



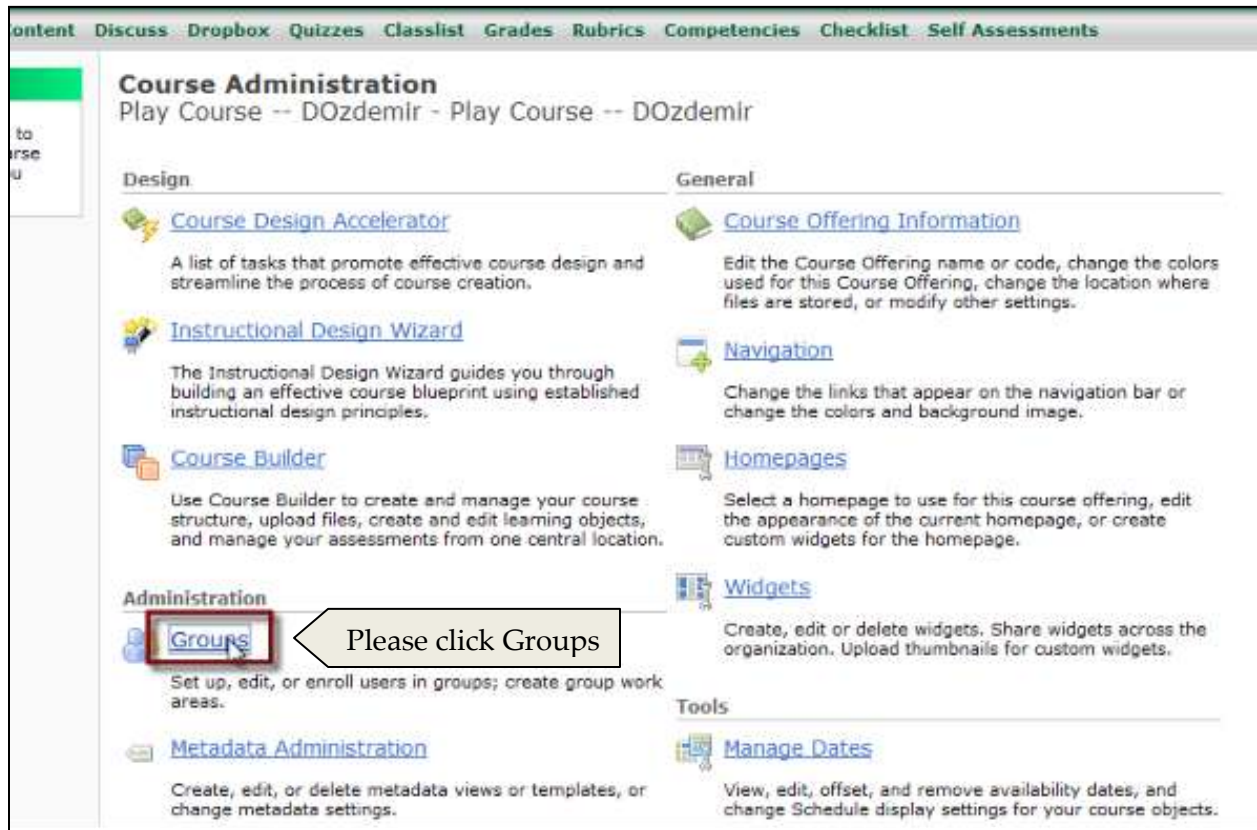
Creating Group Activities with a Certain Number of Participants in Each Group

In this tutorial you will learn how to use the “Groups of Numbers” option to create and setup groups for your D2L course. Choosing this option allows the system to randomly create groups of a particular size. This saves time by allowing the computer to create the 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 management interface. At the top right, it says "Logged in as mkkraft 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 box with an arrow points to it, containing 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




Hills University

Play Course -- DOzdemir

Content Discuss Dropbox Quizzes Classlist Grades Rubrics Competen

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' configuration page. On the left is a navigation sidebar with items like 'Designator', 'Offering Wizard', 'Builder', 'Offering', 'Pages', 'Dates', 'Export /', 'Files', and 'Registration'. The main area is titled 'New Category' and contains a 'Category List' button and a 'New Category' button. Below these are 'Cancel' and 'Create' buttons. The 'Category Information' section includes a 'Category Name' field with 'Civil War Battles' and a 'Description' field with a rich text editor containing 'We will discuss the outcomes of the major battles of the Civil War'. The 'Enrollment Type' is set to 'Groups of #' and the 'Number Of Users' is '3'. The 'Advanced Properties' section has a 'Hide Advanced Properties' link and two checkboxes: 'Auto-Enroll New Users' (unchecked) and 'Randomize users in Groups' (checked). The 'Additional Options' section has a link 'Expand the additional options' which is highlighted with a red box. Three callout boxes provide instructions: 4A points to the description field, 4B points to the enrollment type dropdown, and a larger box explains the advanced options.

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.

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: Groups of #

• Number Of Users: 3

Advanced Properties

Additional Options

Collapse the additional options

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

Cancel **Create**

4C. In the “number of users” box enter how many students you want in each group.

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 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' 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 'Skip' button, a '[New Forum]' link with a help icon, and 'Add Another' and 'Create and Next' buttons.

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 closed, 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, a '[New Forum]' link with a help icon, and 'Add Another' and 'Create and Next' buttons.

New Forum

New Forum Details

* Title: Civil War Battles

Description: **Basic** Advanced

Discuss three major battles of the Civil War

Cancel **5D. Click Save** Save

in Tools

Create Restricted Discussion Areas - Civil War Battles

Create Restricted Topics

Category Name: Civil War Battles

* Forums: Civil War Battles [New Forum]

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

in Tools

Create Restricted Discussion Areas - Civil War Battles

Create Restricted Topics

Category Name: Civil War Battles

* Forums: History of Revolutions [New Forum]

Skip **5F. Otherwise, click on the "create and next button" to continue.** Create and Next

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 showing 'No Category', 'Literature Reviews', 'Literature Reviews', and 'math')
- Grade Item: [New Grade Item]
- Out Of: [input field]
- Custom Instructions: [text area]

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

Annotation 6B: Choose a category if you have one

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

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

Annotation 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

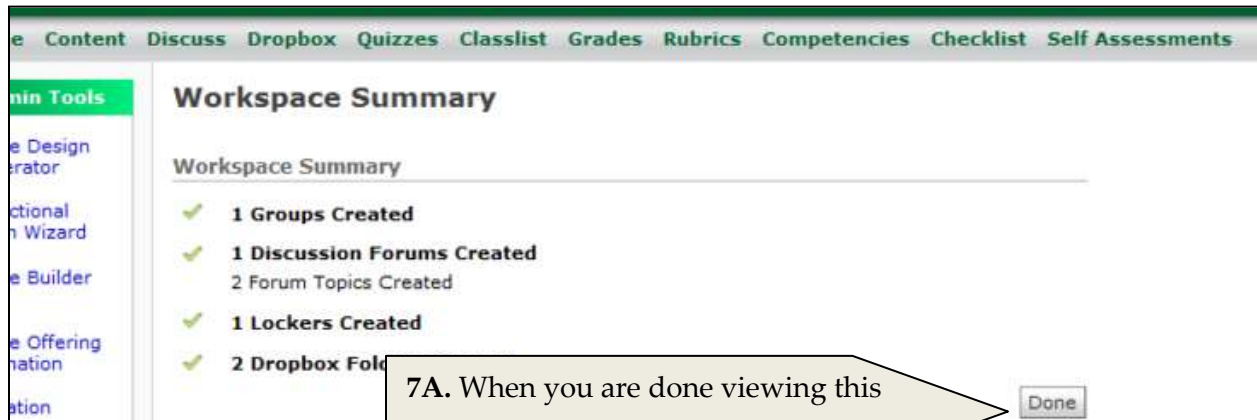
6F. Enter the maximum points into the "Out Of" textbox.

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.



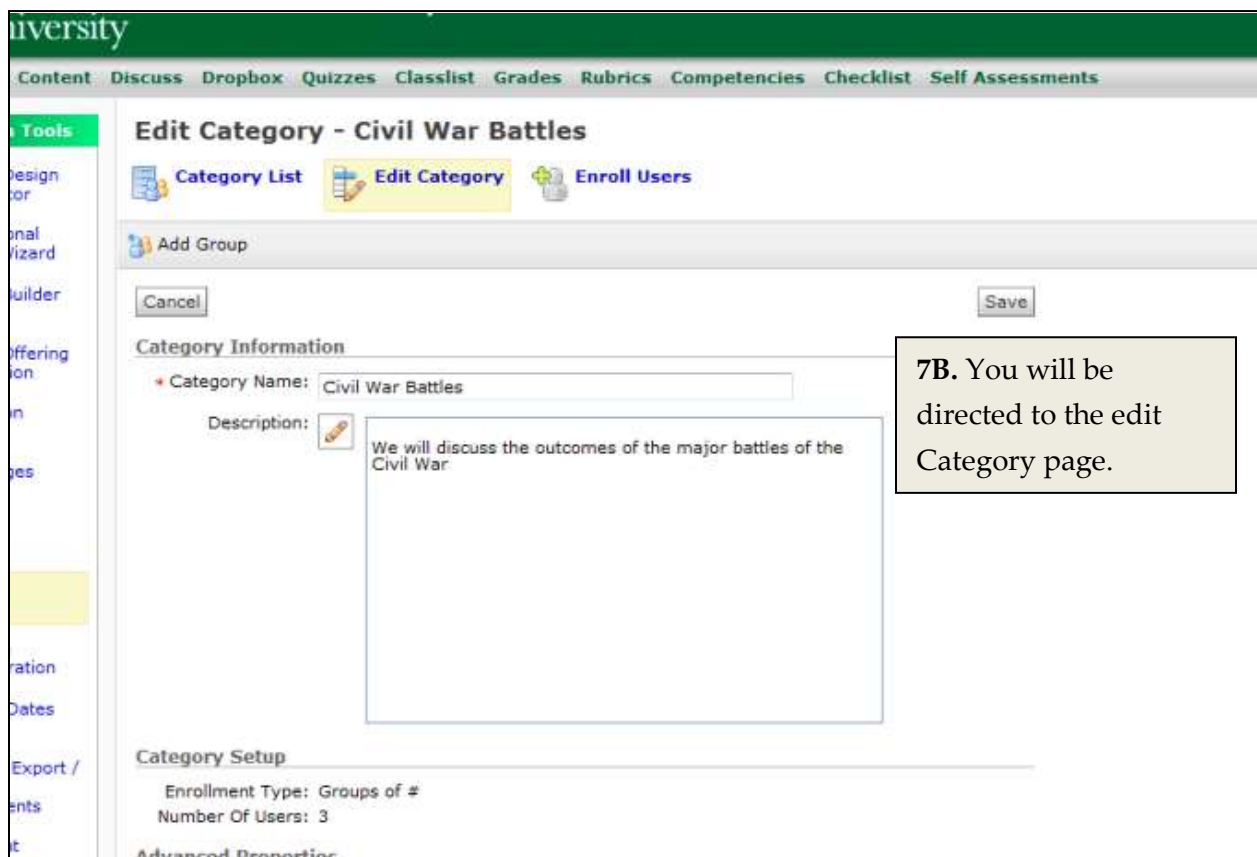
Workspace Summary

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

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

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