

Desire2Learn: Groups

The Groups tool is used to create group work areas for students. Groups can be assigned automatically, manually selected by the instructor, or chosen by the student. Students can belong to many groups in the same course, and each group can have its own Discussion forums and Dropbox folders. Members of groups can be graded as a team or individually.

How to Access Groups

1. From any page in your course, click Course Admin on the navigation bar.

It is also beneficial to add the Groups icon to the navbar. See “Changing the Navbar” at <https://clayton.edu/celt/desire-2-learn> for instructions on how to add an icon to the navbar.

2. Click on Groups in the list of Learner Management tools.

Learner Management

 Attendance

 Class Progress

 Classlist

 Groups

 Locations

 Seating Chart

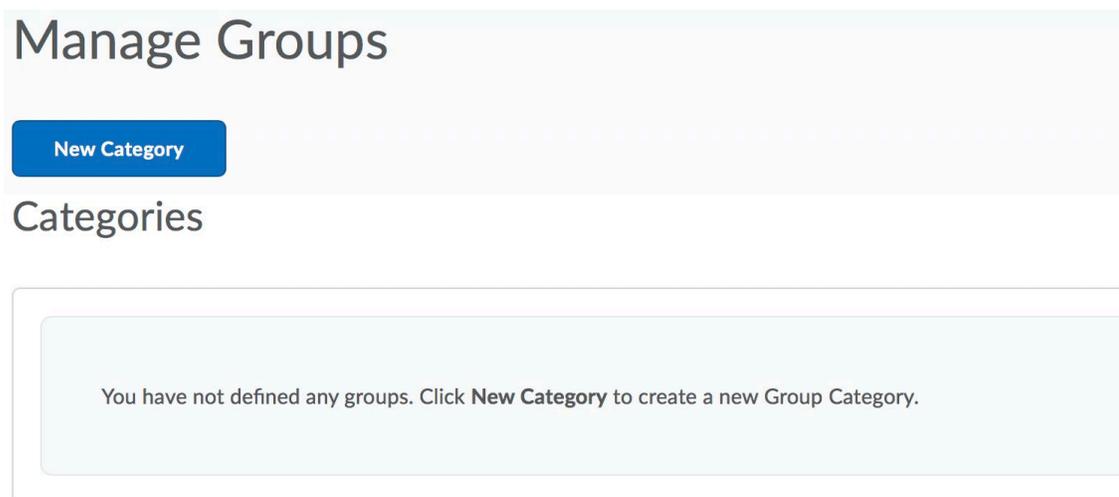
 Self-Registration

Creating Categories and Groups

Categories are a way of organizing and managing related groups. They allow you to create groups related to a particular assignment or activity at once and set options for each group. You can set up multiple categories per course if you want student groups assigned differently for various assignments.

Create a Category

1. From the Manage Groups page, click New Category.



2. Enter a category name (required) and description (optional).
3. Click the Enrollment Type drop-down menu.
 - Select # of groups – No Auto Enrollments to manually add students to your groups later.
 - Select Groups of # to select how many students per group and have the system automatically enroll students.
 - Select # of Groups to select how many total groups will be created in this category and have the system automatically enroll students.
 - Select Groups of # - Self Enrollment to define how many total groups will be created in this category and let students select their own group.
 - Select # of Groups – Self Enrollment to define how many total groups will be created in this category and let students select their own group.

Note: If you enable self-enrollment, you must add the Groups tool to your navbar. The My Groups page is where students will select the group to enroll in. See “Changing the Navbar” at <https://clayton.edu/celt/desire-2-learn> for instructions on how to add an icon to the navbar.

4. Depending on the enrollment type you chose, enter either the number of groups to create or the number of users (students) per group.
5. If you select either Groups of # or # of Groups, configure the following options.
 - Select Auto-Enroll New Users if you want new students in your class to be added to groups automatically.
 - Select Randomize users in groups if you want users to be placed in groups randomly. If this option is not chosen, users are placed alphabetically based on the classlist.
6. Select the course tools the groups should have access to: Discussions and/or Assignments.

Note: If you create a new category with the Set Up Discussion Area or Set up assignment option selected, you are automatically prompted to create the discussion and/or assignment folder (see the following sections for instructions). You can also create group discussion forums and group assignment forums from within the Discussions and Assignment tools.

7. Click Create.

Creating Group-Restricted Discussion Topics

When you create a new category with the Set Up Discussion Areas option selected, you are automatically taken to the Create Restricted Discussion Areas page. From this page, you can create a separate topic for each group within an existing or new forum.

Note: you can also create a group discussion topic later from the Discussions tool.

1. Select a forum.
 - a. If you have already created a forum in the Discussions tool you want to use, select it from the drop-down list.
 - b. Click New Forum link to create a new forum for the category. Enter a title (required) and a description (optional) and click Save.
2. Click Create and Next.

Note: Clicking Skip takes you to the next page in the groups setup process without creating any discussion topics.

For more information on creating discussion forums, see the “Discussion” handout at <https://clayton.edu/celt/desire-2-learn>



Creating Group-Restricted Assignment Folders

If you selected the Set Up Assignment option, you are automatically taken to the Create Dropbox Folders page. Creating a folder from this page creates a folder for each of the groups in the category.

Note: you can also create a group Assignment folder later from the Assignment tool.

1. Enter a name (required) for the Assignment folder.
2. Associate the folder with a Grade Item if you want submitted assignments to be tied to an item in your Grades area. If a Grade Item has not yet been created, click New Grade Item. Add any instructions about submitting the assignment in the custom instructions text box.

Click Save.

3. Attach any files that you want to make available to students from the Assignment folder.
4. Click Create.

Note: Clicking the Skip button takes you to the next page in the Groups set up process without creating any shared assignment folders.

For more information on creating assignment, see the “Assignments” handout at <https://clayton.edu/celt/desire-2-learn>

Enrolling Students Manually

Students are enrolled in groups based on the enrollment options selected on the New Category page. Use the Enroll Users page to manually add or remove students from groups.

Add and Remove Students from Groups

1. From the Manage Groups page, select the category for which you want to modify groups from the drop-down menu.
2. Click on the group you wish to add user to and select Enroll users at the top of the page.
3. Use the checkbox grid to change which students are assigned to each group. Select the checkbox across from the student's name and below the group name to enroll him or other in that group.
4. Click Save when you are finished.

Note: Manually enrolling students allows you to exceed the enrollment limit for a group. It also allows you to assign one student to multiple groups in a category.

Editing Groups Manually

1. From the Manage Groups page, select the category for which you want to modify groups from the drop-down menu.
2. Click the Group you wish to modify.
3. Update the group name field if you want it to be different from the one provided.
4. Click Save.

Edit a Group Name

By default, groups are numbered Group 1, Group 2, etc. Use these instructions to give your groups a more descriptive name.

1. From the Manage Groups page, click on the name of the group or category you want to edit.
2. Enter a new name in the group name field and click Save.