

Group Creation in Brightspace

The following group types exist in Brightspace:

- Auto enrolment - whereby students are randomly enrolled to groups by the system.
- Manual enrolment – whereby the instructor can add students to groups one by one.
- Self-enrolment – whereby students can enrol themselves into groups on the module.

The type of groups that you create will depend on what you require students to do within the module.

Creating Groups in Brightspace

Step 1 – To navigate to the group creation page, click *My Class* from the top nav and then click *My Groups*.

The screenshot shows the top navigation bar of a Brightspace course page for 'Elanor McDonald - Sandbox'. The 'My Class' dropdown menu is open, and the 'My Groups' option is highlighted with a red box. A red arrow points from the text 'To create new groups Click My Groups' to the 'My Groups' option. Below the navigation bar, there is a banner for 'Elanor McDonald - Sandbox' and a 'Welcome to the module' announcement.

Step 2 – On the *Manage Groups* page, click *New Groupset*

The screenshot shows the 'Manage Groups' page in Brightspace. The 'My Class' dropdown menu is open, and the 'New Groupset' button is highlighted with a red box. A red arrow points from the text 'Click New Groupset' to the 'New Groupset' button. The page title is 'Manage Groups' and the subtitle is 'Groupsets'.

Step 3 – Name the groupset and give it a description if necessary. The groupset is the container that will house each individual group. In the below example the groupset is named after a group project (Assignment 2) in the module.

New Groupset

Groupset Information

Name the groupset - in this example the groupset is created for a group project

Groupset Name *

Assignment 2 - Group

Description

Give some descriptive text if required

These are the groups for Assignment 2 - Group Project

Step 4 – Determine the type of groups that you wish to create. There are a number of options to choose from depending on the type of groups that you want to create. Below is an overview of the type of groups available for you to select from.

Bulk Creation of Groups

There is no way for instructors to create groups offline and upload those groups via CSV to Brightspace. Instead, IT Services will provide this service to staff for modules with an enrolment of 50 students or more. Please refer to this guide, produced by ITS, which details how to request groups to be created for modules of 50+.

[Guide for requesting creation of groups by ITS](#)

Manual enrol groups

If you need to allocate specific students to certain groups, choose this option.

- **# of Groups – No Auto Enrolment**
This option will create a specific number of groups. The enrolments are defined by manually placing students into each group.

Auto-enrol groups

With these group options the system will randomly allocate students to groups.

- **Groups of #**
Use this option if you want to define the number of people in a group. For example, if you have a class of 50 students and you select Groups of # - specifying the # value to be 5, the system will automatically create 10 groups of 5 students.
- **# of Groups**
Use this option if you want to define the number of groups. For example, if you have a class of 51 students and you select # of Groups - specifying the # value to be 10, the system will automatically create 9 groups of 5 students and one group of 6 students. This ensures that all students belong to a group even though one of the groups has a larger enrolment than the others.

Self-enrol groups

If you create self-enrol groups you can define dates by which students must enrol to a group. You can also select that any students that have not enrolled to a group be auto-enrolled after a specific date.

- **Groups of # - Self-Enrolment**
Use this option if you want to define the number of people in a group and you want to allow students to enrol into the groups themselves.
- **# of Groups - Self-Enrolment**
Use this option if you want to define the number groups and you want to allow students to enrol into the groups themselves.
- **# of Groups, Capacity of # - Self-Enrolment**
Use this option if you want to define how many groups will be available for students to enrol to and if you want to set a max capacity of the group.

Single user groups

- **Single User, member specific groups**
You may want to create single member groups for specific reasons, such as allowing students to create journal entries on discussion forums that are restricted solely to them. To do this, use the Single User, member specific group type. Using 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.

Depending on which option you choose you will be requested to enter either the number of students for the groups or the number of groups to create. In this example, the manual option of *# of Groups – No auto enrolment* is chosen so you are requested to enter the number of groups required.

Enrolment Type

Number of Groups *

Group Prefix

Select the type of groups you wish to create

And the number of groups you wish to create

If you choose any of the self-enrol group options you will be able to set advanced options of expiry date for enrolment (meaning all students will have to have enrolled to a group by a particular date) and you can state that if students have not enrolled to a group by a certain date, they will be automatically allocated to a group.

Advanced Properties

▼ Hide Advanced Properties

Groups Options

Set Self Enrollment Expiry Date ?

Allocate unenrolled users after Self Enrollment Expiry Date ?

Set expiry date for self enrol

Ensure all students are allocated to a group after this date

You can opt to create work areas such as discussion boards, lockers (file storage area) and assignments for each group also. When you are finished, click *save*.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

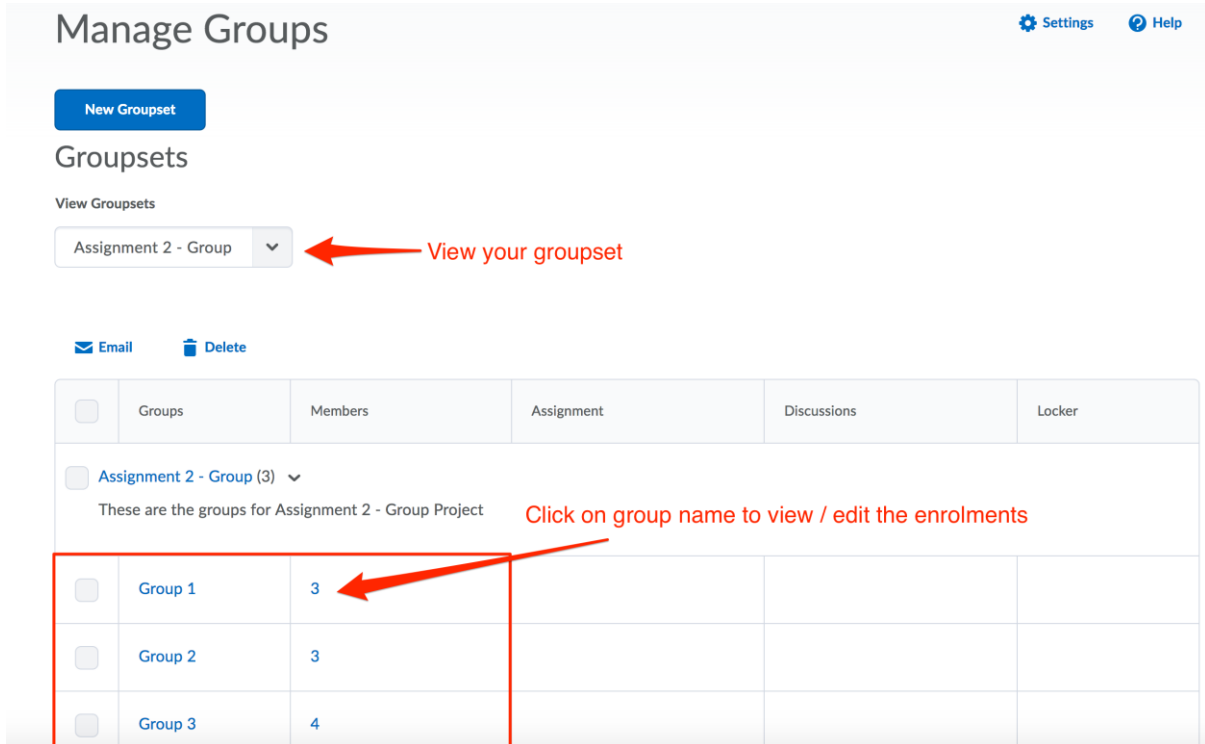
Set up lockers ?

Set up assignments ?

Options to set up discussion areas, locker (files area) and assignments for groups

Click save when finished

The newly created groupset will appear on the next screen. If you have created more than one groupset, click the down arrow to view the list of your groupsets. If you have chosen to an auto-enrol option and you wish to view the members of the group click a group name.



Manage Groups Settings Help

New Groupset

Groupsets

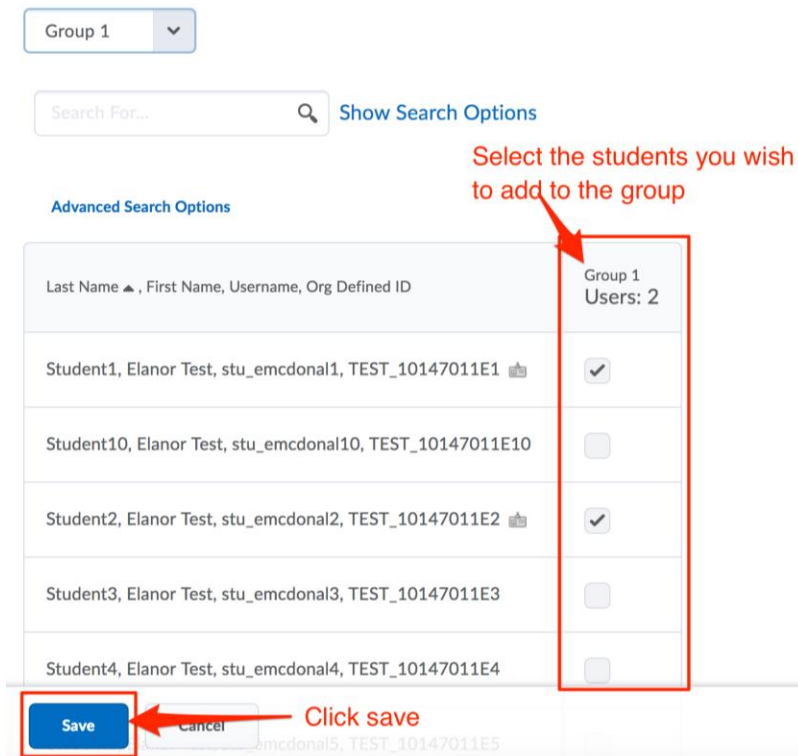
View Groupsets

Assignment 2 - Group View your groupset

Email Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Assignment 2 - Group (3) Click on group name to view / edit the enrolments	These are the groups for Assignment 2 - Group Project			
<input type="checkbox"/>	Group 1	3			
<input type="checkbox"/>	Group 2	3			
<input type="checkbox"/>	Group 3	4			

If you have chosen a manual enrol option, click the group name and select students from the classlist to add to the group. Click *Save* when complete.



Group 1

Search For... Show Search Options

Advanced Search Options

Last Name ▲, First Name, Username, Org Defined ID	Group 1 Users: 2
Student1, Elanor Test, stu_emcdonal1, TEST_10147011E1	<input checked="" type="checkbox"/>
Student10, Elanor Test, stu_emcdonal10, TEST_10147011E10	<input type="checkbox"/>
Student2, Elanor Test, stu_emcdonal2, TEST_10147011E2	<input checked="" type="checkbox"/>
Student3, Elanor Test, stu_emcdonal3, TEST_10147011E3	<input type="checkbox"/>
Student4, Elanor Test, stu_emcdonal4, TEST_10147011E4	<input type="checkbox"/>

Save Cancel Click save



The students will appear added to the group on the groupset screen.

New Groupset

Groupsets

View Groupsets

Group Project ▾

 Email  Delete

Students added to the group

<input type="checkbox"/>	Groups	Members	Assignment	D
<input type="checkbox"/>	Group Project (5) ▾			
<input type="checkbox"/>	Group 1	2		