

DISTRIBUTED
LEARNING
| 2020



USING BRIGHTSPACE TOOLS

Groups

cna

Creating Groups

On the D2L navbar, click **Course Tools**, then **Groups**.



Course Home Content Assessments ▾ Communication ▾ Course Tools ▾

Assessments ▾ Communication ▾ **Course Tools ▾**

Checklist

Classlist

Class Progress

Competencies

Edit Course

FAQ

Glossary

Groups

Rubrics

System Check



When the Groups page opens, click on the New Category Button.

Manage Groups

[New Category](#) 

Categories

You have not defined any groups. Click New Category to create a new Group Category.

Add the Group Category name and Description.

















New Category






Category Information

Category Name *

Description

    Paragraph  **B** *I* U      Font Family  Font Size      

Select the type of Group Enrolment and enter the number of groups.

Enrolment Type

of Groups - No Auto Enrolments



Number of Groups *



Then choose the items you want in the students' workspace, attach the Forum or create a new one with a new topic and then click the save button.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas ?

Forum*

Group Work [New Forum] ?



Create new topic

Create a new topic to restrict with this group category.

Attach to existing topic

Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

Set up lockers ?

Set up dropbox folders ?

File submission

Save Cancel



Create your Discussion Topics, then click Create and Next.

Create Restricted Topics

Category Name

Group Assignment

- Create one topic per group (2 topics total)
Each group has a separate, restricted topic.
- Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.



Create and Next

Add Another

Skip

Create your Dropbox folder for the Groups.

Create Dropbox Folders

Name *

Group Assignment|

Instructions

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, background color, table, and a menu icon. The text area below is empty.

Attachments

Add Attachment

Record Audio

Record Video

Add the Evaluation Criteria and associated Rubric and click Create.

Evaluation and Feedback

Score Out Of



Grade Item

[\[New Grade Item\]](#)



Student View Preview

- / - ▾

Rubrics



No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric



Once you confirm your workplace summary, click Done.

Workspace Summary

- ✗ Discussion forums were not created
- ✓ 3 Lockers created
- ✓ 1 Dropbox folders created



Click to save the category.

Edit Category - Group Assignment

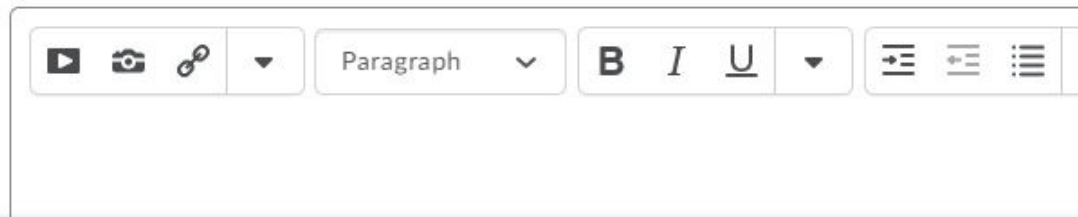
Add Group

Category Information

Category Name *

Group Assignment

Description



Once complete you will then have the option to Manage your Groups by enrolling new users, adding groups or editing the category.

Manage Groups

[Settings](#) [Help](#)

New Category

Categories

View Categories

Group Assignment ▾

 Email

 Delete

Edit Category

Add Group

Enrol Users



<input type="checkbox"/>	Groups		Dropbox	Discussions	Locker
<input type="checkbox"/>	Group Assignment (3) ▾				
<input type="checkbox"/>	Group 1	2	assignment ?	Group Assignme...	Group Files
<input type="checkbox"/>	Group 2	2	assignment ?	Group Assignme...	Group Files