Working with Groups

The **Group** tool is for setting up and organizing groups and allows instructors to restrict access to materials in the course on the basis of enrollment.

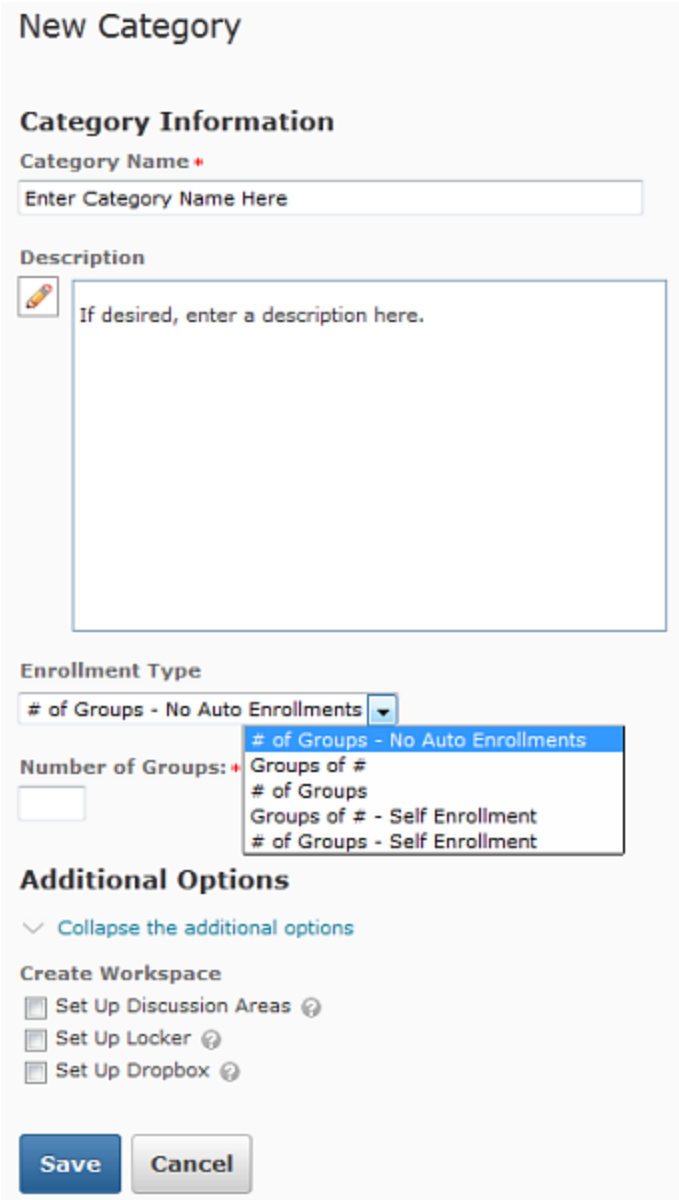
Creating a Group

All groups are organized by categories which help define the parameters of the group.

To create a category:

1. From the Course Home page on the Navigation bar click on the **Groups** link from the **Communication** drop-down menu. The Manage Groups pane appears.

2. Click on the **New Category** button. The New Category pane appears.



3. In the Category Name text box, type the category name.
4. If desired, type the category description in the Description box

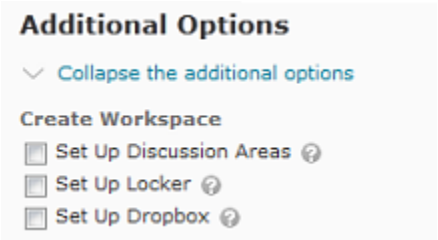
Next, select Enrollment Type:

1. From the Enrollment Type pull-down menu specify how users will be enrolled in the group:

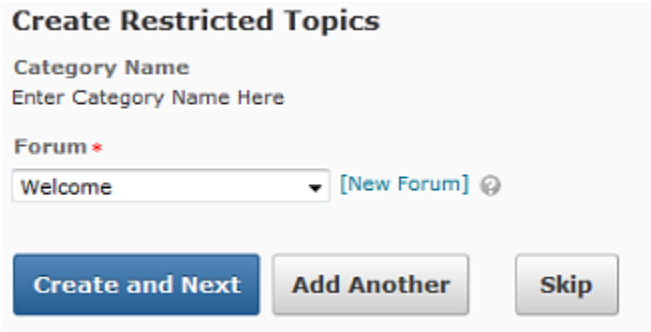
Automatic Enroll Option	**Description**
Groups of # - (each	Specify the maximum number of students per

group has at most x people)	group and the system creates the appropriate number of groups to accommodate this.
# of Groups - (there are x groups)	Specify the number of groups to be added and the system assigns an equal number of students to each group.
# of Groups - (no Auto Enrollments)	Specify the number of groups to be added, and the system will not automatically assign an equal number of students to each group.
Groups of # - (Self Enrollment)	Specify the maximum number of students per group and the students enroll themselves in their desired group.
# of Groups - (Self Enrollment)	Specify the number of groups to be added and the students enroll themselves in their desired group.

2. In the Number of Groups/Users text box type the desired number (corresponding to the selected enrollment style)
3. In the Additional Options section click on the **Expand the additional options** icon.
4. Select desired Create Workspace option(s)
   Note: It is important to set up the Discussions area and if desired, the Dropbox when you initially set up the group.



Setup Discussion Areas
Allows instructor to create a discussion area for each group. Select a Forum that has been already created using the Dropdown area or create a new forum by clicking on the New Forum button.



Setup Locker [Not recommended; only holds 1MB of storage space]
Allows instructor to setup a locker area for each group.

Setup Dropbox
Allows instructor to setup a dropbox folder for each group (refer to Instructions for Setting up a Dropbox).

5. Click on the **Create** button.

Creating Additional Groups

The instructor may need to **add extra groups** after the initial group setup process:

1. Click the drop-down menu next to the category where the new group belongs and select the **Create Group** option. The Add Group dialog box appears.
2. Type the new group's name in the Group Name text box
3. In the Description scroll box type a description for the group (if desired)
4. Click on the **Save** button. The additional group is created.

Manually Enrolling Students in Groups

After the groups have been created the instructor may begin to enroll students.

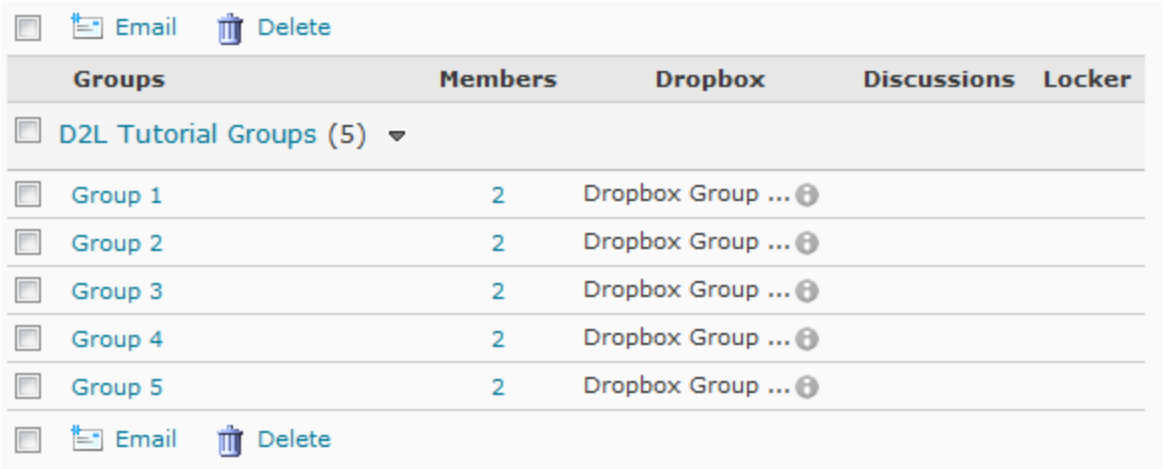
1. In the desired category's context menu, click the **Enroll Users** option.
2. From the "Display" pull-down menu, select the desired groups to be available
3. From the "Per Page" pull-down menu, select the number of students to be displayed per page.
4. In the column for the group, select the students to be added. A checkmark will appear to indicate that they have been added.
5. Click on the **Save** button. The page will redirect back to the Manage Groups page.

Editing Groups or Group Categories

Once a group or category has been created, the instructor can still make changes. Desire2Learn allows the instructor to edit the details of groups or categories as well as change which students are enrolled in them.

Editing Groups or Categories: Details

1. Access the Manage Groups pane.
2. From the "View Categories" pull-down menu select the desired category. The Manage Groups pane appears.



3. Click the category or group name whose details you wish to change. The Edit Group or Edit Category pane appears.
4. Make the desired changes then click on the **Save** button. The Manage Groups pane reappears.

Changing Group Enrollment

1. Access the Manage Groups pane
2. For the desired category click on the **Enroll Users** option from the context menu. The Enroll Users pane appears.
3. Select or deselect users for each group as appropriate then click on the **Save** button. The Manage Groups pane reappears.

Deleting Groups or Group Categories

Instructors can easily delete groups from their course if they have no further need of them.

Deleting Categories and Groups

1. Click on the **Groups** link in the Navigation bar.
2. From the View Categories pull-down list select the group category that contains the category or the group to be deleted. The category and its corresponding groups are displayed.
3. Select the group or category by checking the checkbox next to its name.
4. Click on the **Delete** button. A confirmation pane appears.
5. Click on the **Delete Groups/Categories** button. The category and all its groups or the individual groups are deleted

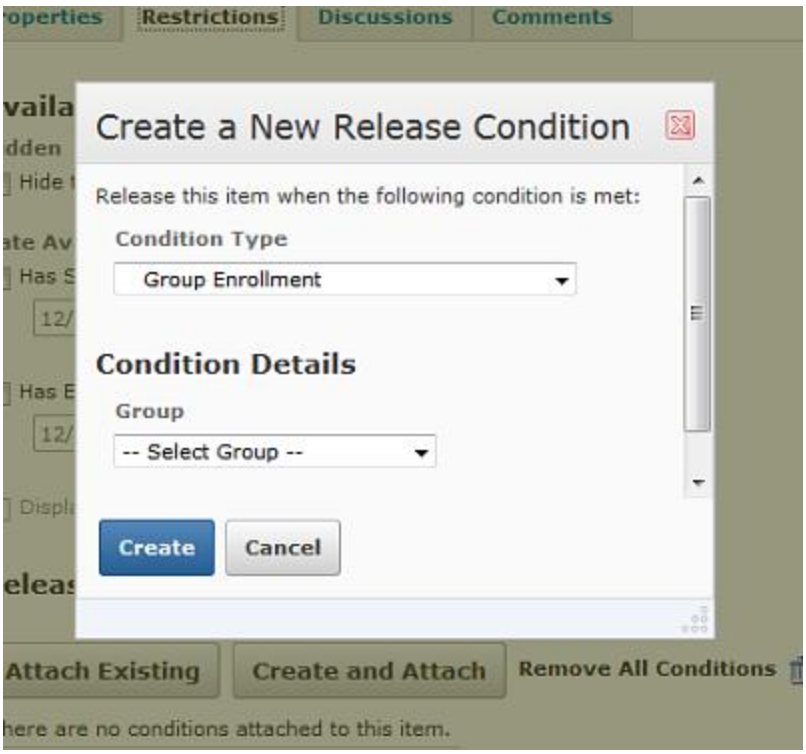
Releasing Content to Specific Groups

Instructors can release course content to a specified group. For example, each group in a class could be working on a different case study. Instructors can post the case studies in the Content area of the course and release them based on group membership.

Setting Release Conditions

1. From the Course Home page click on the **Content** button in the navigation bar under the **Course Elements** drop-down menu. The Manage Content pane appears.
2. For the appropriate topic or module click on the **Edit** button in the context menu next to the topic or module name. The Edit Topic or Edit Module pane appears.
3. Select the Restrictions tab

4. Click on the **Create and Attach** button. The Create a New Release Condition dialog box appears.



5. From the Condition Type pull-down menu select Group Enrollment. The dialog box refreshes.
6. From the Group pull-down menu select the desired group.
7. Click on the **Create** button. The Edit Module pane appears.
8. Click on the **Save** button. In the Content Manager area, topics with release conditions bear the following icon.

Removing Release Conditions

1. From the Course Home page, click on the **Content** link in the Navigation bar. The Manage Content pane appears.
2. For the appropriate module or topic click on the **Edit** button from the context menu. The Edit Module or Edit Topic pane appears.

3. Select the Restrictions tab

4. To remove a single release condition for the appropriate condition, click on the red **X** icon next to the release condition.
5. To remove all release conditions click on the **Remove All Conditions** icon.
6. Click on the **Save** button. The release condition is removed.