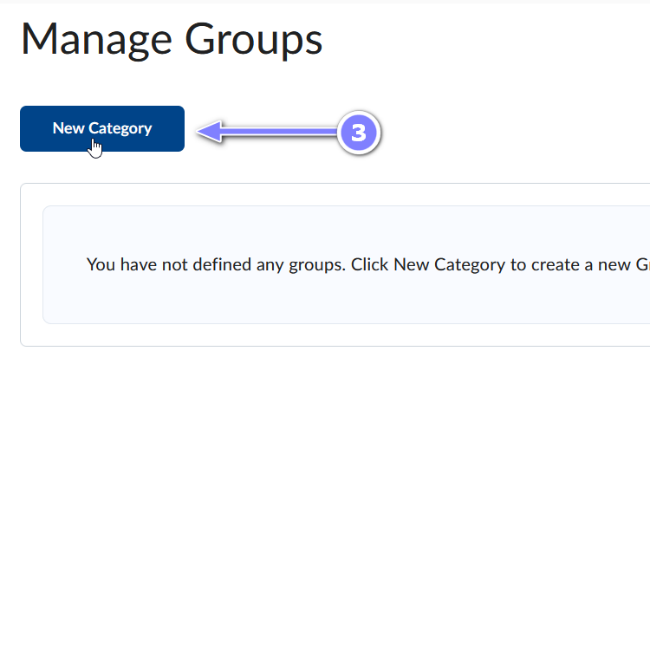
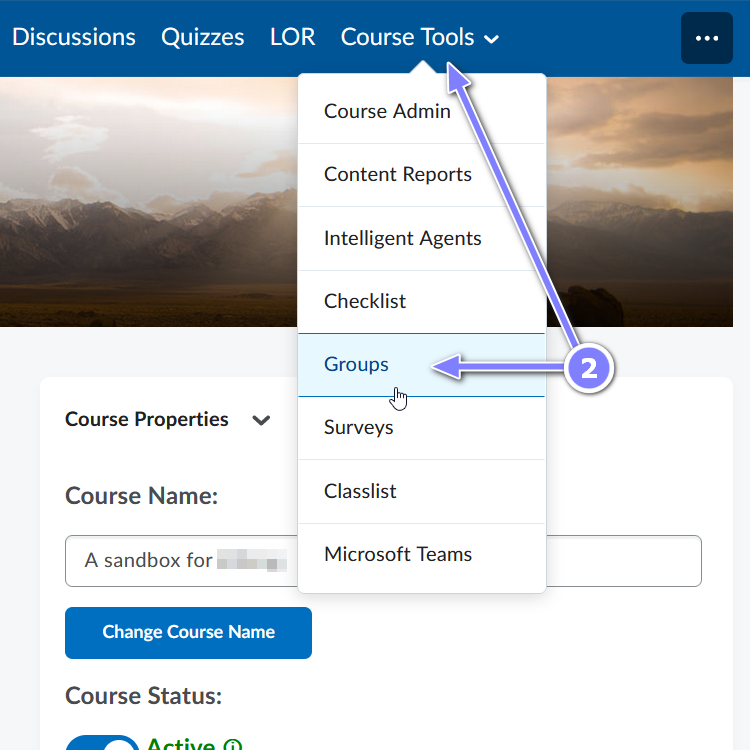
How to Create Groups

1. Open your course site in Brightspace.
2. From the **Navbar**, go to **Course Tools** > **Groups**.
3. Click on **New Category**. A category is a way to organize these groups. I.e., if you would like to switch group members between different assignments, you can create a category named Assignment 1 and another Assignment 2 so that the groups are different for each assignment. If you do not different groups for different assessments or learning activities, simply create only one category.



1. Fill in the **Category** **Name** and, if you would like, the **Description**.
2. Select the desired **Enrolment Type**.

Screenshot of group types:
# of Groups - No Auto Enrolments
Groups of #
# of Groups
Groups of # - Self Enrolment
# of Groups - Self Enrolment
# of Groups, Capacity of # - Self Enrolment
Single User, member-specific groups

# of Groups–No Auto Enrollments

This option creates a specified number of groups, for which you can add any number of users manually

Groups of #

This option creates a minimum number of groups needed to place users in groups of a specified maximum size. User can be auto enrolled or manually enrolled.

# of Groups

This option creates a specified number of groups. Learners can be auto enrolled or manually enrolled.

Groups of # – Self Enrollment

Similar to second group type however learners can enroll themselves into groups.

# of Groups – Self Enrollment

Similar to third group type however learners can enroll themselves into groups.

# of Groups, Capacity of #

– Self Enrollment

This option creates a specified number of groups with a specified number of enrollments per group. Learners can enroll themselves.

Single user, member-specific groups

This option creates a group with a single user where the first name and last name of the learner is the name of the group. This is mostly used to create a journal type groups with a single member.

1. Depending on the enrolment type selected, you may need to enter the number of users and/or groups.
2. **Restrict Enrollments To\*:** Use this option to create subgroups within an existing group.
3. **Group Prefix:** Use this option to modify group names (i.e., write “Team” to use Team 1, instead of Group 1)
4. **Advanced Group Options**: What appears here will depend on what was selected in step 5.
   1. **Auto-Enrol New Users:** When new users are enrolled in the course after groups are set up, they are automatically added to the group with the fewest users.
   2. **Randomize users in groups:** Selecting this option enrolls users in a random order. Clearing this option enrolls users based on their order in the classlist.

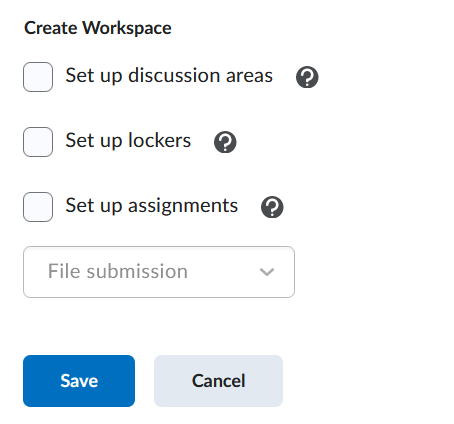
Example of students enrolled into 3 groups by classlist order:

Student A -> Group 1  
Student B -> Group 2  
Student G -> Group 3  
Student J -> Group 1  
Student T -> Group 2  
Student Z -> Group 3

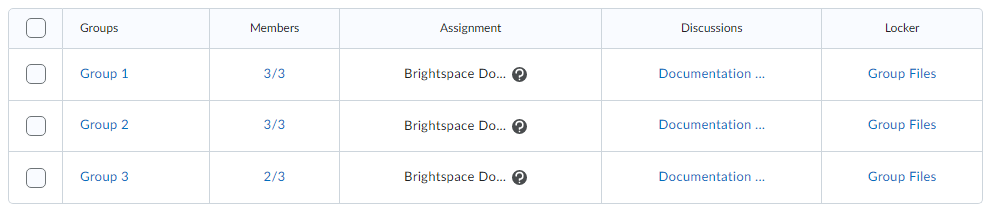
* 1. **Make category and group descriptions visible to group members:** Students will be able to see the Category Name and whatever you entered into the Description text box.
  2. **Set Self Enrollment Start Date:** Users will be able to see the available groups, but unable to self-enroll prior to the start date, or after the expiry date. Manual enrollment by the instructor can occur at any time. Not choosing a date means the group is available for enrollment at any time after creation.
  3. **Set Self Enrollment Expiry Date:** Users will be able to see the available groups, but unable to self-enroll prior to the start date, or after the expiry date. Manual enrollment by the instructor can occur at any time. Not choosing a date means the group is available for enrollment at any time after creation.
  4. **Allocate unenrolled users after Self Enrollment Expiry Date:** This control will automatically and randomly assign students to a group if they are not already assigned by the expiry date provided. Capacity will be ignored.

Advance Properties
Groups Options
Check boxes for Auto-Enrol New Users, Randomize users in Groups and Make category and group descriptions visible to group members. Advance Properties
Groups Options
Check boxes for Set Self Enrollment Start Date, Set Self Enrollment Expiry Date, and Allocate unenrolled users after Self Enrollment Expiry Date

1. **Additional Options - Create Workspace:** You can choose to create group-specific assignments (a different assignment for each group), provide lockers for the group members to share documents, and group discussion areas.
   1. **Discussion Areas** provide a discussion space for each group using a new or already created forum. Users in the group can create new topics to discuss with their group.
   2. **Lockers** provide a place to store all the group’s files and documents.
   3. **Assignments** allows for assignments to be assigned to either all users of a group, or to individual users.



1. Click the **Save** button to finalize all the selected options. You will see a chart of your groups and the selections made.



When you create an assignment you will now see the **Group Assignment** option in the **Submission & Completion** area.

# Managing Groups:

If you have created multiple categories of groups, select the one you’d like to manage in the **View Categories** drop-down menu, then click on the chevron next to the name of the category to view the pop-up. Select the appropriate action from the pop-up.

