

Creating Groups in BrightSpace

WHY USE THE GROUP TOOL?

- Organize users' work on projects and assignments
- Create special work areas for users with different learning needs
- Special interest discussions
- Create teams for projects
- Create sign-up sheets for meetings, presentations, or lab machine time slots.



Each group can have its own discussion forums, assignments, and locker area to work in.

You can grade members of groups individually or as a team.

GROUP TYPES

of Groups (No Auto Enrollments) – Set the number of groups, and the instructor can manually assign any number of students to the groups

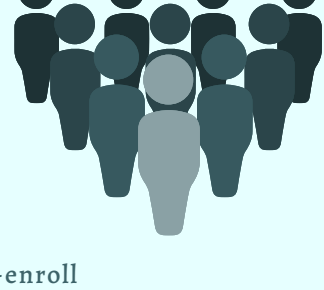
Groups of # – Set the group capacity, i.e. "groups of 4"

of Groups – Set a group limit, i.e. "7 groups total"

Groups of # (Self Enrollment) – Set the group capacity and allow students to self-enroll

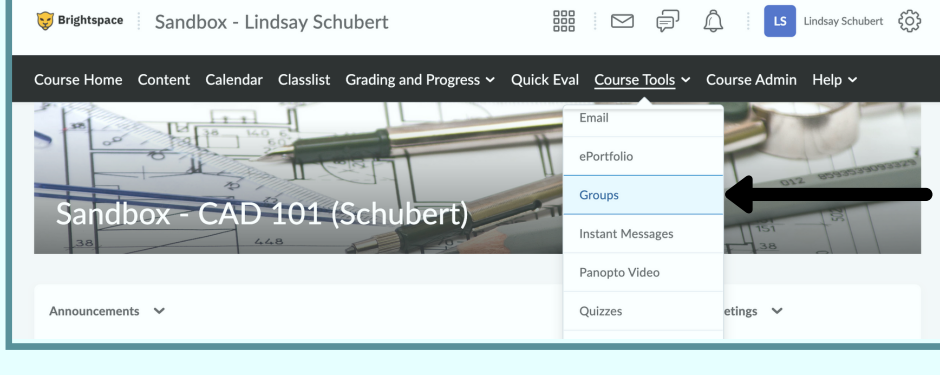
of Groups & Capacity of # (Self Enrollment) – Set the group capacity and number of groups, and allow students to self-enroll, i.e. 10 groups, only 2 people per group, and students choose their group

Single User & Member-Specific Groups – Set up groups of 1



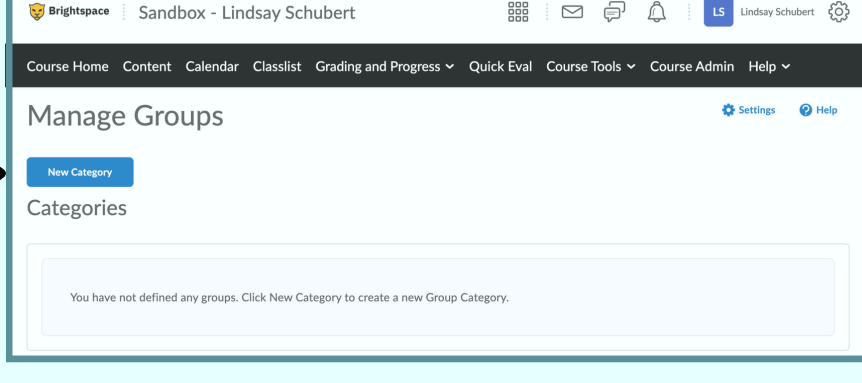
Step by Step Group Creation with # of Groups & Capacity of # (Self Enrollment)

1



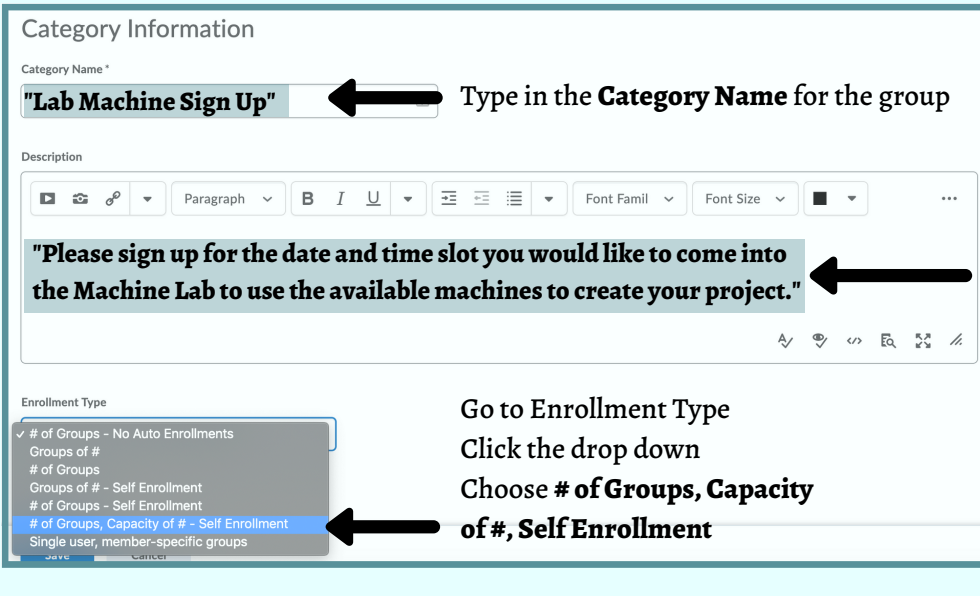
Go to Course Tools
Click drop down arrow
Choose **Groups**

Click **New Category**



2

3



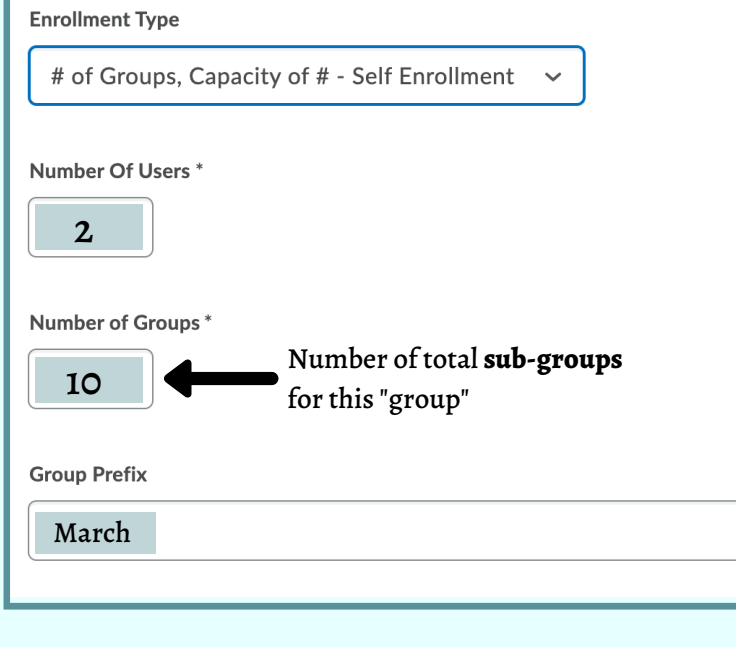
Type in the **Category Name** for the group

Type in a **Description** for the group

Go to Enrollment Type
Click the drop down
Choose **# of Groups, Capacity of #, Self Enrollment**

Number of students that are allowed in each group

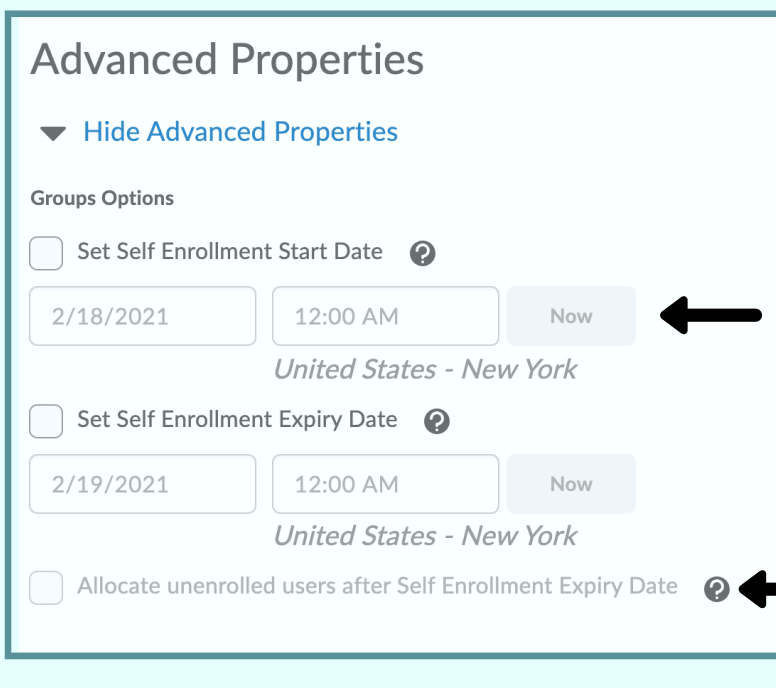
Group Prefix is the start of the individual or sub group name
i.e. **Group Name:** Lab Machine Sign up
Group Prefix: March
March is the example month that these lab sign ups will be
Group Prefix names can be edited as seen in **Step 8**



Number of total **sub-groups** for this "group"

4

5



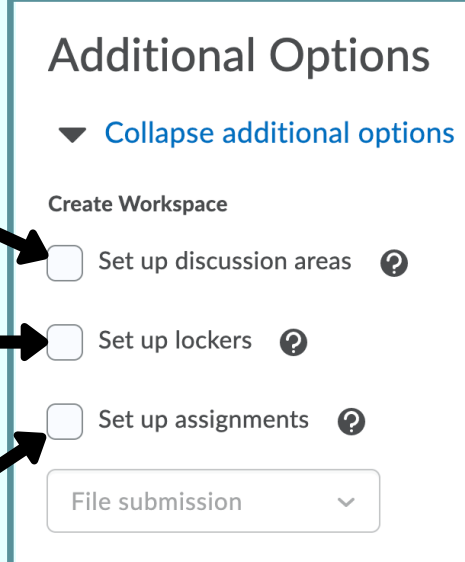
Choose a self enrollment **start date, end date & time** for the created group

Click on **Allocate Unenrolled Users** to ensure that all students are placed in a group/time slot/etc if the student doesn't sign up themselves.

This will set up a **Discussion Area** that only group members can use. The instructor can also view and participate in the discussion

Students can upload, store, and share files within their group if **Lockers** are set up. Any group member can modify files posted in group locker areas

This allows you to immediately create an **Assignment** that will be associated with these groups. This assignment will allow a group submission.

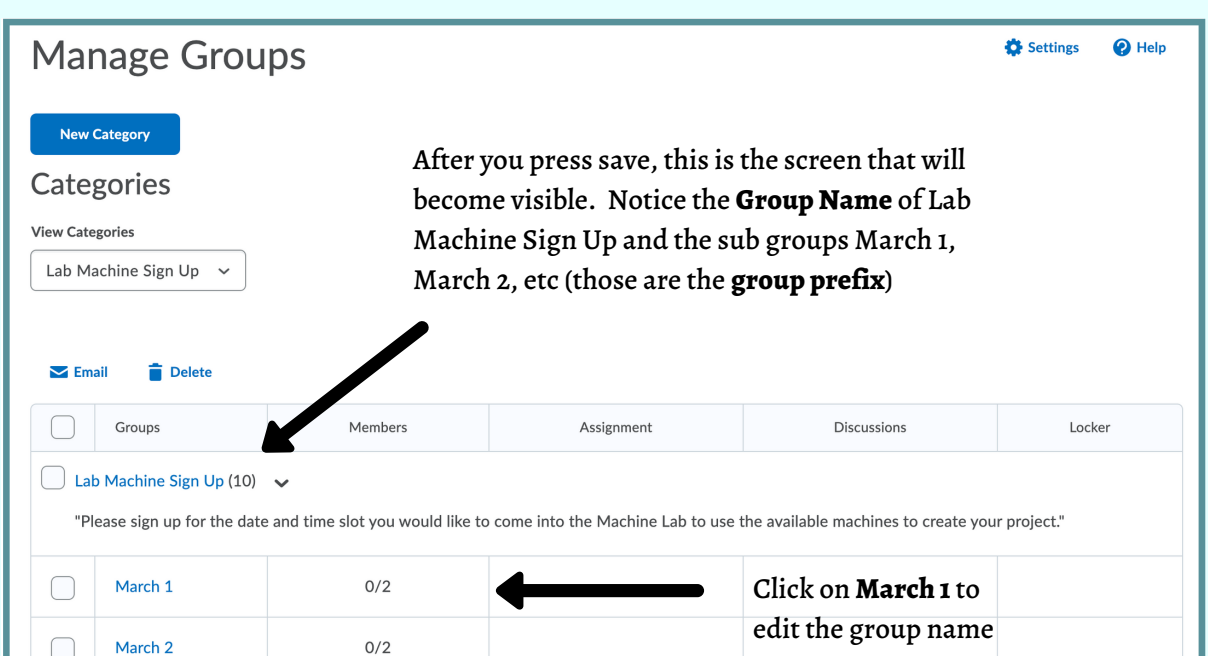


6

Click Save

Additional Information on Creating Groups

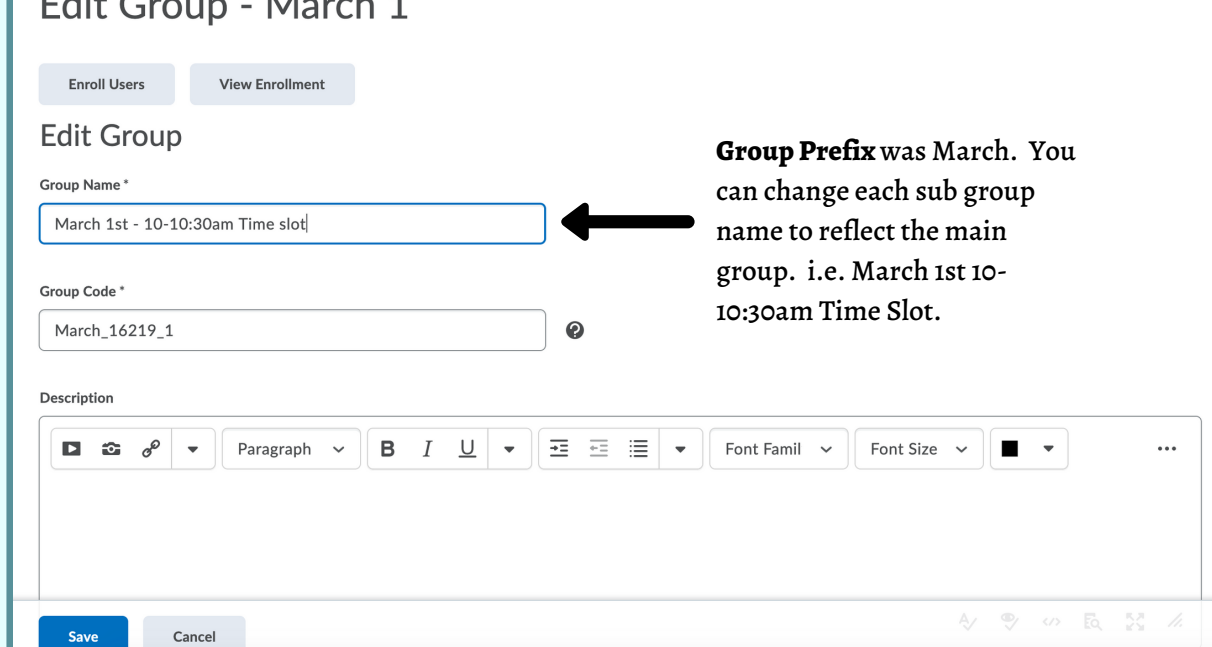
7



After you press save, this is the screen that will become visible. Notice the **Group Name** of Lab Machine Sign Up and the sub groups March 1, March 2, etc (those are the **group prefix**)

Click on **March 1** to edit the group name

Edit Group - March 1



Group Prefix was March. You can change each sub group name to reflect the main group. i.e. March 1st 10-10:30am Time Slot.

8

Click Save