



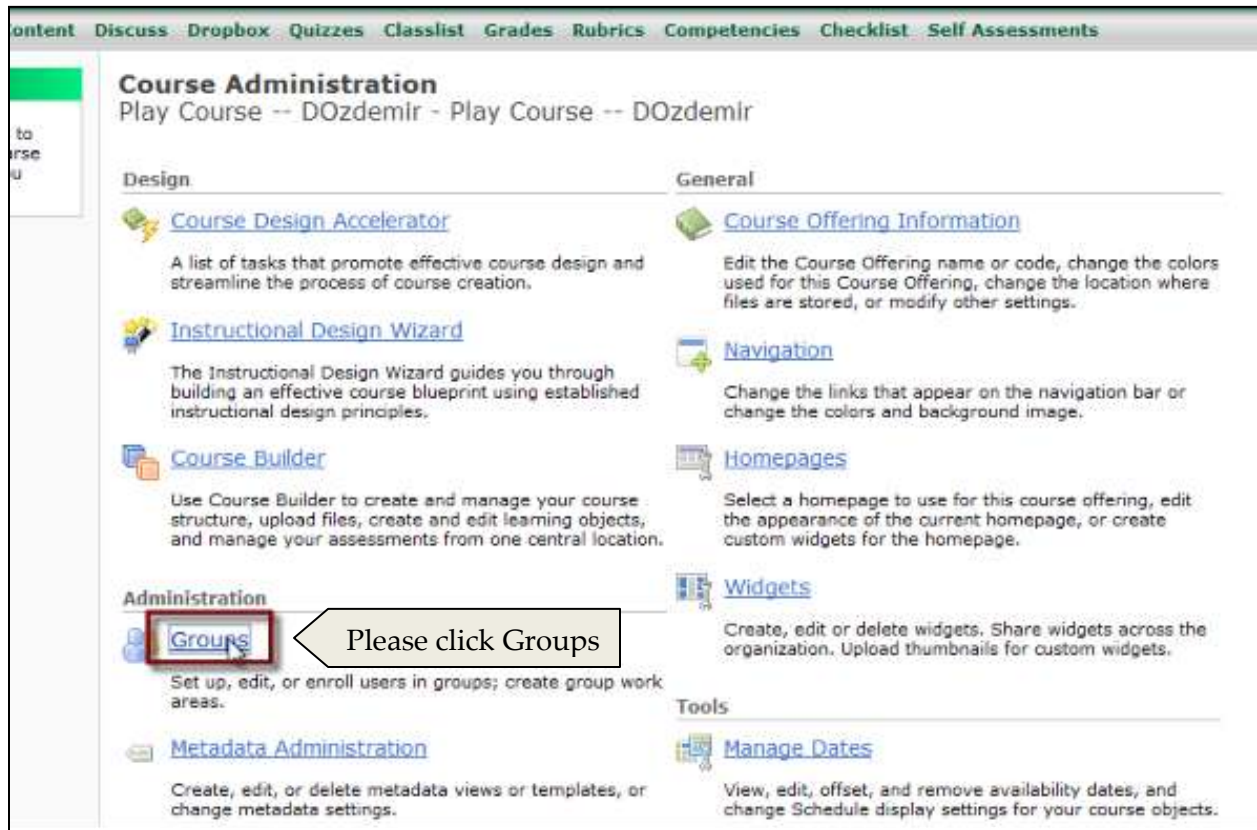
## Creating Group Activities with a Certain Number Groups

In this tutorial you will learn how to use the “Number of Groups” option to create and setup groups for your D2L course. Choosing this option allows you to specify the number of groups for the system to create. This option can save time if you desire random groups. This tutorial will show how to set up these kinds groups in 7 simple steps.

### Step 1. Entering Edit Course

The screenshot shows the D2L course interface. At the top right, it says "Logged in as mkcraft 12/7/2010". Below this is a green navigation bar with "Edit Course" and "Logout" buttons. A red box highlights the "Edit Course" button, and a callout arrow points to it with the text: "To set up groups for your D2L course please click edit". Below the navigation bar is an "Updates" section with a list of notifications: "2 Unread Discussion Messages", "2 New Dropbox Submissions", "3 Quizzes Not Attempted", "177 New Emails", and "2 Ungraded Quiz Attempts". Below the updates is a "Role Switch" section with a dropdown menu showing "Current Role: -- My Role (Univ Instructor) --" and a "Change Role" button.

## 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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### 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 in a learning management system. The form is titled 'New Category' and has a 'Cancel' button. Below the title are two buttons: 'Category List' and 'New Category'. The form is divided into sections: 'Category Information', 'Advanced Properties', and 'Groups Options'. In the 'Category Information' section, the 'Category Name' is 'Civil War Battles' and the 'Description' is 'We will discuss the outcomes of the major battles of the Civil War.'. The 'Enrollment Type' is set to '≠ of Groups' and the 'Number of Groups' is '3'. In the 'Advanced Properties' section, there is a 'Hide Advanced Properties' link. In the 'Groups Options' section, there are two checkboxes: 'Auto-Enroll New Users' (unchecked) and 'Randomize users in Groups' (checked).

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 advanced properties you will see two options: "Auto Enroll New Users" allows students that were enrolled into the groups late to be assigned to the group with the fewest amounts of students. "Randomize users in groups" creates random groups. If you do not check this box the groups will be assigned in order by class list.

\* Category Name:

Description: **Basic** [Advanced](#)

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

Enrollment Type:

\* Number of Groups:

**Advanced Properties**

**Additional Options**

[Collapse the additional options](#)

Create Workspace:  Set Up Discussion Areas

Set Up Locker

Set Up Dropbox

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

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

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 Areas

**Created successfully**

Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies Checklist Self Assessments

**Tools**

**Create Restricted Discussion Areas - Civil War Battles**

Create Restricted Topics

Category Name: Civil War Battles

\* Forums:  [New Forum](#)

**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.



**New Forum**

**New Forum Details**

Title: Civil War Battles

Description: **Basic** Advanced

Discuss three major battles of the Civil War

Cancel Save

5C. Enter the necessary information to create the forum.

5D. Click Save

**Create Restricted Discussion Areas - Civil War Battles**

Create Restricted Topics

Category Name: Civil War Battles

Forums: [New Forum]

Add Another Create and Next

5E. If you would like to assign the same groups into more than one forum, please click on the "Add another button"

**Create Restricted Discussion Areas - Civil War Battles**

Create Restricted Topics

Category Name: Civil War Battles

Forums: History of Revolutions [New Forum]

Skip Create and Next

5F. Otherwise, click on the "create and next button" to continue.

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' interface. The 'Folder Properties' section is visible, with the following fields:

- Name: Gettysburg
- Folder Type: Group submission folder
- Category: No Category (dropdown menu is open, showing 'No Category', 'Literature Reviews', and 'Literature Reviews math')
- Grade Item: Literature Reviews (with a '[New Grade Item]' link)
- Out Of: (empty field)
- Custom Instructions: (empty text area)

Callout 6A: In order to create a dropbox assignment for the groups, please enter the name of the assignment

Callout 6B: Choose a category if you have one

The screenshot shows the 'Create Dropbox Folders' interface. The 'Folder Properties' section is visible, with the following fields:

- Name: Gettysburg
- Folder Type: Group submission folder - Civil War Battles
- Category: Major Battles (dropdown menu is open, showing 'Major Battles', 'New Category', 'None', 'Assignments', 'Essays', 'Quizzes', 'Exams', and 'Group Dropboxes')
- Grade Item: None
- Out Of: None
- Custom Instructions: (empty text area)

Callout 6C: or you can also create a new category by clicking "New Category."

**New Dropbox Category**

\* Name: Major Battles

Cancel Save

6D. Name your new category.

**Create Dropbox Folders**

**Folder Properties**

\* Name: Gettysburg

Folder Type: Group submission folder - Civil War Battles

Category: Major Battles [New Category]

Grade Item: None [New Grade Item]

Out Of: None

Custom Instructions: Quizzes, Quiz 1, Quiz 2, Exams

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

**Properties**

\* Name: Gettysburg

Folder Type: Group submission folder - Civil War Battles

Category: Major Battles [New Category]

Grade Item: Quiz 1 [New Grade Item]

Out Of: 12

Instructions: **Basic** Advanced  
Give a report on the Consequences of the battle of Gettysburg.

Attachments: Add a File

Submission Options

Add Another Create

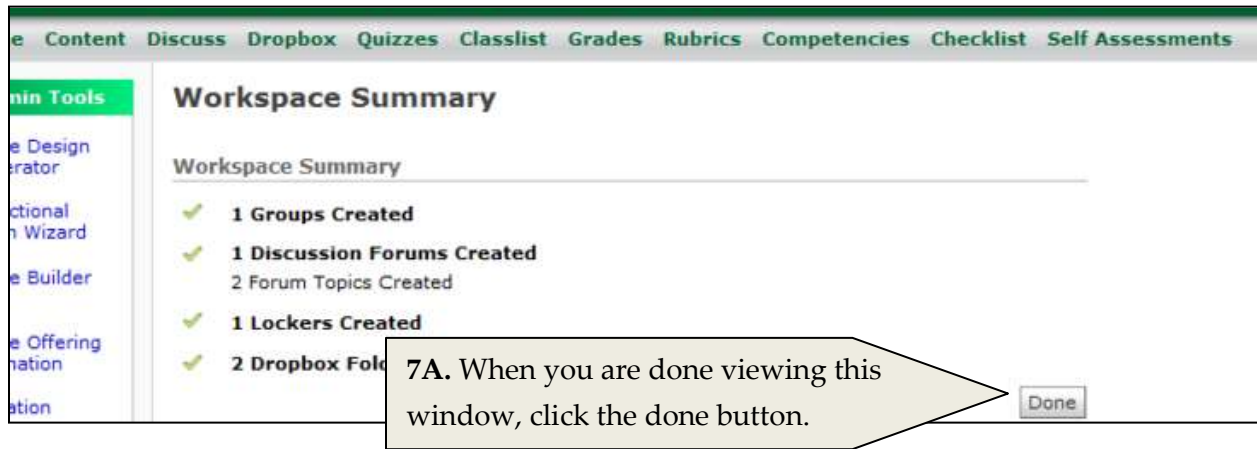
6F. Enter the maximum points into the "Out Of" textbox.

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.



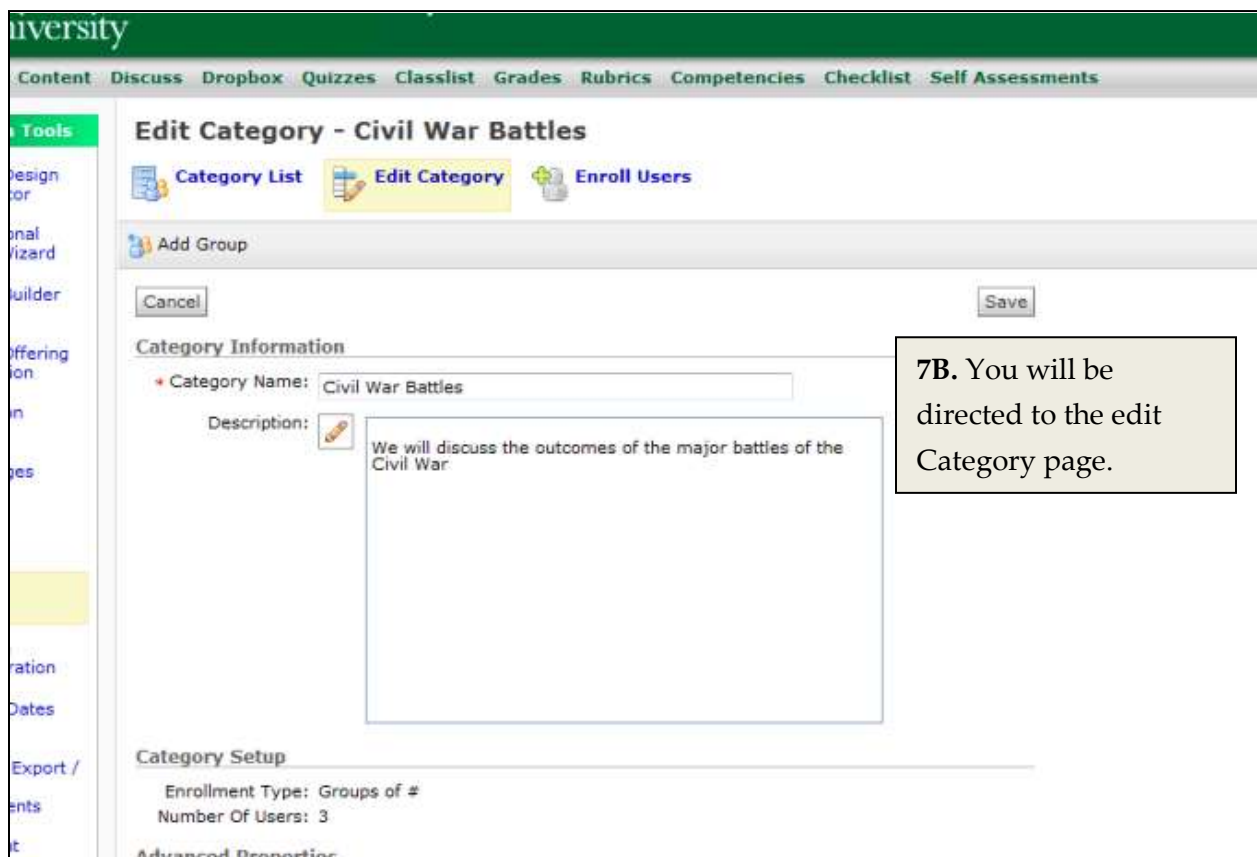
**Workspace Summary**

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” for your D2L course.