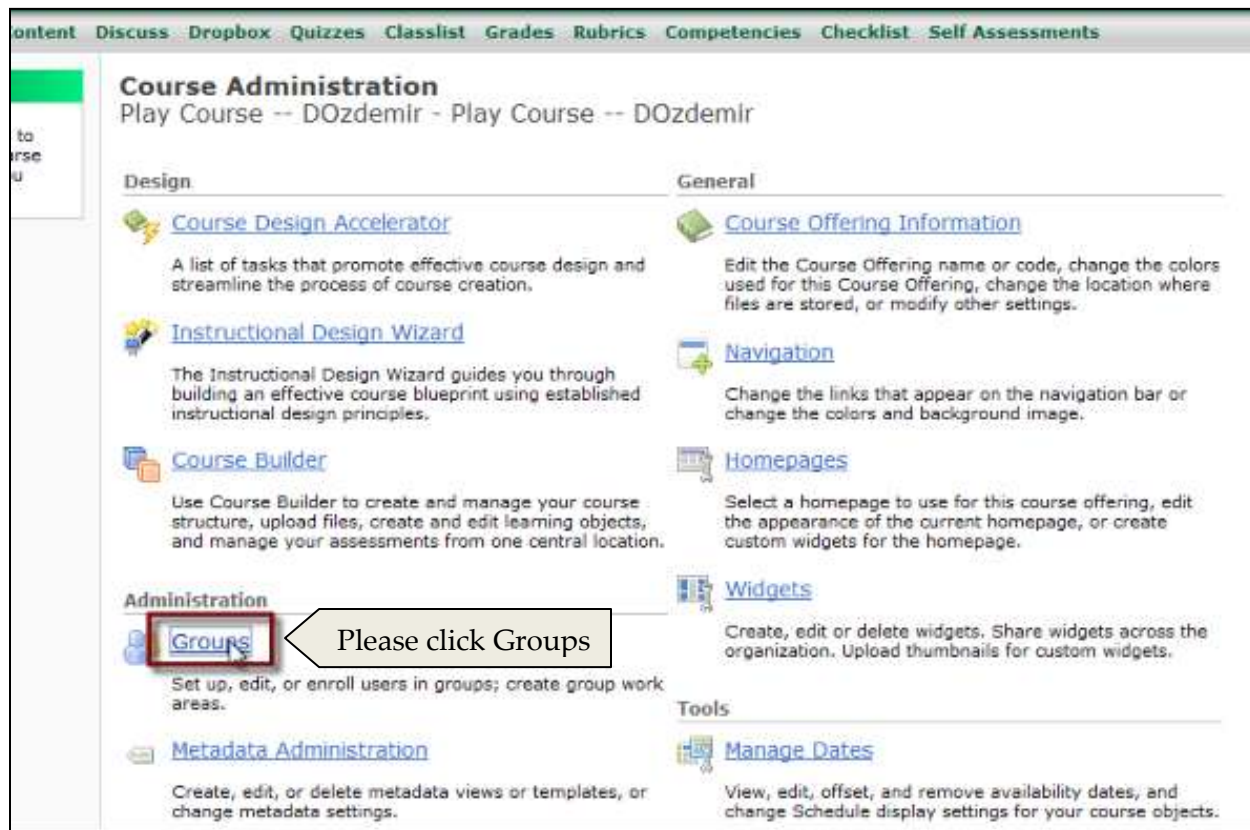
Creating Group Activities with a Certain Number Groups Filled with Self Enrolled Participants

In this tutorial you will learn how to use the “Number of Groups Self Enrollment” option to create and setup groups for your D2L course. Choose this option if you want your students to self enroll themselves into specific groups. This is a good option if you have several topics to explore and you want students to choose a topic that most interests them. Something that might come out of this option could be your topics have an unbalanced number of students.

Step 1. Entering Edit Course



Step 2. Navigating to Groups



Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies Checklist Self Assessments

Course Administration

Play Course -- DOzdemir - Play Course -- DOzdemir

Design

- [Course Design Accelerator](#)
A list of tasks that promote effective course design and streamline the process of course creation.
- [Instructional Design Wizard](#)
The Instructional Design Wizard guides you through building an effective course blueprint using established instructional design principles.
- [Course Builder](#)
Use Course Builder to create and manage your course structure, upload files, create and edit learning objects, and manage your assessments from one central location.

Administration

- [Groups](#) ← Please click Groups
Set up, edit, or enroll users in groups; create group work areas.
- [Metadata Administration](#)
Create, edit, or delete metadata views or templates, or change metadata settings.

General

- [Course Offering Information](#)
Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.
- [Navigation](#)
Change the links that appear on the navigation bar or change the colors and background image.
- [Homepages](#)
Select a homepage to use for this course offering, edit the appearance of the current homepage, or create custom widgets for the homepage.
- [Widgets](#)
Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.

Tools

- [Manage Dates](#)
View, edit, offset, and remove availability dates, and change Schedule display settings for your course objects.

Step 3. Creating a New Category



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Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies

Manage Groups

- [Category List](#)
- [New Category](#) ← Click on the new category button

⚠ In order to create groups, you first need to create a new category. You are able to create multiple categories for your groups. In this way, you can assign your students to different groups for different assignments.

Step 4. Enter the Required Information to Setup a Category

The screenshot shows the 'New Category' form with the following fields and callouts:

- Category Name:** Civil War Battles
- Description:** We will discuss the outcomes of the major battles of the Civil War
- Enrollment Type:** # of Groups - No Auto Enrollments (selected)
- Number of Groups:** (empty)
- Additional Options:** Create Workspace: Set Up Discussion Areas, Set Up Locker, Set Up Dropbox

4A. You will be able to name the category and give a brief description if you wish.

4B. Next, click on the down arrow to see the options in the "Enrollment Type" drop down menu to make the selection.

Under Additional Options you will be able to create Discussion areas, lockers, and dropboxes for the groups you just created.

The close-up shows the 'Number of Groups' field with the value '3' entered.

4C. In the "number of groups" box enter how many groups you want to create.

New Category

Category List **New Category**

Cancel Create

Category Information

* Category Name: Civil War Battles

Description: **Basic** Advanced

We will discuss the outcomes of the major battles of the Civil War.

Enrollment Type: of Groups

* Number of Groups: 1

Additional Options

Collapse the additional options

Create Workspace: Set Up Discussion Areas Set Up Locker Set Up Dropbox

Cancel Create

To set these options up for your groups please check all relevant boxes. For this tutorial, we will select all the options.

4D. When you are finished, click on the create button.

Discussion Area

Created successfully

Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies Checklist Self Assessments

Create Restricted Discussion Areas - Civil War Battles

Create Restricted Topics

Category Name: Civil War Battles

* Forums: History of Revolutions [New Forum]

Skip Add Another Create and Next

4E. You will see a "Created Successfully" message at the top of the screen.

Step 5. Creating Restricted Discussion Areas for Groups

Checking the “set up discussion” box will allow you to create restricted discussion groups in a particular forum. If you have not yet created any forum for the group discussion, you will also have the opportunity to create the forum in the groups section.



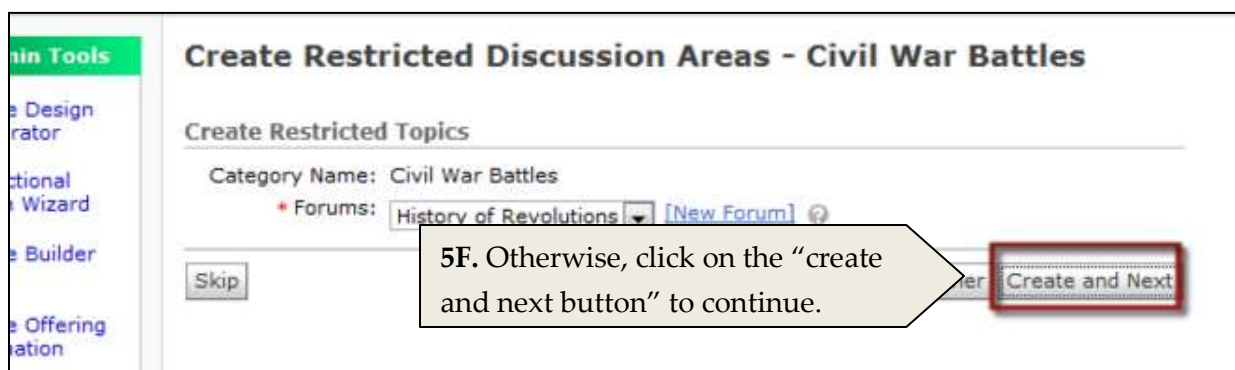
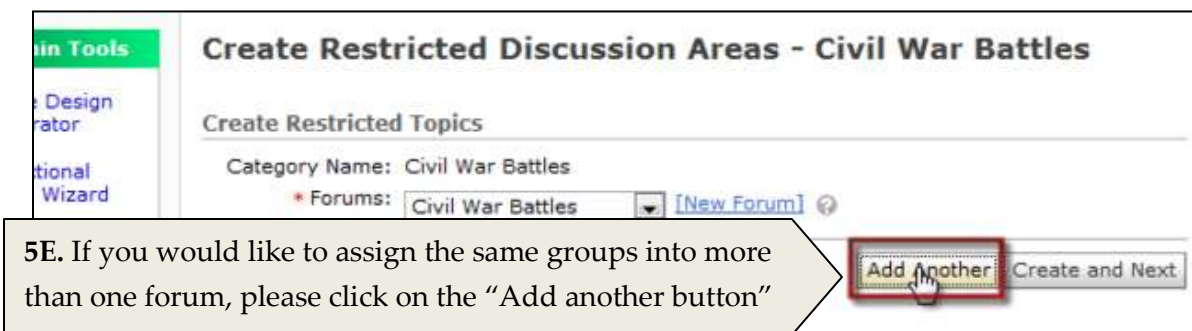
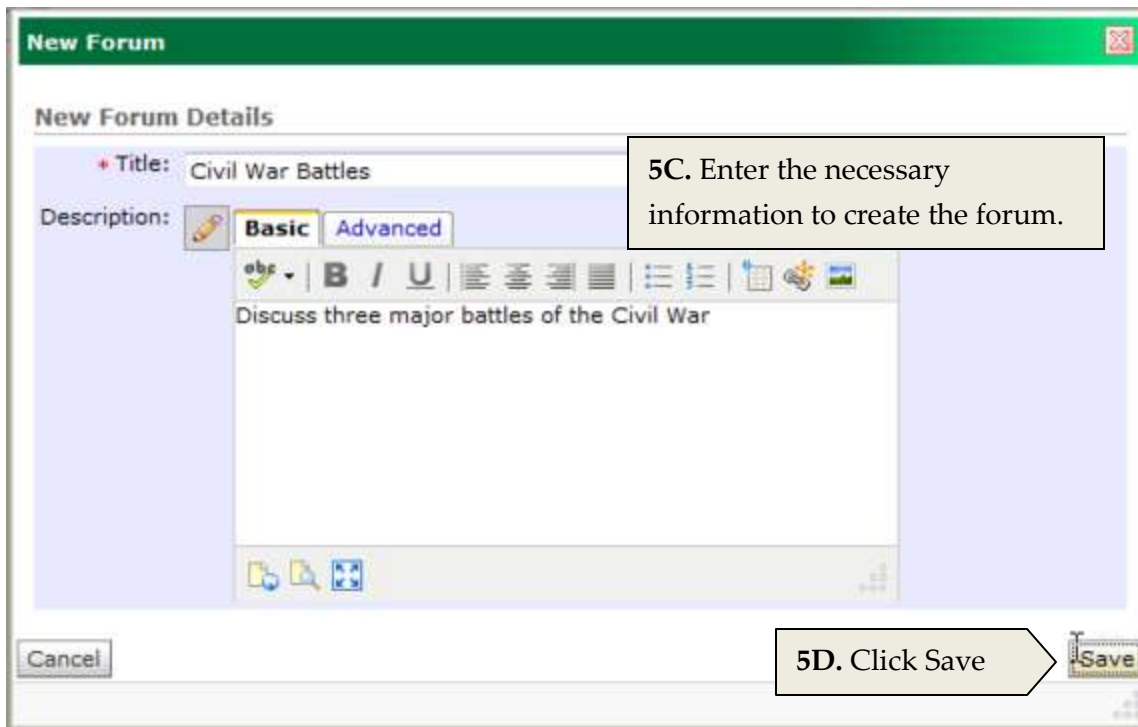
5A. Please choose the forum if you have already created one

The screenshot shows the 'Create Restricted Discussion Areas - Civil War Battles' interface. The 'Category Name' is 'Civil War Battles'. The 'Forums' dropdown menu is open, showing 'History of Revolutions' as the selected option. A callout box points to this dropdown with the text '5A. Please choose the forum if you have already created one'. Other elements include a 'New Forum' link, 'Add Another' and 'Create and Next' buttons, and a sidebar with 'Main Tools'.



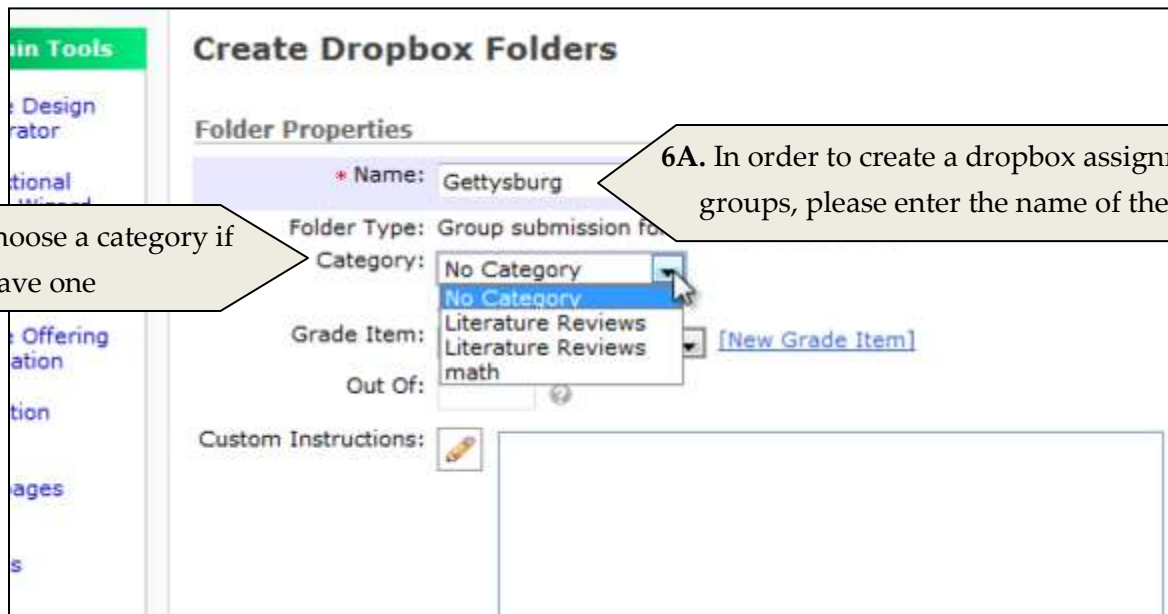
5B. Otherwise, to create a new forum, please click New Forum

The screenshot shows the same 'Create Restricted Discussion Areas - Civil War Battles' interface. The 'Forums' dropdown menu is open, and the 'New Forum' link is highlighted with a red box. A callout box points to this link with the text '5B. Otherwise, to create a new forum, please click New Forum'. Other elements include a 'Skip' button, 'Add Another' and 'Create and Next' buttons, and a sidebar with 'Main Tools'.



Once you have clicked on the "Create and Next" button you will be directed to the page where you will create dropbox assignments for the groups.

Step 6. Creating Dropboxes for your Groups

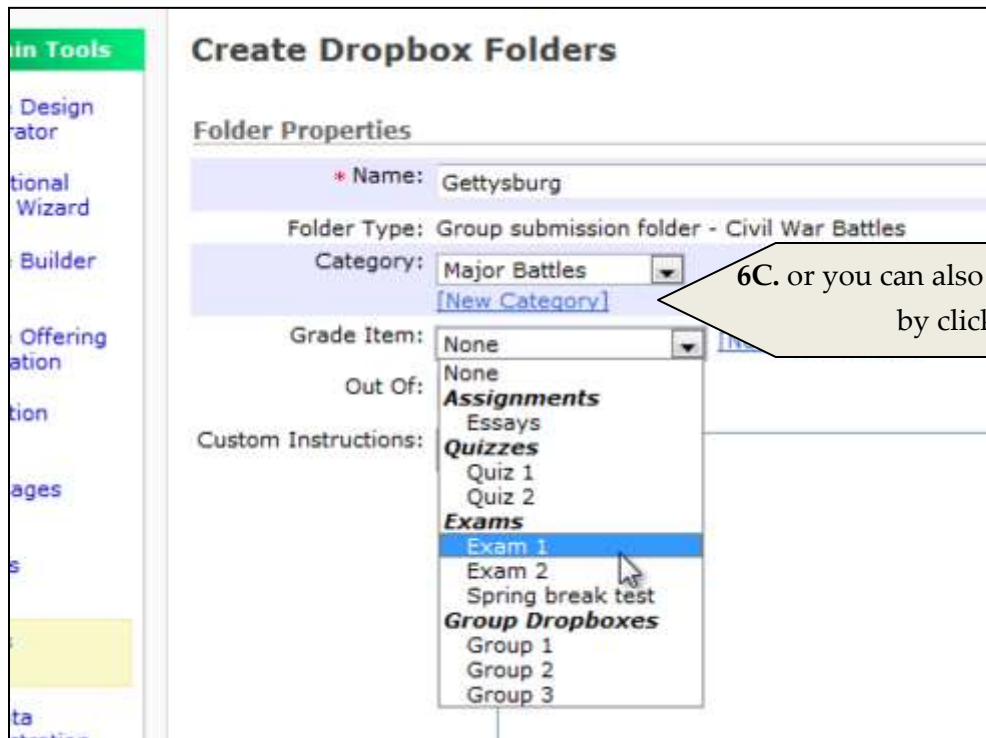


The screenshot shows the 'Create Dropbox Folders' form. The 'Folder Properties' section includes:

- Name: Gettysburg
- Folder Type: Group submission folder
- Category: No Category (dropdown menu is open)
- Grade Item: Literature Reviews (dropdown menu is open)
- Out Of: (empty field)
- Custom Instructions: (empty text area)

Annotations:

- 6A.** In order to create a dropdown assignment for the groups, please enter the name of the assignment (points to the Grade Item dropdown).
- 6B.** Choose a category if you have one (points to the Category dropdown).



The screenshot shows the 'Create Dropbox Folders' form with the 'Category' dropdown menu open. The 'Folder Properties' section includes:

- Name: Gettysburg
- Folder Type: Group submission folder - Civil War Battles
- Category: Major Battles (dropdown menu is open)
- Grade Item: None (dropdown menu is open)
- Out Of: None
- Custom Instructions: (empty text area)

The 'Grade Item' dropdown menu is open, showing options:

- None
- Assignments**
- Essays
- Quizzes**
- Quiz 1
- Quiz 2
- Exams**
- Exam 1
- Exam 2
- Spring break test
- Group Dropboxes**
- Group 1
- Group 2
- Group 3

Annotation:

- 6C.** or you can also create a new category by clicking "New Category." (points to the [New Category] link).

New Dropbox Category

* Name:

Cancel

6D. Name your new category.

Create Dropbox Folders

Folder Properties

* Name:

Folder Type: Group submission folder - Civil War Battles

Category: [\[New Category\]](#)

Grade Item: [\[New Grade Item\]](#)

Out Of:

Custom Instructions: **Assignments**
Essays
Quizzes
Quiz 1
Quiz 2
Exams

6E. Select the grade item or click New Grade Item to create a new grade item.

Properties

* Name:

Folder Type: Group submission folder - Civil War Battles

Category: [\[New Category\]](#)

Grade Item: [\[New Grade Item\]](#)

Out Of:

Instructions: **Basic** **Advanced**

Give a report on the Consequences of the battle of Gettysburg.

Attachments:

Submission Options

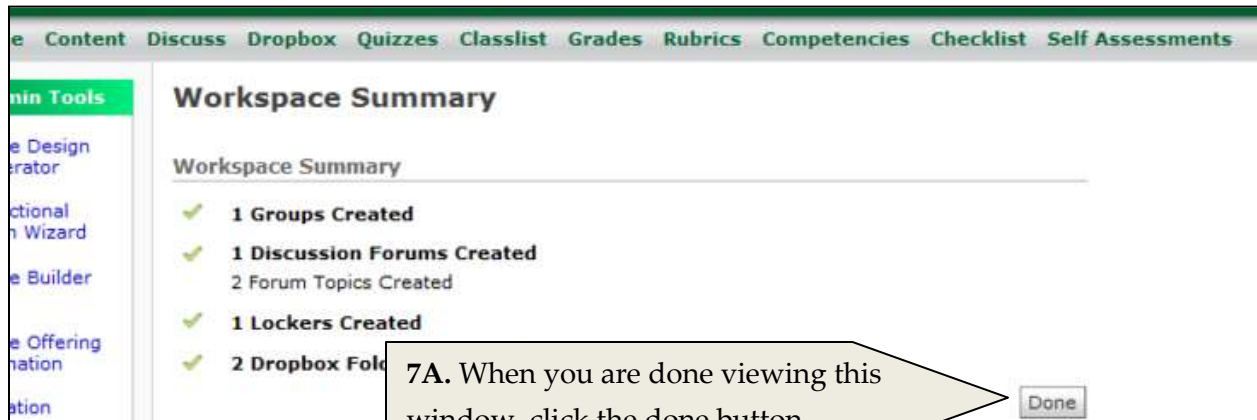
6F. Enter the maximum points into the "Out Of" textbox.

6G. You can enter custom instructions if you would like to provide additional instructions regarding the particular assignment.

6H. You may create multiple dropbox folders for your group by clicking "add another". When you are finished creating your dropboxes, click on the "create" button.

Step 7. Workspace Summary Page and Finishing

After creating the dropbox assignments the lockers will be created automatically by the system. You will be directed to a workspace summary page which displays the summary of all the items you have created for the particular groups.

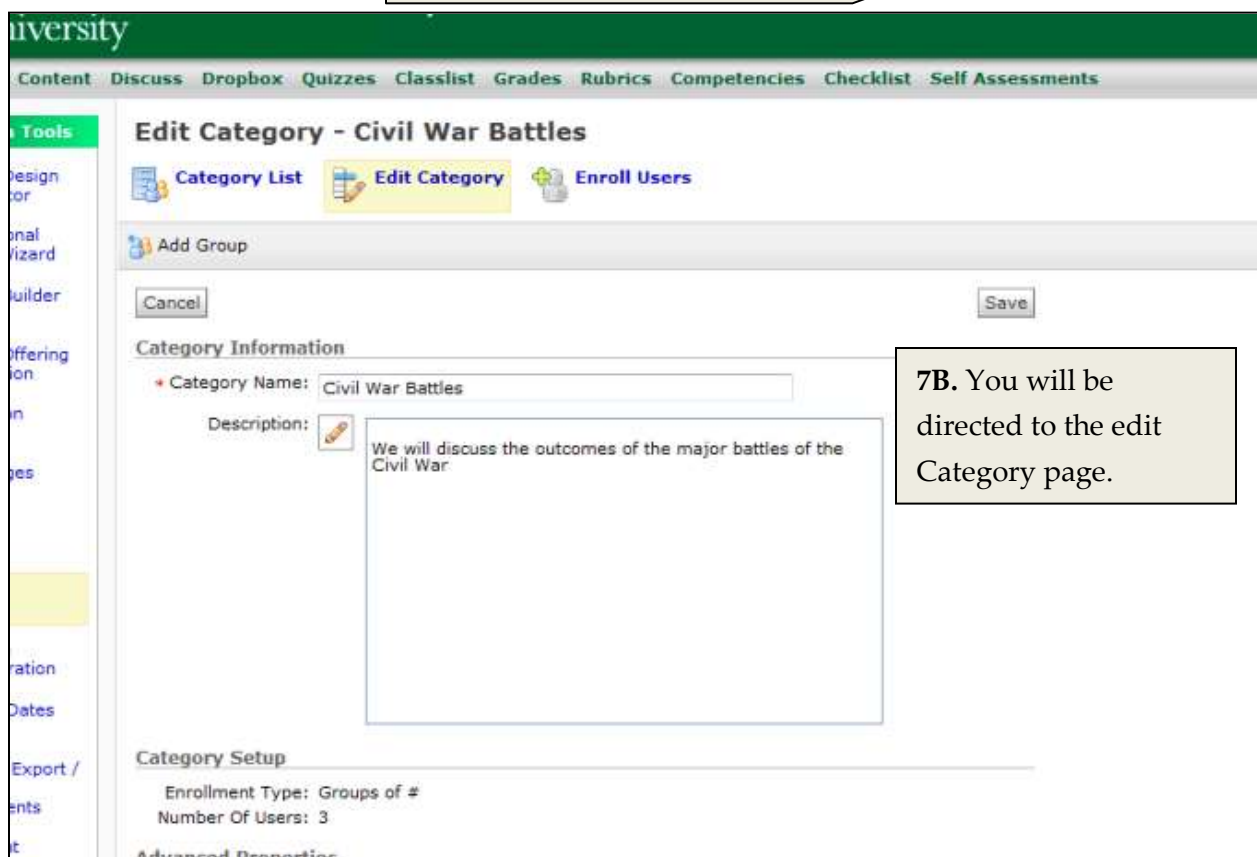


Workspace Summary

- ✓ 1 Groups Created
- ✓ 1 Discussion Forums Created
2 Forum Topics Created
- ✓ 1 Lockers Created
- ✓ 2 Dropbox Folders Created

Done

7A. When you are done viewing this window, click the done button.



Edit Category - Civil War Battles

Category List Edit Category Enroll Users

Add Group

Cancel Save

Category Information

Category Name: Civil War Battles

Description: We will discuss the outcomes of the major battles of the Civil War

Category Setup

Enrollment Type: Groups of #
Number Of Users: 3

Advanced Properties

7B. You will be directed to the edit Category page.

If you follow this tutorial you will be able to create and set up “Number of Groups Self Enrollment” for your D2L course.