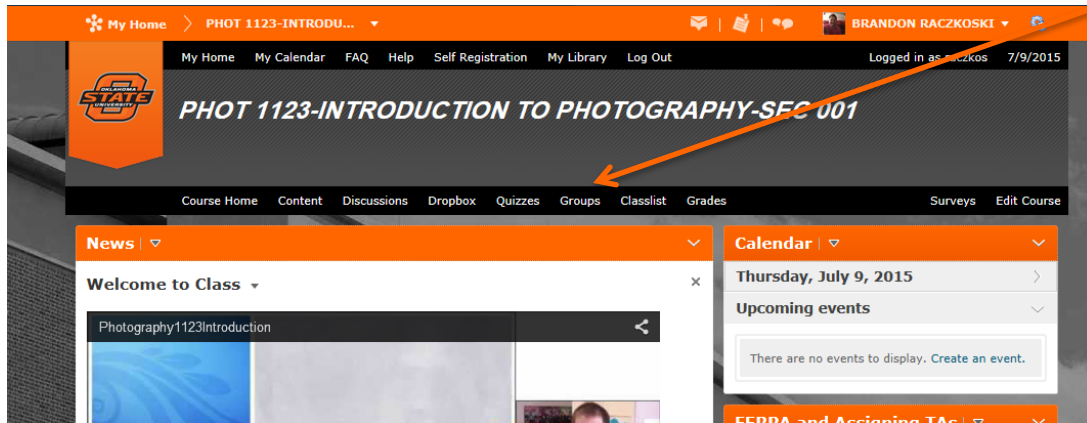




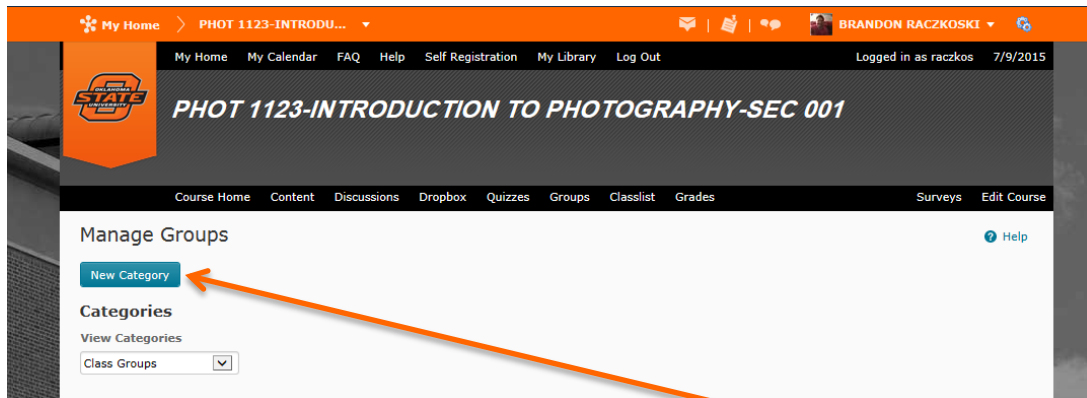
## Groups in D2L

1. In D2L, select the course you intend to edit.
2. Select **Groups** on the Navigation bar.



Select  
Groups

3. Select **New Category**.



Select  
New Category



4. Enter the **Category Name** select **Enrollment Type** and enter **Number of Groups** then click to enable **Groups Options** and then **Save**.

The screenshot shows the 'New Category' form in a learning management system. The form is divided into several sections: 'Category Information', 'Advanced Properties', and 'Additional Options'. The 'Category Information' section includes a 'Category Name' field (containing 'Group Portfolio Project'), a 'Description' field, an 'Enrollment Type' dropdown (set to '# of Groups'), and a 'Number of Groups' field (set to '15'). The 'Advanced Properties' section includes 'Groups Options' with checkboxes for 'Auto-enroll new users' and 'Randomize users in groups', both of which are checked. The 'Additional Options' section includes 'Create Workspace' with checkboxes for 'Set up discussion areas' and 'Set up dropbox folders', both of which are unchecked. At the bottom of the form are 'Save' and 'Cancel' buttons. Orange arrows point from callout boxes to these specific fields and options. The callouts are: 'Enter Category Name (Ex. Group Portfolio Project)' pointing to the Category Name field; 'Select Enrollment Types (Ex. # of Groups)' pointing to the Enrollment Type dropdown; 'Select Number of Groups (Ex. 15)' pointing to the Number of Groups field; 'Enable Auto-enroll' pointing to the 'Auto-enroll new users' checkbox; 'Enable Randomize Users' pointing to the 'Randomize users in groups' checkbox; and 'Click Save' pointing to the 'Save' button.



5. You have now created a new **Group**. Students have been **auto-enrolled** into **randomized** groups.

Groups	Members	Dropbox	Discussions
Group Portfolio Project (15)			
These will be your groups for our first portfolio project.			
Group 1	1	Shutter Speed ...	
Group 10	0	Shutter Speed ...	
Group 11	0	Shutter Speed ...	
Group 12	1	Shutter Speed ...	
Group 13	1	Shutter Speed ...	
Group 14	1	Shutter Speed ...	
Group 15	1	Shutter Speed ...	
Group 2	1	Shutter Speed ...	
Group 3	1	Shutter Speed ...	
Group 4	0	Shutter Speed ...	
Group 5	1	Shutter Speed ...	
Group 6	1	Shutter Speed ...	
Group 7	0	Shutter Speed ...	
Group 8	1	Shutter Speed ...	
Group 9	1	Shutter Speed ...	

You should now be able to click on any group and see the students enrolled in that group. Students can also click on **Groups** and see which group they have been enrolled in and the other students enrolled in the group with them.

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