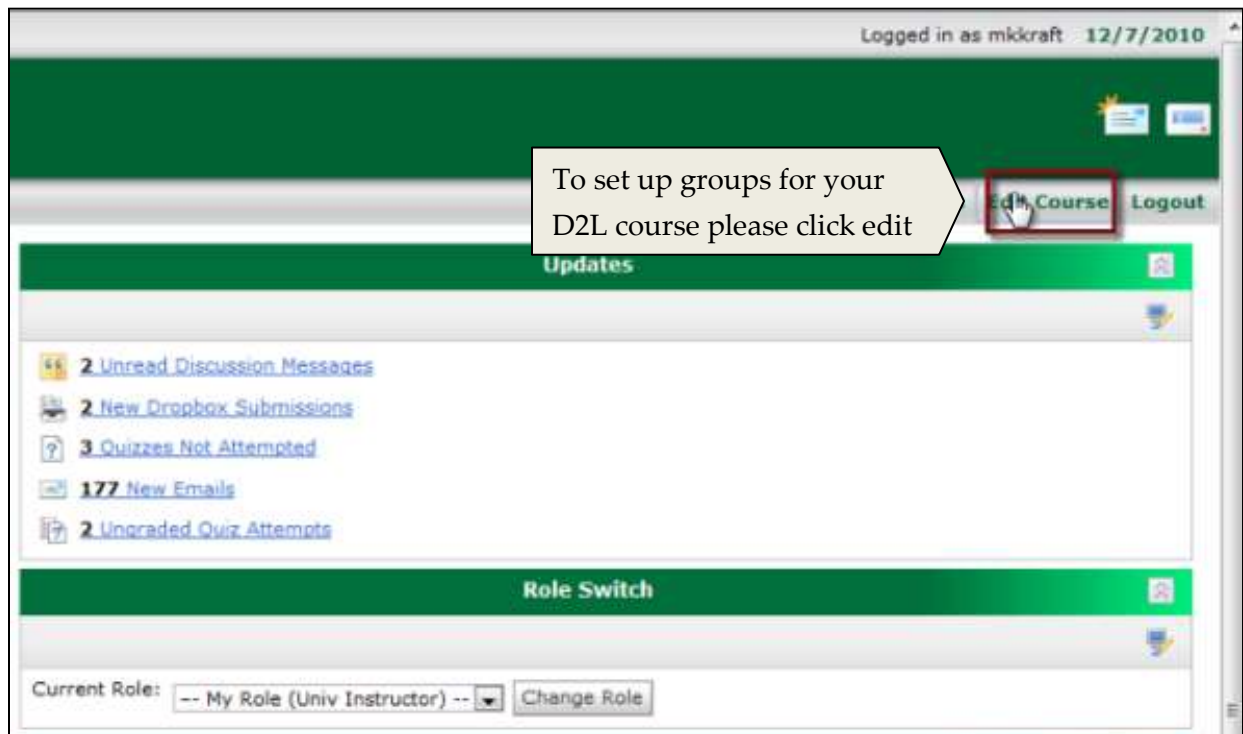




Creating Group Activities without Auto Enrollment Options

In this tutorial you will learn how to use the “No auto enrollment” option to create and set up groups for your D2L course. Choosing this option allows you to specify the number of groups for the system to create and assign students to the groups manually. You may wish to do this if you want to discuss topics via Elluminate and you want to put students with similar available times in the same groups. You may also want to use this option if several instructors are using the same D2L course and want to make sure the instructors grade only the students they are teaching. To do this each instructor should put all their students into one group and only grade that group. This tutorial will show how to set up these kinds groups in 7 simple steps.

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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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

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Admin Tools

Course Design Generator
Instructional Design Wizard
Course Builder
Course Offering Information
Registration
Pages
Assets
Groups
Data Administration
Page Dates
Print / Export / Components
Assignment Tools
Page Files
Registration

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 - No Auto Enrollments
of Groups - No Auto Enrollments
Groups of #
of Groups
Groups of # - Self Enrollment
of Groups - Self Enrollment

Additional Options

[Collapse the additional options](#)

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

Cancel Create

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.

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

Enrollment Type: # of Groups

* Number of Groups: 3

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

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Webshops
Webdata Administration
Page Dates
Import / Export / Components
Intelligent Lists
Page Files
Registration

New Category

[Category List](#) [New Category](#)

Category Information

* Category Name:

Description:

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

Enrollment Type: # of Groups - No Auto Enrollment
 # of Groups - Auto Enrollment
* Number of Groups: Groups of #
 # of Groups - Self Enrollment
 # of Groups - Self Enrollment

Additional Options

[Collapse the additional options](#)

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

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

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Home Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies Checklist Self Assessments

Admin Tools

Create Restricted Discussion Areas - Civil War Battles

Create Restricted Topics

Category Name: Civil War Battles

* Forums: [\[New Forum\]](#) ?

Created successfully

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' page. Under the 'Create Restricted Topics' section, 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' page. 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'.

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: Civil War Battles [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' form. The 'Name' field is set to 'Gettysburg'. The 'Folder Type' is 'Group submission folder'. The 'Category' dropdown menu is open, showing options: 'No Category', 'Literature Reviews', and 'Literature Reviews math'. The 'Grade Item' is set to 'Literature Reviews' and the 'Out Of' field is empty. A callout box labeled '6A.' points to the 'Name' field with the text: 'In order to create a dropbox assignment for the groups, please enter the name of the assignment'. Another callout box labeled '6B.' points to the 'Category' dropdown with the text: 'Choose a category if you have one'.

The screenshot shows the 'Create Dropbox Folders' form. The 'Name' field is set to 'Gettysburg'. The 'Folder Type' is 'Group submission folder - Civil War Battles'. The 'Category' dropdown menu is open, showing options: 'Major Battles', 'None', 'Essays', 'Quizzes', 'Exams', 'Exam 1', 'Exam 2', 'Spring break test', 'Group Dropboxes', 'Group 1', 'Group 2', and 'Group 3'. The 'Grade Item' is set to 'None' and the 'Out Of' field is empty. A callout box labeled '6C.' points to the 'New Category' link with the text: 'or you can also create a new category by clicking "New Category."'. The 'Custom Instructions' field is empty.

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

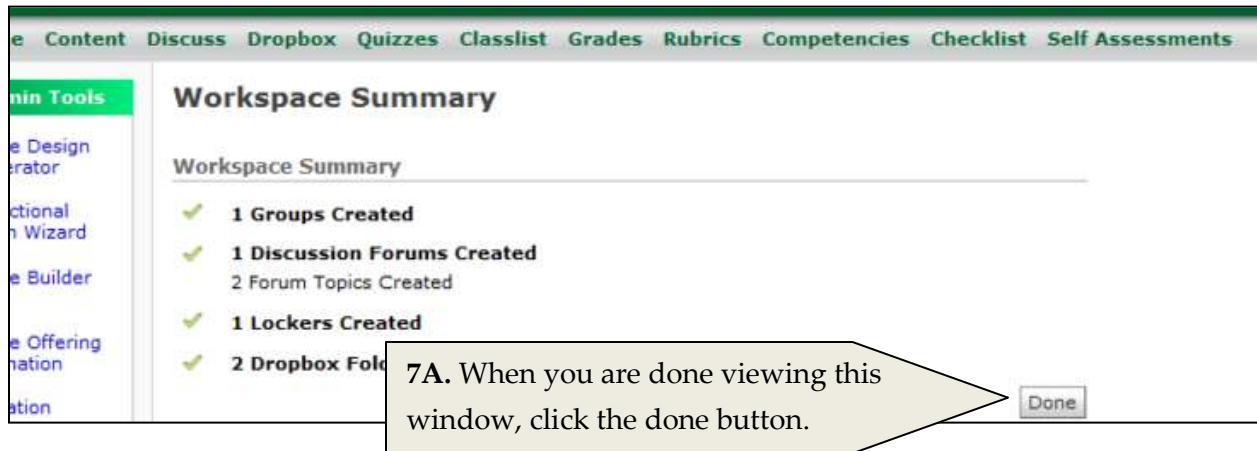
6F. Enter the maximum points into the "Out Of" textbox.

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.



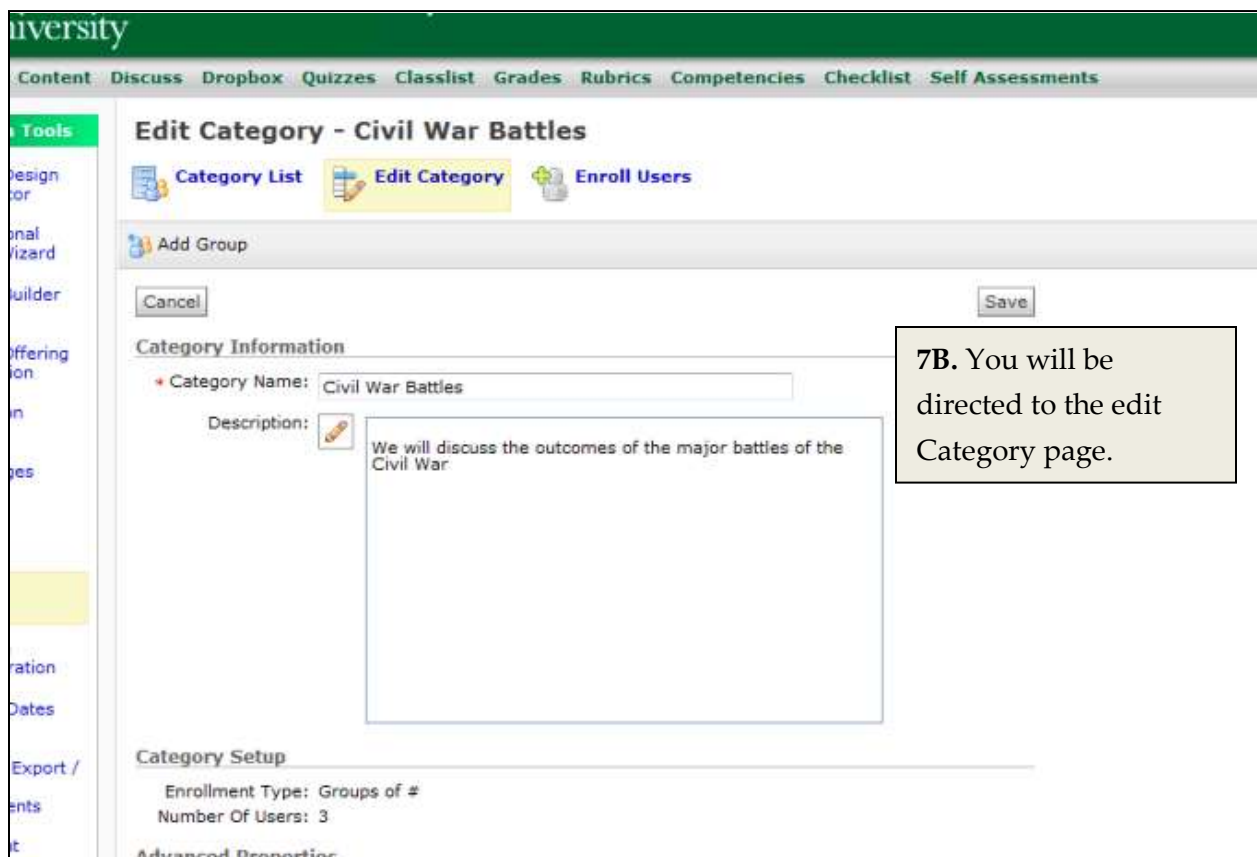
Workspace Summary

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.



University

Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competencies Checklist Self Assessments

Tools

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.

7C. To start assigning students to groups you will need to click on the gray person with a plus icon.




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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

Tools
Assign
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/ Export /
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Enroll Users - Civil War Battles


 Category List  Edit Category  Enroll Users

Add Group

Cancel Save



Enrollments

Category: Civil War Battles

Display: All Groups 
All Groups
Group 1

Search For:

Search In: First Name
 Last Name

Enrollment: Enrolled 
 Not Enrolled 

Next, you will be asked if you want to display all your groups or just a particular group. Choosing to display all your groups under that category can be an efficient way to assign students since all groups will be visible at the same time.

20 per page

First Name ▲, Last Name	Group 1 Users: 1
Student Ozdemir 	<input checked="" type="checkbox"/>

20 per page

Cancel Save

Cancel

Save

Enrollments

Category: Civil War Battles

Display: All Groups

Search For:

Search In: First Name Last Name

Enrollment: Enrolled Not Enrolled

First Name	Last Name	Group 1 Users: 1
Student	Ozdemir	<input checked="" type="checkbox"/>

20 per page

20 per page

Cancel

Save

You may modify your search for students by checking the students first and/or last name and by seeing only the students that currently are or are not already enrolled into a group. You may want to see only the students who are not enrolled in a group to reveal anyone that was missed.

7D. Once all the students have been assigned to groups click "save".

If you follow this tutorial you will be able to create and set up "Number of Groups-No Auto Enrollment" for your D2L course.