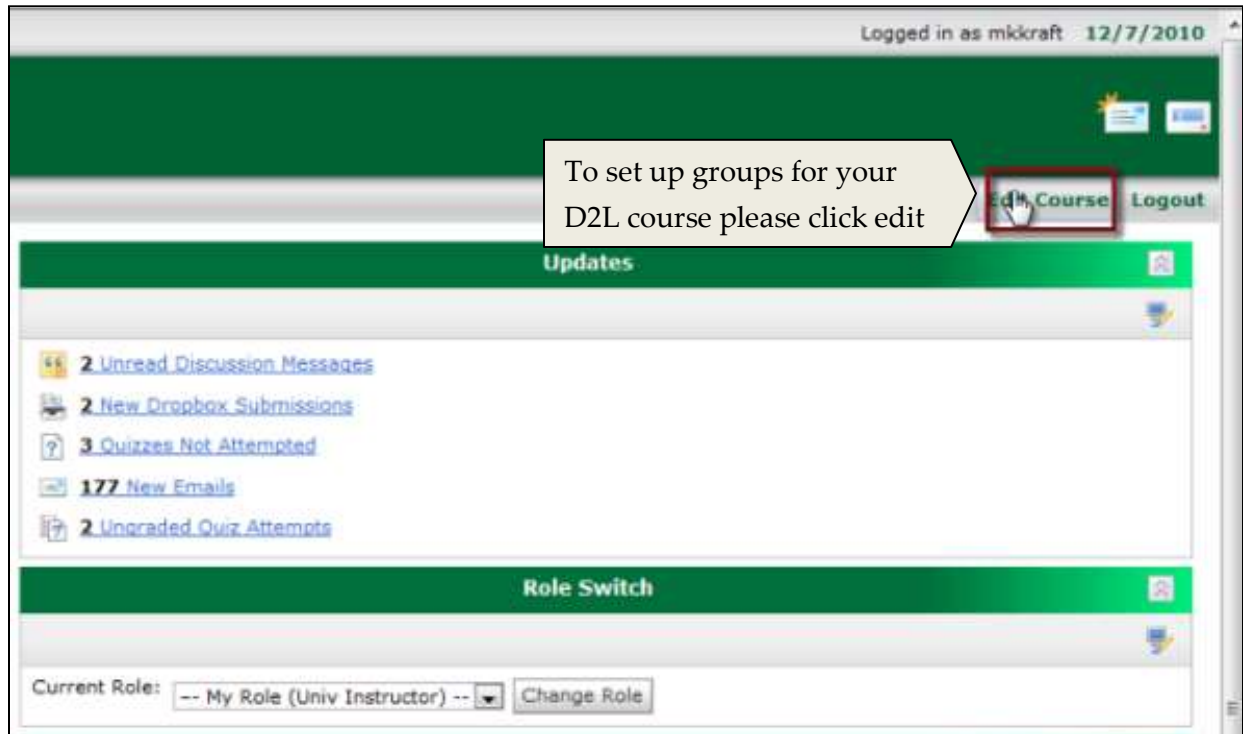




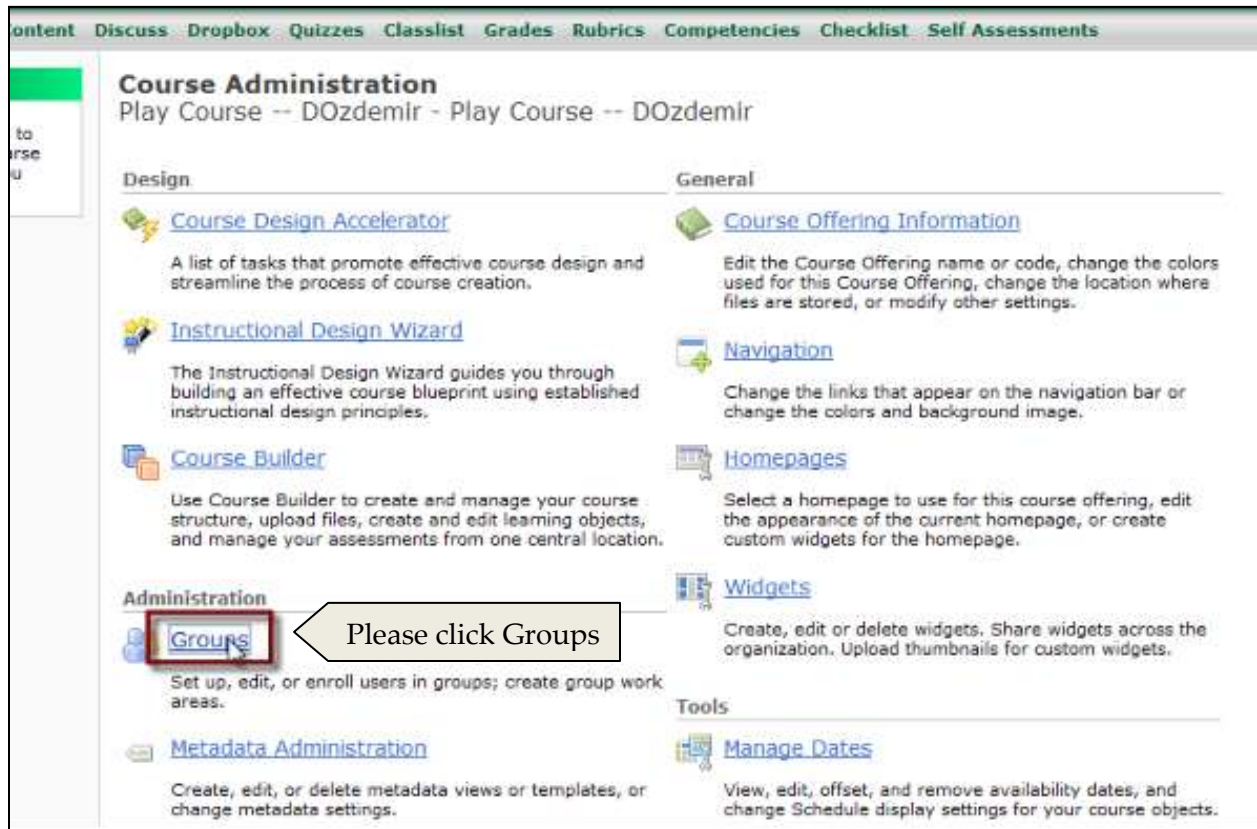
Creating Group Activities with a Certain Number of Self Enrolled Participants in Each Group

In this tutorial you will learn how to use the “Groups of Number Self Enrollment” option to create and setup groups for your D2L course in seven steps. Choosing this option allows you to specify each group size and allow your students to enroll themselves into specific groups. This option will allow students to choose who they want to work with on a first come, first serve basis.

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

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

- Category Name:** Civil War Battles
- Description:** We will discuss the outcomes of the major battles of the Civil War
- Enrollment Type:** A dropdown menu with options: '# of Groups - No Auto Enrollments', '# of Groups - Auto Enrollments', 'Groups of #', '# of Groups', 'Groups of # - Self Enrollment', and '# of Groups - Self Enrollment'.
- Number of Groups:** A field for entering the number of groups.
- Additional Options:** A section with checkboxes for 'Set Up Discussion Areas', 'Set Up Locker', and '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.

This close-up shows the 'Enrollment Type' dropdown menu set to 'Groups of #' and the 'Number of Users' field containing the value '3'.

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

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

Additional Options

Collapse the additional options

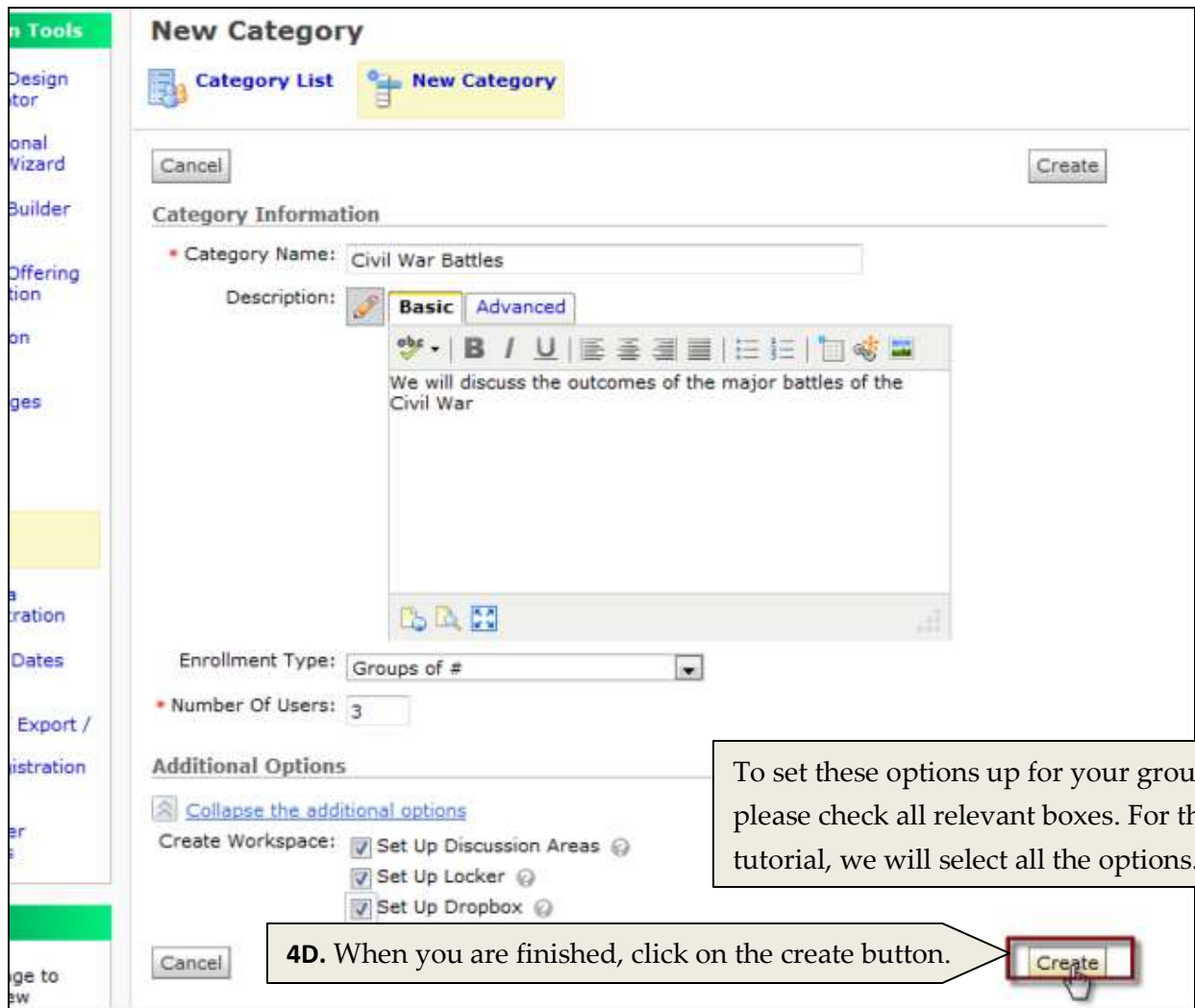
Create Workspace:

- 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

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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 'Name' field is set to '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 visible elements include a 'Skip' button, an '[Add Another]' button, and a 'Create and Next' button.



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 'Category Name' is 'Civil War Battles'. The 'Forums' dropdown menu is open, showing 'History of Revolutions' as the selected option. A red box highlights the '[New Forum]' link, and a callout box points to it with the text '5B. Otherwise, to create a new forum, please click New Forum'. Other visible elements include a 'Skip' button, an '[Add Another]' button, and a 'Create and Next' button.

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

- Name:** Gettysburg
- Folder Type:** Group submission folder
- Category:** A dropdown menu is open, showing 'No Category' selected.
- Grade Item:** Literature Reviews
- Out Of:** math
- Custom Instructions:** A text area with a pencil icon.

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
- Grade Item:** None
- Out Of:** A dropdown menu is open, showing 'Exam 1' selected.
- Custom Instructions:** A text area with a pencil icon.

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: 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: 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

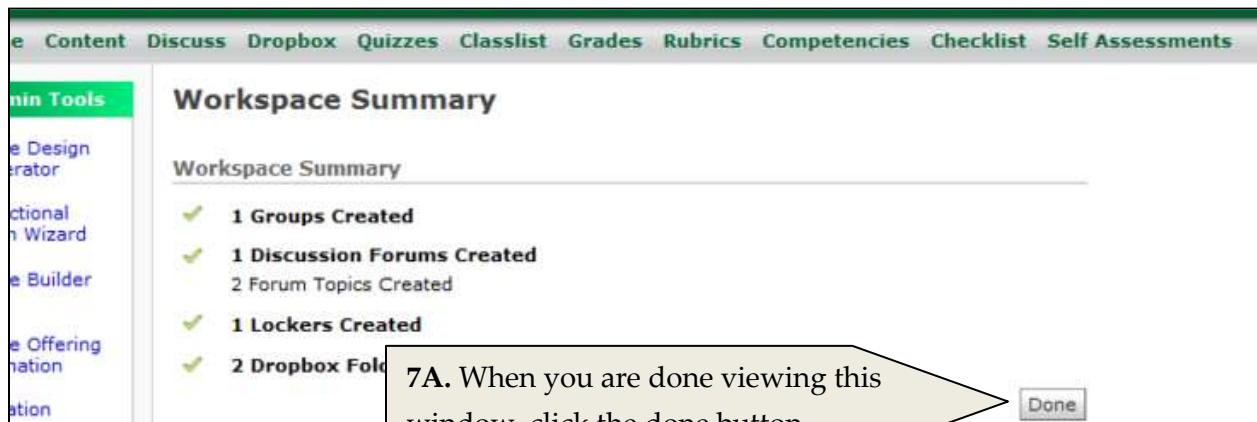
6F. Enter the maximum points into the "Out Of" textbox.

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

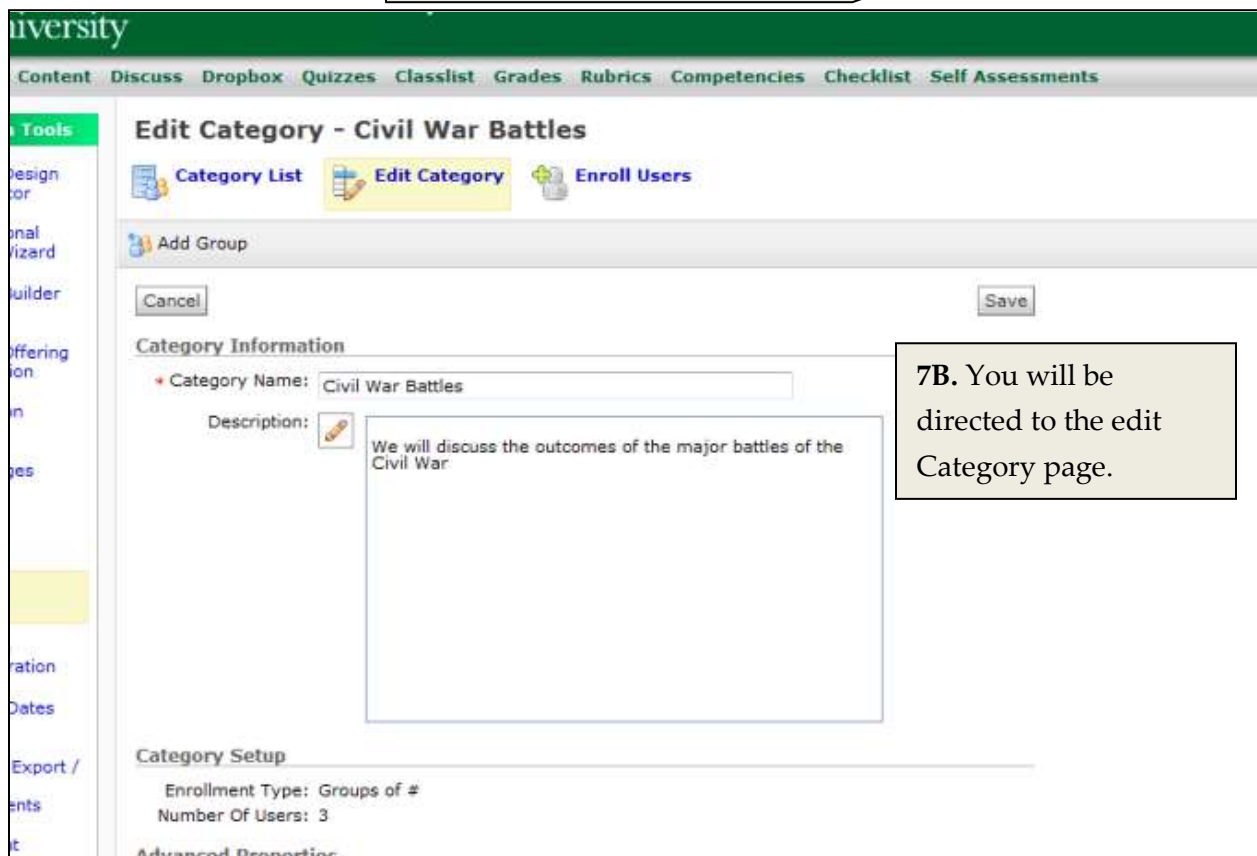
6H. You may create multiple dropbox folders for your group by clicking "add another". When you are finished creating your dropboxes, click on the "create" button.

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.



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



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 Self Enrollment” for your D2L course.