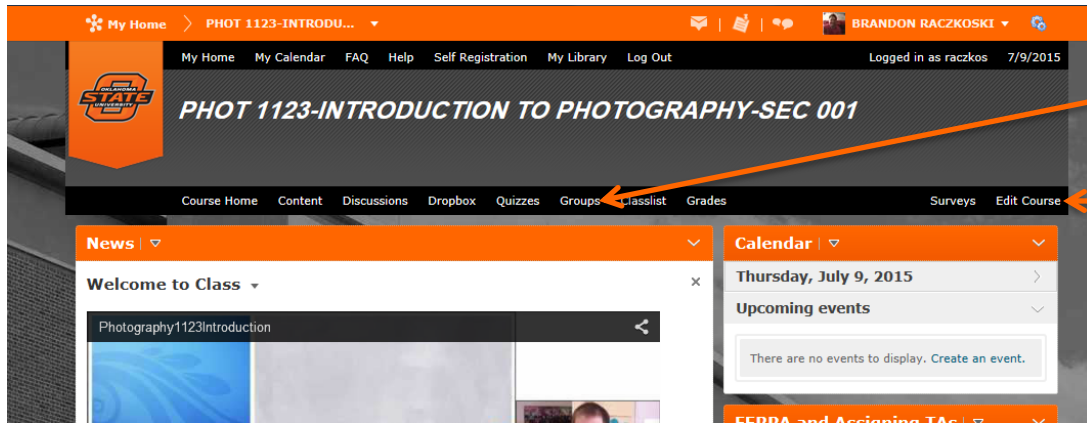




Manual Group Enrollment in D2L

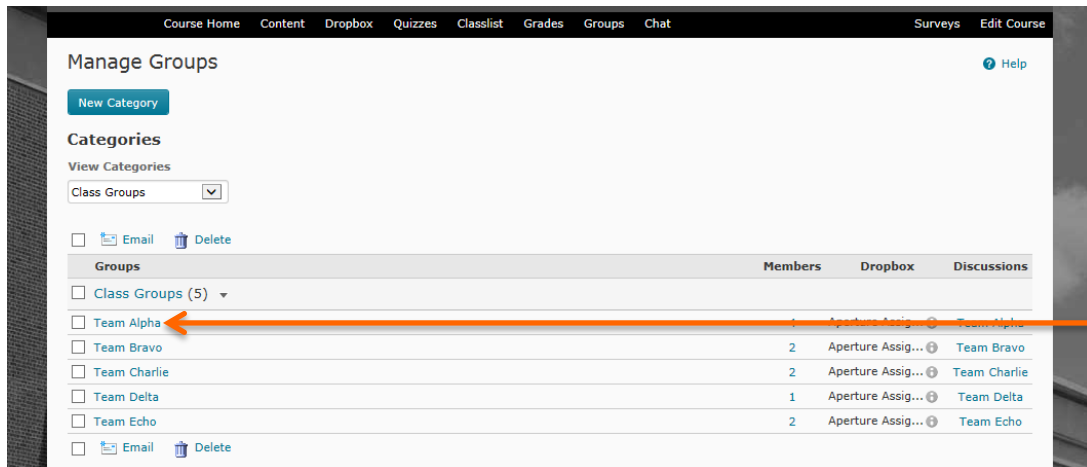
1. In D2L, select the course you intend to edit.
2. Select **Groups** on the Navigation bar or click **Edit Course** and then select **Groups**.



Select
Groups

Click
Edit Course
then select
Groups

3. Click on a **group name** to re-name it.



Click
Group Name



4. Type the new **Group Name**, but do not change the **Group Code**. (The group code is an internal Desire2Learn tag.) Add a description (optional). Click **Save**.

Enter **Group Name** but do not change **Group Code**

Click **Save**

5. Groups are listed alphabetically. Click on a **Group Name** to enroll students in that group.

Click **Group Name**

6. Click **Enroll Users**.

Select **Enroll Users**



7. Select **Students to Enroll** by clicking the check boxes on the right-hand side.

Enroll Users - Class Groups

Category: Class Groups

Display: Team Alpha

Search For: [] Hide Search Options

Search In:
 First Name
 Last Name

Enrollment:
 Enrolled
 Not Enrolled

First Name A, Last Name	Team Alpha Users: 4
[Redacted]	<input checked="" type="checkbox"/>
[Redacted]	<input checked="" type="checkbox"/>
[Redacted]	<input checked="" type="checkbox"/>
[Redacted]	<input checked="" type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>

Save Cancel

Select **Students to Enroll** by clicking the check box

Click **Save**

8. You can view and manage multiple group enrollments at once. Under Class Groups, click on the triangle icon and select **Enroll Users** from the dropdown menu.

Manage Groups

New Category

Categories

View Categories: Class Groups

Groups	Members	Dropbox	Discussions
Class Groups (5)			
Team Alpha	4	Aperture Assig...	Team Alpha
Team Bravo	2	Aperture Assig...	Team Bravo
Team Charlie	2	Aperture Assig...	Team Charlie
Team Delta	1	Aperture Assig...	Team Delta
Team Echo	2	Aperture Assig...	Team Echo

Enroll Users

Select **Users**



Institute for Teaching & Learning Excellence

Teaching and Learning Support
Student Engagement Student Success
(405) 744-1000

You should now be able to re-name student groups, enroll students in one group and manage multiple group enrollments at one time.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.