Interact and Engage with Learners

Instructor Guide

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Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

Revision Date	Summary of Changes
January 6, 2022	Updated the New Discussion Evaluation Experience topic to reflect the removal of opt-out. Updated the Create a Discussion Forum topic to remove information about the previous consolidated dates workflow, which is no longer optional. Updated the Create a discussion topic topic to remove information about the previous consolidated dates workflow, which is no longer optional. Updated the Lock a discussion forum or topic topic to remove information about the previous consolidated dates workflow, which is no longer optional. Updated the View Course Import history topic to include updated information about navigation breadcrumbs in the import logs and that the logs display the results in the order of import operations.
December 2, 2021	Updated the Create a Discussion Forum topic to include updated information about the new Consolidated dates workflow. Updated the Create a discussion topic topic to include updated information about the new Consolidated dates workflow. Updated the Lock a discussion forum or topic topic to include updated information about the new Consolidated dates workflow.
August 5, 2021	Updated the Brightspace for Parents - Instructor Tip Sheet topic to include the Work To Do widget. Updated the Schedule Activity Feed posts topic. Added topic: New Discussion Evaluation Experience. Updated topics to update HTML Editor to read as Brightspace Editor.

Revision Date	Summary of Changes
July 1, 2021	Updated Create a discussion forum, Create a discussion topic, and Lock a discussion forum or topic to include information about the new workflow that makes it easier for instructors to set visibility and posting restrictions.
May 6, 2021	Added topic: Search for users in the Classlist.
April 1, 2021	Updated the Add an existing user to the Classlist topic to include information about the ability to set the search filter to filter out users already enrolled in the course.

Updated the Email learners in Brightspace Learning Environment > Email learners using the Classlist tool sub-topic with steps on how to only email learners with accommodations.

Added topic: Print a Classlist.

Updated the Check user progress topic to include the note about the accommodations icon. |

Interact and engage with learners

Instructors can interact and engage with learners using the following tools:

- Post messages and links to course materials with the Activity Feed tool
- Respond to questions and share comments with the Blog tool
- Post course announcements with the Announcements tool
- Create private and group chat rooms with the Chat tool
- Email other learners with the Email tool
- Manage the participants in your course with the Classlist tool
- Create and manage discussion forums with the Discussions tool
- Create FAQs for learners with the FAQ tool
- Create group work areas for learners with the Groups tool
- Manage the locations and layouts for course events with the Locations tool
- Divide your class into sections to manage large classes with the Manage Sections tool
- Switch roles and view the course as a learner

Post messages and links to course materials

Activity Feed is a course homepage widget that provides a central location for instructors to post messages and assignments. You can also provide links to course materials and external resources. This gives learners the ability to quickly access links to important materials, comment on messages made by instructors and classmates, and upload files to assignment posts. Instructors can use simple HTML markup to format message posts and assignment instructions. For more information on using Activity Feed, read the D2L Activity Feed blog post.

Activity Feed ˅

⊕ Create a post...

Latest Posts

🗐 Message • February 13, 2018 4:13 PM   Options ˅

Take an opportunity to watch this video and then complete the assignment linked below. All submissions should be completed by the end of the week.

Bryce Canyon BETTER Than the Grand Canyon! Apex TV

▶

Bryce Canyon BETTER Than the Grand Canyon!
www.youtube.com

👩 Write a comment...

🗐 Message • February 13, 2018 4:11 PM   Options ˅

What a beautiful landscape, all generated by erosion!

Castle View

👩 Write a comment...

📄 Assignment • February 13, 2018 4:09 PM   Options ˅

Assignment #1

0/3 Submissions

Add Activity Feed to a course homepage

To add Activity Feed to a course homepage

If the Activity Feed widget is not on your organization's default course homepage, it can be added manually to a custom homepage.

1. From a course's navbar, click **Course Admin**, and then **Homepages**.
2. Edit an available homepage, copy an existing homepage to edit, or create a new homepage.
3. In the **Widgets** section, from a large panel, click **Add Widgets**.
4. Locate the Activity Feed widget, and click **Add**.
5. To access the properties for Activity Feed, click on the Activity Feed widget.
6. To hide the widget title and prevent users from expanding and collapsing the widget, deselect the **Display Titlebar** option and select the **Prohibit minimizing widget** option.
7. Click **Save and Close**.
8. Use the **Active Homepage** drop down menu to select the updated homepage, and click **Apply**.

Note: D2L recommends using the basic homepage layout and adding the Activity Feed widget to the large panel. Ensure the large panel does not include other widgets. Widgets placed below the Activity Feed can become lost as the feed grows. If you are not able to locate the Activity Feed widget from the Add Widgets pop-up, contact your administrator to request its availability.

Post messages and add attachments

From the Activity Feed, you can post messages for learners and add attachments, for example, reminders about upcoming assignments and links to course materials. You can add attachments by copying and pasting a web link or embed code, or using the attachment icons. For a rich and immersive experience, most attachments can be previewed, viewed, or interacted with directly in the feed. For example, web links show a thumbnail and description, if available. Images uploaded from your computer, remote plug-in attachments, and videos embedded from YouTube, Vimeo, and TED display directly in the feed and can be viewed without leaving the course homepage.

Note: The Activity Feed only renders embedded material that administrators have set using the Trusted Sites tool. If you attempt to embed an untrusted site, the material is attached, but as a non-embedded web link.

To post messages and add attachments

1. Navigate to a course homepage with the Activity Feed widget available.
2. Click anywhere in the **Create a post** text box.
3. Enter a message.
4. Optionally, add an attachment by doing one of the following:
   - To attach a web link or embed code, copy and paste the link or embed code in the message.

- Click the ⬒ attach icon, and do one or more of the following:
    - To upload a file from your computer, click the ⬆ file upload icon.
    - To attach a link to course materials, click the ⚡ existing activity icon.
    - To attach a web link, click the 🔗 weblink icon.
    - To attach a link to a Google Drive file from your Google account, click the ⬙ Google Drive icon.
      Note: Before attaching the link, ensure that the file has proper visibility permissions in Google Drive.
    - To attach a link to a OneDrive file from your OneDrive account, click the ☁ OneDrive icon.
      Note: Before attaching the link, ensure that the file has proper visibility permissions in OneDrive.
    - To insert videos from YouTube, Vimeo, and TED, click the 🎥 video icon and add a URL.
5. If your course includes sections, use the **Send To** dropdown menu to select which section(s) you want to receive the post. Instructors must be enrolled in each sections of a course they plan to communicate with or send posts to.
6. Click **Post**.

About assignment posts

Instructors can use the Activity Feed to create new assignments and post them directly to their course homepage. The simplified assignment creation process allows you to set a name, instructions, due date, and the option to add the assignment to grades. If your course includes sections, you can create section restricted assignments directly from Activity Feed. Instructors must be enrolled in each sections of a course they plan to communicate with or send posts to.

Instructors can also choose from four different submission types: file submissions, text submissions, on paper submissions, and observed in person assignments. On paper submissions and observed in person assignments have additional completion type options that are set when the assignment is created. These assignments can be marked as completed manually by learners, automatically on evaluation, or automatically on due date. Files can be uploaded and attached to the assignment post to provide additional details to learners. For file based submissions, instructors can view how many submissions have been made to the assignment directly from the Activity Feed post, and access the submissions from the Activity Feed with a single click.

Create an assignment post

To create an assignment post

1. From your course homepage, in the Activity Feed, click **Create a post**.
2. Click the **Assignment** tab.

3. Enter a title and instructions, choose a submission type, a completion type, set a due date, and select the **Add to Grades** check box.
   Tip: For instructions, you can add web links by copying and pasting the URLs. Web links show a thumbnail and description, if available. If you add a remote plug-in via a Quicklink, the plug-in renders inline as an embedded attachment, allowing users to view the material without navigating away from Activity Feed.
4. If your course includes sections, use the **Send To** dropdown menu to select which section(s) you want to access the assignment. A section specific release condition is automatically associated to the assignment.
5. Click **Post**.

Load an existing assignment in Activity Feed

1. Navigate to a course.
2. From the course homepage, under **Activity Feed,** click **Create a post**.
3. Click **Assignment**, and click **Select Existing**.
4. Under Assignments, choose a pre-existing course assignment.
5. Do one of the following:
   - To post the existing assignment immediately, click **Post**.
   - To post the existing assignment at a later time, click **Post Later** and select a future time and date to post the item.

Comment on Activity Feed posts

1. Navigate to a course homepage with Activity Feed available.
2. Below the post you are responding to, click anywhere in the **Write a comment** text box.
3. Enter a message and click **Post**.

Control commenting on Activity Feed posts

Instructors can control the ability for learners to comment on Activity Feed posts. Commenting can be enabled or disabled for the entire feed or for individual posts.

To disable commenting for the entire Activity Feed:

1. On your course homepage, open the Activity Feed context menu.
2. Select **Manage commenting and posting**.
3. Click **Disable comments on posts**.
4. Click **Save**.

To disable commenting on a new post:

1. On your course homepage, click **Create a post**.
2. Select **Message** or **Assignment** to determine the type of post.

3. Uncheck the **Allow Comments** check box.
4. Complete your post, and click **Save**.

To toggle commenting on an existing post:

1. Click **Options** from the post you want to toggle commenting for.
2. Edit the post.
3. Check or uncheck the **Allow Comments** check box.
4. Click **Save Changes**.

Note: If commenting is disabled for your course, you cannot enable commenting for an individual post. If commenting is disabled for the course or an individual post, any previously created comments are saved. If commenting is re-enabled, the previously created comments are displayed. This allows an instructor to temporarily disable commenting without losing previously posted comments.

Edit and remove Activity Feed posts and comments

Instructors (teachers) can remove posts and comments made to the Activity Feed by any user. Instructors can also edit their own posts and comments if they require updates.

- Select the post you want to remove, and click **Remove Post**.
- Select the post or comment you want to edit, and click **Edit Post**.
- Select the comment you want to remove, and click **Remove Comment**.
- Select the comment you want to edit, and click **Edit Comment**.

Note: Learners can only edit their own comments and posts; they cannot modify comments and posts made by other users.

Schedule Activity Feed posts

To schedule Activity Feed posts that you would like to make visible at a future date and time:

1. From your course homepage, in the Activity Feed, click **Create a post**.
2. Choose the type of post and enter the required information.
3. Click **Post Later** and set the date and time.
4. Click **Schedule Post**.

Note: Scheduled posts are not visible to users until the scheduled date and time is reached. Planned assignments are hidden from users until the scheduled date and time is reached. Previously scheduled posts can be modified by clicking on the View Planned Post link. Planned posts are removed from the planned post list once live in Activity Feed.

Pin post to top of feed

Bring attention to an Activity Feed post by pinning it to the top of the feed. If you have a reminder or announcement for learners, this is an easy place to make it visible.

1. Locate the post you would like to pin in your Activity Feed.
2. Click **Options**, and select **Pin Post to Top**; this post now displays at the top of the feed.
3. To unpin a post, click **Options**, and select **Unpin Post** or click the ᴛ pin icon.

Note: Multiple posts can be pinned to the top of your feed.

Activity Feed minibar update alerts

Minibar update alerts are now generated when Activity Feed posts and comments are added to a course you are enrolled in. This allows learners to stay up to date with new posts from instructors, and instructors to keep up to date with any new comments added to their posts by learners.

Note: Everyone enrolled in the course, except the post author, receives a minibar update alert when a new post is created. Only the post author receives minibar alerts for new comments.

Receive Activity Feed instant notifications

To receive Activity Feed instant notifications

Instructors can now choose to receive instant notifications when new comments are added to their posts. Learners can choose to receive instant notifications when new posts are created in a course they are enrolled in. Instant notifications are sent by email or SMS.

1. From the minibar, click your name and select **Notifications**.
2. Under **Instant Notifications**, select the desired delivery method for the available Activity Feed options:
   - **Activity Feed- new comments from others on a post**
   - **Activity Feed - new posts created by others**
3. Click Save.

Note: Activity Feed posts and comment notifications are not included in daily summary emails.

Respond to questions and share comments with a blog

The Blog tool is a way to share information on topics that interest you. Use this page to post and respond to questions, engage in discussions, and share opinions and comments with other users. Blog entries can be public or private.

The Blog tool has three main areas:

- My Blog for creating and maintaining your own blog.
- Blog Watch for reading other users' blogs.
- Blog List for setting up which other users' blogs you want to watch.

Create a blog

Use the Blog tool to post and respond to questions, engage in discussions, and share opinions and comments with other users. You can create private blog entries, or choose to make public entries for other users to view.

The Blog tool has three main areas:

- **My Blog** for creating and maintaining your own blog.
- **Blog Watch** for reading other users' blogs.
- **Blog List** for setting up which other users' blogs you want to follow or read.

From the My Blog page or the Blog Watch page, you can change the following settings for your blog on the **Settings** page.

Setting	Description
Show a link to your user profile from your blog	Allow users who are viewing your blog to also view your profile
Make entries public by default	Selects the **Make Public** option for new blog entries so they are automatically shared with other users by default.
Allow comments by default	Selects the **Allow comments** option for new blog entries by default. Note that this option is only available if the **Make entries public by default** option is selected.
Receive email when comments are added	Select this option to receive an email notification when a new comment is made on one of your blog entries.
Allow blog to be read by anyone	Allow users who are not logged into Brightspace Learning Environment to view your blog through an external URL. The **External URL** field contains the URL to share your blog. Note that you cannot access private blog entries by URL.
Publish your blog as an RSS feed	Allow readers of your blog to link to your Site Feed and view your blog using an external RSS aggregator. To publish your blog in this way, you must enter a title for it in the Feed Title field.

Persistence	Enter a value in the Persistence field to determine how long blog entries stay in your Blog Watch list. For example, if you enter 10, entries will remain in your Blog Watch for 10 days after being posted. If you set the value to 0, blog entries remain in your Blog Watch indefinitely.

Write a blog entry

1. On the **My Blog** page, click **New Entry**.
2. Enter a title. The title appears in the blog entry list after you publish it.
3. Add content to your blog.
4. If you want to allow other users to view your blog entry, select **Make entry public**.
5. If you want to allow other users to comment on your blog entry, select **Allow Comments**.
6. If you want the blog entry to show a different date from the current date and time, change the **Entry Date**. To revert to the default values, click **Now**. The Blog displays the most recent entries first, according to the entry date you set.
7. Click **Save**.

After you create your blog entry, click **Preview** to view your blog as it appears to others and to view the permalink and social media links to share your blog outside of your course.

View your own blog

1. On the **My Blog** page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.
2. To view how your blog appears to others, click **Preview Blog**.

Tip: The Permalink field at the top of the Preview page lists a URL for your blog that can be accessed from any browser.

Edit blog entries

1. On the **My Blog** page, from the context menu beside the title of the entry you want to edit, click **Edit**.
2. Update the entry as desired.
3. Click **Save**.

Add blog comments

1. In the blog entry you want to comment on, click the **Add Comment** link. The writer must enable comments on their blog in order for you to see the **Add Comment** link.

2. In the **Comment** field, enter your comment. Select **Make this comment anonymous** to submit an anonymous comment.
3. Click **Save Comment**.

Delete blog comments

You can remove comments on your own blog. You cannot delete comments on another user's blog.

1. On the **My Blog** page, click **Edit** from the context menu of the blog entry or click the **Comments** link inside the entry.
2. Click the **Delete** icon beside the comment.

Find and follow other users' blogs

The Blog Watch keeps a list of blogs by your peers and other users that you want to follow. To populate your Blog Watch, you add blogs from the Blog List. Your Blog Watch is empty by default.

1. Click **Blog List**.
2. Do one of the following:
   - Search for a user's blog by entering any portion of their first or last name in the **Search For** field.
   - Navigate the list of users. You can sort the table by clicking any of the column names. If you go to a new page, you lose the users that you selected on the previous page.
3. Select the check box beside any user that you want to watch.
4. Click **Add**.

To see recent posts from the blogs that you follow, click **Blog Watch**.

Set up RSS feeds

You can publish your blog as an RSS feed which any external news reader (RSS aggregator) can read. Depending on your organization, you might not have permission to use the RSS feed functionality.

1. Click **Settings**, then select **Publish your blog** as an RSS feed.
2. Enter a title and a description.
3. Click **Save**.
4. Share the External URL with other users to share your blog.

Post course announcements

The Announcements tool enables you to create news items that help communicate course updates, changes, and new information to your users quickly and effectively. Since My Home or Course Home is the first page that users often see when they log in or access their courses, the News widget is a good area for displaying important information.

Create an Announcements item

To create an Announcements item

1. From the **Announcements** widget menu, click **New Announcements Item**.
2. Enter a headline and content for your Announcements item.
3. To display author information (name and timestamp) in announcements you create or edit, select the **Show Author Information** check box.
   Note: This option only appears if your administrator granted you the appropriate permission.
4. If you want to hide your headline's date and time, clear the **Always show start date** check box. By default, an Announcements item start date and time appears below the headline when displayed in the Announcements widget.
5. In the **Start Date** and **End Date** fields, select the posting availability date. Announcements items publish immediately, unless you specify an alternate start date from Start Date.
   Note: Post-dated Announcements items do not display in the Announcements widget even if users have permission to see future Announcements items. They can be found within the list of Announcements items on the Announcements page.
6. You can remove an Announcements item on a specific date by selecting the **Remove Announcements item based on end date** check box. You and administrators can still see the Announcements item after its end date, but it does not appear in the Announcements widget.
7. In the **Attachments** section, add attachments, audio recordings, and video recordings as part of your Announcements item.
8. To include additional release conditions, click **Attach Existing** or **Create and Attach**.
9. To continue editing the Announcements item, click **Save as Draft**. Students cannot see draft Announcements items. To release Announcements item to users, click **Publish**.

Delete an Announcements item

To delete an Announcements item

Do one of the following:

- From the context menu of the Announcements item you want to delete, click **Delete**.
- To delete multiple postings, select the check boxes beside the Announcements item you want to delete. Click **Delete** at the top of the list.

Edit an Announcements item

1. Click the **Announcements** widget.
2. On the **Announcements** page, click the Announcements item that you want to edit.
3. Edit your Announcements posting.
4. To inform users of major changes and updates to postings that they might have dismissed, ensuring that those headlines reappear with current information, select the **Major edit - send a notification and restore it for those who dismissed it** check box. You can also make the edited Announcements posting reappear at the top of the Announcements widget by changing the start date to the current date and time.
5. Click **Update**.

Reordering an Announcements item

1. Click the **Announcements** widget.
2. Do one of the following:
   - On the **Announcements** page, from the **More Actions** button, click **Reorder**.
   - From the **Announcements** widget menu, click **Reorder Announcements Items**.
3. Use the drop-down lists in the **Sort Order** column to select an item's order. Other items automatically reposition themselves according to the new order.
4. Click **Save**.

Restore a deleted Announcements item

To restore a deleted Announcements item

1. Click the **Announcements** widget.
2. Click the context menu beside the Announcements widget, and select **Go to Announcements Tool**.
3. On the **Announcements** page, from the **More Actions** button, click **Restore**.
4. On the **Restore Announcements** page, select the check box of the Announcements item or items you want to restore.
5. Click **Restore**.

Create private and group chat rooms

The Chat tool is a real-time, text-based collaboration tool. You can use the Chat tool to brainstorm ideas, hold a question and answer period, have a debate or discussion, or organize a remote study group. As opposed to other collaboration tools, such as Discussions, Chat conversations occur in real-time.

There are two types of chats:

- Personal chats Personal chats are private and visible only to users who you have added to the chat's participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for clubs and other groups whose members do not share a single org unit. Anyone with the proper permissions can create personal chat rooms.
- General (course) chats General chats are public chats visible to everyone enrolled in the org unit where they are created. Instructors can create general chat rooms to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

Change your chat settings

1. On the navbar, click **Chat**.
2. Do one of the following:
   - On the **Chat List** page, click **Settings**.
   - Inside a chat, click **Settings**.
3. In the **Alias** field, enter a new alias. Depending on your permissions, you can change your alias, or chat name, if you want to appear as a different name, such as a nickname, to other chat participants.
4. Select the check boxes for **Bold** or **Italics**.
5. Set an **Alias Color**.
6. If you want to change the message order, select **New to Old** or **Old to New**. If you want to see new messages only, select **New Messages**. This requires you to manually refresh the screen, to see new messages and remove all old ones. You can change back to see all messages, which restores all messages for that session, even if they were not visible while New Messages was selected.
7. You can change your sound settings so you can hear a sound when someone enters the chat, leaves the chat, or when there is an incoming message. Select a sound from the following drop-down lists:
   - Incoming Message Sound
   - Person Enters Chat Sound
   - Person Leaves Chat Sound
8. Click **Save**.

Manage chat history

The chat's archive stores each chat session, where you can view it at a later time.

The system archives a chat session once all chat members leave the room or after more than 20 minutes of inactivity. Chats appear in the Chat Sessions list.

1. On the navbar, click **Chat**.
2. On the **Chat List** page, from the context menu beside the chat you want to view, click **View Sessions**.
3. In the **Start Date** column, click the link.
4. When you are done reviewing the session, click **Done**.

Personal and general chats

There are two types of chats:

- **Personal chats** - Personal chats are private and visible only to users who you have added to the chat's participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for clubs and other groups whose members do not share a single org unit. Anyone with the proper permissions can create personal chat rooms.
- **General (course) chats** - General chats are public chats visible to everyone enrolled in the org unit where they are created. Instructors can create general chat rooms to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

Create a general chat

General chats exist within specific org units, and you can only access general chats from within the org unit in which they are created.

All users in the org unit have access to the general chat. You can create multiple chats for the same org unit, such as "Midterm Review" and "Final Review." It is a good idea to enter a description to help other users identify the chat, since they might have access to other chats with similar names.

1. On the navbar, click **Chat**.
2. On the **Chat List** page, click **New Chat**.
3. Enter a title.
4. Click **General Chat**.
5. Enter a description of the chat.
6. Click **Create**.

Create a personal chat

You can create personal chats to talk with peers or other friends at your organization. You can create personal chats from any org unit, and you can access them within any other org unit.

Personal chat rooms can only be accessed by users who have been added to the personal chat's Participant List. When users are added, the chat room displays under Personal Chats in their list of chats.

1. On the navbar, click **Chat**.
2. On the **Chat List** page, click **New Chat**.
3. Enter a title.
4. Click **Personal Chat**.
5. Enter a description of the chat. Give your chat a unique, descriptive name and provide a description for it using the Description field to help users distinguish the chat from other chats they are enrolled in.
6. Click **Create**.

Add or remove users from a chat

1. On the navbar, click **Chat**.
2. On the **Chat List** page, from the context menu of the personal chat you want to modify, click **View Members**.
3. Do one of the following:
   - To add a member to the chat, click **Add Members**. To add users from different course offerings click **Select Different Course**. Select the check box beside the name of users you want to add. Click **Add** > **Done**.
   - To add a personal contact, click **Add Personal Contact**. Select the check box beside the name of users you want to add. Click **Add** > **Done**.
   - To delete a member of the chat, on the Chat Members page, select the check box beside the users you want to remove. Click **Delete** > **Done**.

Email learners in Brightspace Learning Environment

To email learners using the Email tool:

1. On the course home page, click **Email**.
2. Compose your message and add any attachments.
   Note: The email message, attachments, and the number of recipients in the **To**, **CC**, and **BCC** fields count towards the email message size and cannot exceed 20MB.
3. For more troubleshooting information, see [Populating the To, CC, and BCC fields of an email using the address book](#).
4. Click **Send** or **Save as Draft** to send at a later date.

To email learners using the Classlist tool:

1. On the course home page, click **Classlist**.
2. To email an individual learner, from the context menu of the learner you want to contact, select **Send Email**.
3. To email multiple learners, select the check boxes for every learner you want to email, then click 📧 **Email**.
4. To email all the learners in your course, click **Email Classlist**.
   a. To only email learners with accommodations, set your search filter to only display learners with accommodations:
      - On the **Email Classlist** page, click **Show Search Options**.
      - Select the **Users with Accommodations** check box.
      - In the **Search for** text box, click the search icon .
5. Click **Send Email**. The **Compose New Message** dialog box appears.
6. Compose your message and add any attachments.
7. Click **Send** or **Save as Draft** to send at a later date.

Email other learners with the Email tool

The Email tool allows you to send email from within Brightspace Learning Environment. You can also organize received mail using folders and store email addresses using the Address Book.

From the navbar, click **Email**.

Where can I find my Instructor's email?

Some good places to find your instructor's email address are:

- Your Course Syllabus. This may be posted in the Content tool in Brightspace Learning Environment
- Your class list
- The Classlist tool in Brightspace Learning Environment

I am unable to login to my school email portal (not Brightspace), what do I do?

If you are unable to log in to your school email portal, contact your institution's Help Desk.

Why can I only see some emails in my inbox?

If you know you have more emails than you can see on the page:

- Ensure the email filter is not restricting the emails you are seeing. From the **Filter By** list, select **All Messages**.
- You might have multiple pages for your email. Make sure to look through all pages and/or expand the number of emails that appear per page.

How can I forward my D2L emails to another account?

To forward D2L emails to another account:

1. From the navbar, click **Email**.
2. Click **Settings**.
3. Under **Forwarding Options**, check the **Forward incoming messages to an alternate email account** check box. Enter the forwarding **Email Address**, then select your preferences.
   Note: If you add or update your reply-To or Forwarding email address, you will receive an email prompting you to verify your email address. To verify your email address, click the link in the email verification message you received.

I get a "Not Authorized" error trying to access my Email, what do I do?

From the navbar, click on your Message Alerts (envelope icon). Do you see this message?

You must complete the following quizzes for alerts to be enabled: {Quiz Name}

Once you complete the quiz detailed in the message alert, you will be able to access your email - while the quiz is in progress, your email access is disabled by your instructor.

I cannot access my email inbox, I can only send emails

Your institution has send-only email enabled. You cannot receive emails in Brightspace.

Disable your course address book

1. Do one of the following:
   - In the course that you want to make changes to, click **Course Admin** > **Course Offering Information**.
   - From the **Admin Tools** menu, click the **Course Management** link to search for the course that you want. Click the **Offering Name**.
2. Clear the **Show course address book** check box.

Print a Classlist

You can print a list of learners in your classlist. The print out contains the learner's **Image**, **Last Name**, **First Name**, **Org Defined ID**, **Role**, and **Last Accessed** date and time.

To print a Classlist:

1. On the course home page, click **Classlist**.
2. To print a list containing multiple learners, select the check boxes for every learner you want to print, and then click **Print**. The **Print Classlist** dialog box appears and displays the information you are printing.
3. Click **Print**.
4. To print the entire Classlist, click **Print** at the top of the page. The **Print Classlist** page appears.
5. Click **Print**.
6. To print only a list of learners with accommodations, click **Print** and set your search filter to only display learners with accommodations:
   - On the **Print Classlist** page, click **Show Search Options**.
   - Select the **Users with Accommodations** check box,
   - In the **Search for** text box, click the search icon.
7. Click **Print**. The **Print Classlist** dialog box appears.
8. Click **Print** and select your printer.
9. Click **Print**.

Manage the participants in your course

Depending on your permissions, the Classlist tool enables you to add or remove course participants, change user roles, create new users, and import users from a TXT or CSV file.

Add an existing user to the Classlist

1. In Brightspace Learning Environment, navigate to your course.
2. On the navbar, click **Classlist**.
3. From the **Add Participants** drop-down menu, select **Add existing users**.
4. Under **Enrollment Options**, from the **Set all roles to** drop-down list, select the role you want to assign the user you are adding to the Classlist.
5. To send the user an enrollment email, select the **Send Enrollment email** check box.
6. Under **Add Existing Users**, in the **Search** field, enter the name of the user you want to add.
7. Click **Show Search Options**, specify the following options, and then click the **Search** icon:
8. Click **Show Search Options** and specify the following options:
   a. **Search In** - Select the **First Name**, **Last Name**, and **Org Defined ID** check boxes.
   b. **Enrollment** - To set the search filter to filter out users already enrolled in the course, deselect the **Include Users already enrolled in org unit** check box.
   c. **Search Type** - select **Starts With**, **Exact Match**, or **Contains**. Selecting **Starts With** or **Exact Match** narrows your search and improves the speed at which your search results are displayed.
9. In the search results list, select the check box alongside the name of the user you want to add, and then select the appropriate role for the user.
10. Click **Enroll Selected Users**.
11. Click **Done**

See Also:

- [Enroll a new user](#)

Grant quiz accommodations from the Classlist

If the **View Other Users' Accommodations** and the **Add/Edit Accommodations** permissions are turned on for your role, you can grant learners quiz accommodations from the Claslist tool. Once granted, these accommodations apply to all quiz activities in a course for that learner.

To grant quiz accommodations from the Classlist:

1. In Brightspace Learning Environment, within your course, navigate to your Classlist.
2. Click on the context menu of the learner to whom you want to grant a quiz accommodation, and then click **Edit Accommodations**.

3. To grant a learner additional time on a quiz, under **Quizzes** > **Timing**, select the **Modify Time Limit** check box and then grant the time either in terms of quiz time multipliers or minutes:
   - To grant the additional time in terms of quiz time multipliers, select the **Multiplier of original quiz time** radio button and specify the number of times. For example, 1.5 times more than the original time on the quiz.
   - To grant the additional time in terms of minutes, select the **Extra time** radio button and specify the number of extra minutes.
4. To enable learners to right-click while taking a quiz, under **Controls**, select the **Always Allow Right Click** check box.
5. Click **Save**.

View user accommodations

If the **View Other Users' Accommodations** permission is turned on for your role, you can view users' accommodations from the Claslist tool.

1. In Brightspace Learning Environment, within your course, navigate to your Classlist.
2. Click on the context menu of the learner whose quiz accommodations you want to view, and then click **View Accommodations**.
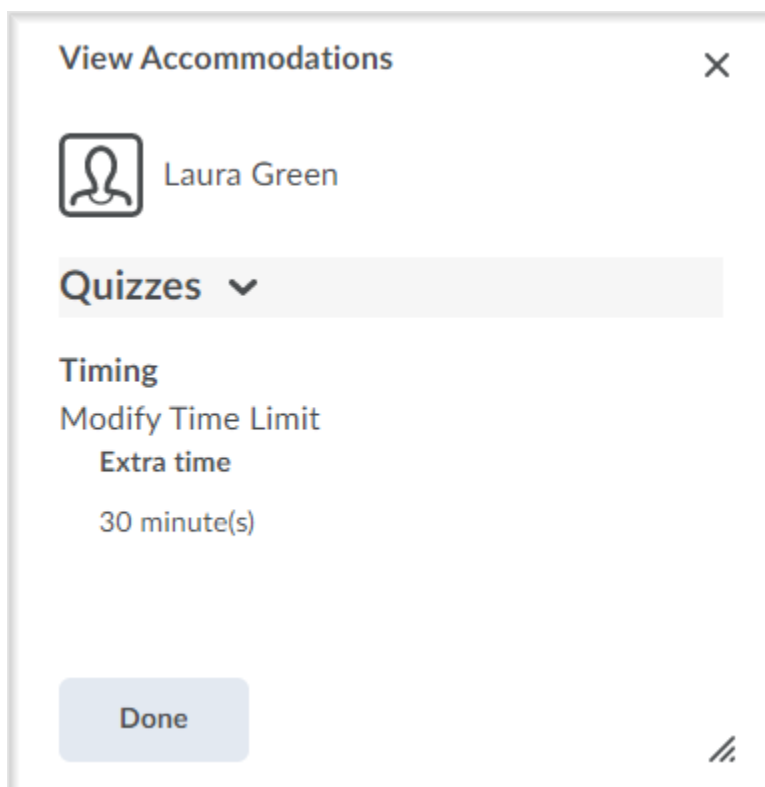
Figure: View Accommodations dialog box in Classlist

If the **Add Special Access** permission is turned on for your role, you can view the list of users with accommodations in the Quizzes tool.

1. In Brightspace Learning Environment, within your course, click **Quizzes**.
2. Click on the context menu of a quiz and then select **Edit**.
3. On the **Restrictions** tab, under **Special Access**, the list of users with special access and active accommodations is displayed.

Figure: The Users area when editing quiz restrictions that lists users with special access and active accommodations

Enroll a new user

To enroll a new user to the Classlist

1. In Brightspace Learning Environment, navigate to your course.
2. On the navbar, click **Classlist**.
3. From the **Add Participants** drop-down menu, select **Create and enroll a new user**.
4. Fill in the user's information.

5. If you want to send the user an enrollment email, select the **Send Enrollment email** check box.
6. Click **Enroll**.

See Also:

- [Add an existing user to the Classlist](#)

Enroll users from a TXT or CSV file

In some cases, it may be appropriate to create a course that has a classlist that does not originate from data in the SIS (For example, for all Resident Assistants or all Phys.Ed students). In this case, the Enroll via File permission can provide Course Administrators with another option for enrolling large groups of participants. Administrators must ensure that instructors have the appropriate permissions to enroll participants using a file. After the permission is granted, a course administrator or instructor can set up a classlist using a file.

To grant the Enroll Via File permission

1. In **Admin Tools**, under **Security**, click **Roles and Permissions**.
2. In the **Role and Description** table, click **Administrator**.
3. From the **Filter by Tool** droplist, select **Classlist**.
4. Ensure the **Enroll Via File** permission is turned on for the appropriate levels. By default, it is applied for the Administrator role to Organization, Course Template, and Course Offering.
5. Repeat the process for any other roles (such as Instructor) that should have this permission.
6. Click **Save and Close**.

To create an import file

If you do not already have an import file, you must create the file before you can continue. You can download a sample file to edit for your own use. The downloadable file is available on the **Import Users From File** page. Before you create an import file, consider the following:

If the Org Defined ID exists in the Brightspace Learning Environment, the course participant will be enrolled. The import file does not change names or emails that exist in the system. If the import process finds an Org Defined ID is already enrolled in the course, it rejects the row. If the Org Defined ID does not exist in the Brightspace Learning Environment, the participants are imported as new people in the system.

1. In the course where you want to import class participants, browse to Classlist.

2. Click Add Participants and select Import users from a file on your computer.
3. Click Sample Text File to download the sample file.
4. Add the following field information, separated by commas: Org Defined ID, *First Name, *Last Name, Email, *Section, *Role, Change Password (true/false)

   Note: The asterisk (*) denotes a required field. Optional fields can be blank without affecting the import. Note that not all courses include sections. If the course includes sections, then the sample file and the import file should include the section code. If the course does not have sections, the section code is not in the sample file, and should not be included in the import file. For example: JD4680, John, Doe, johndoe@exampleschool.com, student, false

5. Save as a .TXT or .CSV file in ASCII format.

To import course participants using a file

1. In the course where you want to import class participants, browse to **Classlist**.
2. **Click Add Participants** and select Import users from a file on your computer.
3. Click **Choose File** and browse to the location of the participant list.
4. If appropriate, select one of the **Send email** options.
5. Click **Import**.

Unenroll users

1. On the navbar, click **Classlist tool**.
2. Select the users you want to unenroll.
3. Click **Unenroll**.

Impersonate a user

To impersonate a user

A user can impersonate another user from the Classlist tool. For example, it would be beneficial to impersonate a user when submitting a quiz on their behalf. The ability to enable user impersonation is set in the Users tool's permissions. Contact your administrator for more details.

1. On the navbar, click **Classlist**.
2. From the context menu of the user you want to impersonate, click **Impersonate**.

Check user progress

Your view of the Class Progress tool may differ depending on whether you access the Class Progress tool from the org level or the org unit level, as well as depending on your roles and permissions.

1. On the navbar, click **Classlist**.
2. From the context menu of the user you want to view, click **View progress**.
   Note: If the user has any quiz-specific accommodations, the accommodations icon appears alongside the Quizzes progress indicator.

Figure: The **Progress Summary** page with the accommodations icon next to the Quizzes progress indicator

3. To view progress on a specific progress indicator, click the indicator on the left pane. The report details display.
4. Click the expandable and collapsible links to expand or collapse the report details.

Why are tabs important in the Classlist tool?

Classlist tabs generally correspond to specific roles. A tab can show all roles, one role, or a combination of roles. Your administrator may have given you permission to control which tabs to display in your classlist.

The tabs you choose to display will be visible to students when they view your classlist. Therefore, if there is a particular role that you do not want students to see in the classlist, you can choose to not have it appear there.

Set which tabs appear in Classlist

1. From the navbar, click **Classlist**.
2. On the **Classlist** page, click **Settings**.
3. From the drop-down list in the **Display** column, select **Yes** or **No** for the tab you want to show or hide on your Classlist page.
4. Click **Save**.

What is an auditor?

An auditor in Brightspace Learning Environment is a user with permission to see (audit) another user's information in the Class Progress tool, which enables them to view:

- Grades tool
- Quizzes activity
- Discussions activity
- Content viewing activity
- Assignments activity
- Login history
- Checklist completion
- Competencies achievement

This feature is useful if you want to grant access to parents to view and monitor their children in a specific course offering.

Note: You should place the Auditors widget on the organization homepage so that auditors can access the information on the users they audit. Only users with permission for auditing, and existing auditor relationships can see this widget.

Enroll or unenroll an auditor

1. On the navbar, click **Classlist**.
2. On the **Classlist** tool page, from the context menu of the user you want to add auditors to, click **Manage User Auditors**.
3. To create or delete multiple auditors with a TXT file, click **Add Auditors**, or **Bulk Auditor Management**.
4. Select the users you want to add as auditors.
5. To delete an auditor, select the check box beside the user and click **Delete**.
   To select users you want to add auditees to, on the **Manage Auditors** page, click the **Users {user} audits** tab.
6. Click **Add**.

Flag a learner in a classlist

1. On the navbar, click **Classlist**.
2. In the **Image** column, click the ⚑ flag icon next to the image of the learner you want to flag.

How to search for users in the Classlist

You can quickly access the list of all users or filter by students or teachers using the tabs.

Under any of the tabs, there are filter options. These options include:

- View By:
  - User
  - Groups
  - Sections

You can search for users using their name, email address, username, or Org Defined ID (depending on the setup in your organization) in the search box.

To filter the search options, click **Show Search Options** and use any of the following options:

- **Search In**:
  - **First name** > Search only through users' first names.
  - **Last name** > Search only through users' last names.
  - **Email** > Search only through users' email addresses.
  - **Org Defined ID** > Search only through users' Org Defined IDs.
  - **Username** > Search only through users' usernames.
- **Search Type**:
  - **Contains** > when searching, this will provide results that contain what text is being searched.

- **Starts with** > when searching, this will only provide results starting with the text that is being searched.
- **Exact match** > when searching, this will only provide results where the text matches the text being searched.
- **Role**:
  - Used to only search for users with the selected role.
- **Flagged**:
  - Used to only search for users that are flagged or unflagged.
- **Accommodations**:
  - Used to only view users who have accommodations.
- **Online Status**:
  - Used to search for users who are currently online or offline.
- **Locked**:
  - Used to search for users whose account is locked.
- **Last Accessed**:
  - Choose dates to search for when users last accessed the course (i.e. view all users who accessed the course yesterday).

Create and manage discussion forums

Use the Discussions tool in your course to encourage users to share thoughts on course material with their peers. You can set up forums and topics for users to ask questions, discuss course content and assignments, and work together in assigned groups and sections.

Important: When copying and pasting formatted content from other sources, the Brightspace Editor in the Discussions tool contains some limitations. For example, if you copy content from a document with APA formatting and paste it into a discussion thread, the formatting is not preserved. As a best practice for submitting assignments, D2L recommends using the Assignments tool. If you choose to use the Discussions tool, D2L recommends submitting documents as attachments in the tool, which preserves document formatting.

Getting started with discussions

Create a discussion forum

Use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but you must create a forum before you can create a topic since all topics belong to forums.

To create a discussion forum

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, from the **New** button drop-down menu, click **New Forum**.
3. Enter a title for your new forum.
4. Enter a description for your new forum.

5. In the **Options** section, select any of the following check boxes:
    - **Allow anonymous posts** - To enable users to post anonymously.
    - **A moderator must approve individual posts before they display in the forum** - To ensure that posts are approved by a moderator before they display in the forum.
    - **Users must start a thread before they can read and reply to other threads in each topic** - To ensure user participation.
    - **Display forum descriptions in topics** - To provide instructors the option to display a discussion forum description within a discussion topic description.
6. In the **Restrictions** tab, set the following options:
    - **Availability** options specify when learners can access (or view) a forum based on a specific date set by you. For example, you can set a date to make a discussion forum available to learners after the end date for finishing a course module.
    - **Locking Options** specify if learners can post or reply to a forum based on a specific date set by you. For example, you can set a date to lock a discussion forum after making it available, giving learners time to read and understand the discussion forum, but not post replies. You can also set a date to unlock the forum several days later, allowing learners to post their well thought out replies.

        - **Visible with access restricted before start/end.** The forum is visible to learners before or after the start or end date, but they cannot access it.
        - **Visible with submission restricted before start/end.** The forum is visible to learners before or after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.
        - **Hidden before start/end.** The forum is hidden from learners until the start or end date. Calendar events for Availability Start and Availability End are hidden until the start or end date. Notifications are also not sent until the start or end date.
7. Click **Save and Close**.

Create a discussion topic

Your course can have multiple forums and topics, but you must create a forum before you can create a topic since all topics belong to forums.

To create a discussion topic

If the updated group discussions interface has been turned on by your administrator:

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, from the **New** button, click **New Topic**.
3. From the drop-down list, select the forum you want to put your topic in. If you want to create a new forum for your topic, click **New Forum**.
4. To grant everyone access to the topic and restrict learners to only see threads from their own group or section, under **Topic Type**, select **Group or section topic**.
    Note: You cannot edit the topic type once you save the topic.
5. Enter your New Topic Details.

6. In the **Restrictions** tab, set the following options:
   - **Availability** options specify when learners can access (or view) a topic based on a specific date set by you. For example, you can set a date to make a discussion topic available to learners after the end date for finishing a course module.
     - **Visible with access restricted before start/end.** The topic is visible to learners before or after the start or end date, but they cannot access it.
     - **Visible with submission restricted before start/end.** The topic is visible to learners before or after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.
     - **Hidden before start/end.** The topic is hidden from learners until the start or end date. Calendar events for Availability Start and Availability End are hidden until the start or end date. Notifications are also not sent until the start or end date.
7. Click **Save and Close**.

If you are using the default group discussions interface:

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, from the **New** button, click **New Topic**.
3. From the drop-down list, select the forum you want to place your topic in. If you want to create a new forum for your topic, click **New Forum**.
4. Enter your New Topic Details.
5. In the **Restrictions** tab, set the following options:
6. **Availability** options specify when learners can access (or view) a topic based on a specific date set by you. For example, you can set a date to make a discussion topic available to learners after the end date for finishing a course module.
7. **Locking Options** specify if learners can post or reply to a topic based on a specific date set by you. For example, you can set a date to lock a discussion topic after making it available, giving learners time to read and understand the discussion topic, but not post replies. You can also set a date to unlock the topic several days later, allowing learners to post their well thought out replies.
   Note: If the new workflow for setting availability and posting restrictions is enabled, set the following options:
     - **Visible with access restricted before start/end.** The topic is visible to learners before or after the start or end date, but they cannot access it.
     - **Visible with submission restricted before start/end.** The topic is visible to learners before or after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.
     - **Hidden before start/end.** The topic is hidden from learners until the start or end date. Calendar events for Availability Starts and Availability Ends are hidden until the start or end date. Notifications are also not sent until the start or end date.
8. Click **Save and Close**.

Create a discussion thread

1. On the navbar, click **Discussions**.
2. Click the topic where you want to create a thread.
3. Click **Start a New Thread**.
4. Enter a subject.
5. Enter your post.
6. Set any of the following posting options:
   - To keep the thread at the top of the list, select **Pin Thread**.
   - To post anonymously, select **Post as Anonymous**.
   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread.**
   - To attach a file, in the **Attachments** area, click **Browse** to locate the file that you want to attach.
   - To attach an audio recording, in the **Attachments** area, click **Record Audio** > **Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have prerecorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
   - To attach a video recording, in the **Attachments** area, click **Record Video** > **Allow** > **Record**. When you finish recording, click **Stop**. To erase your recording, click **Clear**. To add the recording, click **Add**. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.
   - To post your thread to more than one topic, click **Post to other topics**. Click **Add Topics.** Select the topics that you want your thread to appear in. To post in every topic simultaneously, select the **Select All** check box and then click **Add Topics**.
7. Click **Post**. If the topic is moderated, your post does not appear until a moderator approves it.

Edit a discussion forum or topic

Editing a discussion forum gives you the ability to change the forum name, availability and locking options, release conditions, and group and section restrictions. Editing a discussion topic gives you the ability to reassign the topic to a different forum, rename the topic, and change the availability and locking options, restrictions, assessment options, and associated learning objectives.

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click the context menu of the forum or topic you want to edit and click **Edit Forum** or **Edit Topic**.
3. Make your changes.
4. Click **Save and Close**.

View a discussion topic

If you are viewing a topic from the Discussions tool:

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click on the name of the discussion topic. The properties of the discussion topic related to availability, locking information, and any other details set by an instructor, are listed directly below the name of the discussion topic.
3. From the **Filter by** drop-down list, select an option, by which you can sort the individual discussion posts.

If you are viewing a topic from the Content tool:

1. On the navbar, click **Content**.
2. Click on a module.
3. Click on the name of a discussion topic.
   Note: You cannot view the properties of the discussion topic when you view the topic using the Content tool.
4. From the **Filter by** drop-down list, select an option, by which you can sort the individual discussion posts.

Reply to a discussion thread

1. On the navbar, click **Discussions**.
2. Locate the thread you want to reply to.
3. Do either of the following:
   - To reply to the main thread post, click **Reply to Thread**.
   - To reply to a particular post inside the thread, or click **Reply**.
4. Enter your reply in the Brightspace Editor. To include the original post's text in your reply, click the **Add original post text** link. (If this option is already enabled by your course administrator, this message will not display.)
5. Set any of the following options:
   - To post anonymously, select **Post as Anonymous**.
   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread.**
   - To attach a file, in the **Attachments** area, click **Browse** to locate the file you want to attach.
   - To attach an audio recording, in the **Attachments** area, click **Record Audio** > **Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have pre-recorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
   - To attach a video recording, in the **Attachments** area, click **Record Video** > **Allow** > **Record**. When you finish recording, click **Stop**. Click **Clear** to erase your

recording or **Add** to add the recording. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.

6. Click **Post**.

Post to a group discussion topic

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, select a group discussion topic.
3. Click **Start a New Thread**.
4. From the **Post Thread to** drop-down list, select **All Groups**, or a specific group.
5. Provide a subject and enter your post in the Brightspace editor.
6. Set any of the following options:
   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
   - To attach a file, in the **Attachments** area, click **Add attachments**, click **Upload**, and locate the file you want to attach.
   - To attach an audio recording, in the **Attachments** area, click **Record Audio** > **Record**. To adjust your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have pre-recorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
   - To add your post to other topics, click **Post to other topics**, and then **Add Topics**. Select the desired topics and click **Add Topics**.
7. Click **Post**.

Note: If you select the option to post to all groups, the Discussions tool creates a copy of the thread for each group to access and reply to.

Subscribe to a discussion

To subscribe to a discussion

1. On the navbar, click **Discussions**.
2. Do either of the following:
   - On the **Discussions List** page, from the context menu of the forum or topic you want to receive notifications of new posts for, click **Subscribe**.
   - On the **View Topics** page, beside the thread you want to receive notifications for, click **Subscribe**.
3. In the **Customize Notifications** pop-up window, select your **Notification Method**. If you do not have an email address set up in your user profile to receive notifications, in the **Customize Notifications** pop-up window, click the **Add an email address in a new window** link. Click the **Enable email notifications** link, then set your email preferences in the **Email Settings** pop-up window. Click **Save**.
4. Click **Subscribe**.

Unsubscribe from notifications

1. On the navbar, click **Discussions**.
2. Do either of the following:
    - From the context menu of the forum or topic you are subscribed to, click **Unsubscribe.**
    - Beside a thread you are subscribed to, click **Subscribed**.
3. In the confirmation pop-up window, click **Yes**.

Delete discussion forums, topics, threads, and posts

Important: When you delete a post, any replies to that post are also deleted.

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click the context menu of the forum, topic, thread or post you want to delete and click **Delete**, **Delete Thread**, or **Delete Post**.
3. To confirm the deletion, click **Yes**.

Restrict multiple forums or topics to specific groups or sections

To restrict access to Discussions

After you have created groups or sections, you can restrict access to a forum or topic using your groups or sections. Restricting forums or topics enables you to create discussion areas where members of a group or section can collaborate on assignments or discuss course materials in small groups. You can also use create separate forums for specific groups or sections in a course offering.

1. Click **Group and Section Restrictions** from the tool navigation.
2. Select your **View Options**.
3. In the **Edit Restrictions** area, select the **Restricted** check box for any forum or topic you want to restrict, then select the check box for any group or section you want to have access to the forum or topic. To open a forum or topic to everyone, clear the **Restricted** check box.

Automatically create restricted topics for groups or sections

You can automatically create a discussion topic for each group or section in a selected category. Topics get their names from the group or section they associate with.

1. On the navbar, click **Discussions**.
2. From the tool navigation, click **Group and Section Restrictions**.
3. Click the **Automatically create restricted topics** link.
4. Select a **Group or Section Category** and the **Forum** where you want to create your topics. If you want to create a new forum, click **New Forum**.

5. Click **Create**.

Copy a discussion thread with replies

1. In the **Discussions List** page, view the discussion topic you want to copy.
2. From the thread's context menu, click **Copy Thread**.
3. In the **Copy** pop-up window, select the **Destination Forum** and the **Destination Topic** from the respective drop-down menus.
4. Under **Copy Options**, select the **Copy replies** check box.
5. Click **Copy**.

Best practices for using Discussions

- **Ensure that there are discussion topics created for your discussion forum(s)**
  Forums are used to group topics into predetermined themes, course units, etc. You can only post in discussion topics. If there are no topics created for a forum, then students will not be able to participate in discussions.
  On the course home page, click **Discussions**. Make sure that there are topics nested under the discussion forum. If you do not see topics nested under the discussion forum(s), you must create topics.
- **Ensure that discussion forums and topics are not unintentionally hidden**
  The option to hide a discussion forum or topic is located on the **Discussion List** page, in the context menu for each forum or topic. The **Hidden** icon appears beside any topics or forums that are currently hidden. Forums and topics can also be hidden on the **New Forum** or **New Topic** page (or the Edit page for existing forums and topics), in the **Restrictions** tab's **Availability** section.
  If you selected **Hide this [topic or forum]**, then learners cannot see it. If a discussion forum has this setting enabled, all of the topics nested under it are also hidden.
- **Ensure that there are no unwanted date restrictions set for the discussion forum or topic**
  Students cannot access topics that fall outside of set date restrictions. If a discussion forum has date restrictions attached, then all topics nested under it will be hidden outside of those date restrictions.
  The option to set date restrictions is located on the New Forum or New Topic page (or the Edit page for existing forums and topics), in the **Restrictions** tab **Availability** section.
- **Ensure that the appropriate group restriction settings are applied**
  If group restrictions are enabled for the discussion forum or topic, then only students within the group selected can see the discussion.
  The option to set group restrictions is located on the **New Forum** or **New Topic** page (or the **Edit** page for existing forums and topics), in the **Restrictions** tab of the **Group and Section Restrictions** section. Select **Restrict this forum to the following groups and sections** to enable group restrictions for a forum or topic.

Export discussion statistics

To export discussion statistics

You can export statistics to a CSV file and then import the data into a spreadsheet application to perform further analysis.

1. On the navbar, click **Discussions**.
2. From the tool navigation, click **Statistics**.
3. Click **Export to CSV File**.
4. Once the file has finished processing, click the file name to download the file.

Moderating discussions

About locking discussion forums and topics

Locking a topic prevents users from creating new posts or modifying existing posts, making the conversation read only. Users with permission can modify the contents of a locked topic. Locking a topic is an effective way of closing a conversation while allowing users to refer back to posts. Consider locking a topic to end a conversation, then using a pinned summary post inside the topic. When users access the topic, your summary appears at the top.

You can specify start and end dates for when a forum or topic unlocks so you can set things up ahead of time to match your course's calendar.

Lock a discussion forum or topic

To lock a discussion forum or topic

1. On the navbar, click **Discussions**.
2. From the context menu of the forum or topic you want to lock, click **Edit**.
3. On the **Restrictions** tab, choose your **Locking Options**.

   - **Visible with access restricted before start/end.** The forum or topic is visible to learners before or after the start or end date, but they cannot access it.
   - **Visible with submission restricted before start/end.** The forum or topic is visible to learners before or after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.
   - **Hidden before start/end.** The forum or topic is hidden from learners until the start or end date. Calendar events for Availability Start and Availability End are hidden until the start or end date. Notifications are also not sent until the start or end date.
4. Click **Save**.

About hidden discussion forums and topics

Hidden topics do not display on the Discussions List page, except to users with permission to see hidden forums and topics or to manage discussions. By hiding topics, you can control which topics users can access at different times throughout the course. For example, you can create weekly discussion topics for users to reflect on the material covered in each week of the course and make each topic available for one week only.

You can specify start and end dates for when a forum or topic is visible so you can set up visibility ahead of time to match your course's calendar.

Instead of scheduling a topic to disappear as soon as you want the discussion to end, consider locking the topic at that point and keeping it visible for another few days. This allows users to review the discussion after it closes so that they don't miss the last posts added.

Hide a discussion forum or topic

1. On the navbar, click **Discussions**.
2. From the context menu of the forum or topic you want to hide, click **Hide from Users**.

About moderated discussion topics

If a topic requires post approval or moderation, posts only appear to users with permission to approve them. You must manually approve these posts to make them visible to all users. Users with permission to approve posts in a topic can create approved posts automatically.

You can enable and disable post approval from the Properties tab when creating or editing a forum or topic. Once you enable post approval, a ⚠ Moderated notification appears beside the forum or topic name.

If a post is not appropriate for the topic and you do not want to approve it, you can do any of the following:

- Leave the post unapproved.
- Edit the post before approving it.
- Delete the post.

Moderate discussions

You must manually approve posts and threads in topics that require approval. Once you approve a post or thread, it is visible to all users. To hide the post or thread, you must unapprove it.

To moderate discussions

1. On the navbar, click **Discussions**.
2. Do any of the following:

- Beside the post you want to approve, click the **Approve Post** link.
- From the context menu of the post you want to approve, click **Approve Post**.
- To approve all posts in a thread, click **Approve All Replies in Thread**.
- From the context menu of the post you want to unapprove, click **Unapprove Post**.
- From the context menu of the thread you want to unapprove, click **Unapprove Thread**.

Assessing discussions

Assessment methods available for a discussion

Starting with Brightspace Learning Environment 20.19.09, any grades you enter in Grade Book for discussion grade items are also synchronized back to Discussions. This change ensures data consistency between Discussions and Grade Book.

Note: Currently, Discussion grades are not synchronized when the Discussion tool is updated by the Brightspace API or when Grade Book is exported and imported.

The following calculation methods are available to assess discussions.

Calculation method	Definition
Average post score	This calculation method averages all of the post scores included per user.
Maximum post score	This calculation method identifies the highest score of all the post scores included per user.
Minimum post score	This calculation method identifies the lowest score of all the post scores included per user.
Mode post score - Highest on multiple	This calculation method looks at the frequency of scores on posts, then selects the highest occurrence of a score per user. Once it picks the frequency, the system looks to see if multiple scores occur at that frequency. If not, it assigns that score to the user. If there are multiple scores with the same frequency, it will choose the highest of those scores. For example, if a score of 7 occurs 2 times, a score of 8 occurs 3 times, and a score of 9 occurs 3 times, the system will choose the frequency 3 and the score of 9.
Mode post score - Lowest on multiple	This calculation method looks at the frequency of scores on posts, then selects the highest occurrence of a score per user. Once it picks the frequency, the system looks to see if multiple scores occur at that frequency. If not, it assigns that score to the user. If there are multiple scores with the same frequency, it will choose the lowest of those scores. For example, if a score of 7 occurs 2 times, a score of 8 occurs 3 times, and a score of 9 occurs 3 times, the system will choose the frequency 3 and the score of 8.

Sum of post scores	This calculation method sums up all the scores on posts within a topic.

Configure a topic for assessment

1. On the navbar, click **Discussions**.
2. From the context menu of the topic you want to configure for assessment, click **Edit Topic**.
3. In the **Assessment** tab, configure your topic for assessment by doing any the following:
   - If you want your assessments to count toward the learner's Final Grade, and you want the learner to see their assessment score and feedback in the Grades tool, associate the topic to a numeric grade item. Use the **Grade Item** drop down list to attach an existing numeric grade item or click **New Grade Item** to create a new numeric grade item. Note that you can only associate numeric grade items with discussion topics.
   - Give the topic a **Score Out Of** to evaluate the overall score of the learner's contributions to the topic.
   - Click the **Add Rubric** button to attach one or more existing rubrics, or click the **Create Rubric in New Window** link to create a new rubric for the topic. You can assess one or more rubrics for each learner in the course, and learners can view completed, published rubrics in Class Progress, Grades, Content, Discussions, and User Progress.
   - If you want to score individual posts, select the **Allow assessment of individual posts** check box, then select your calculation method to allow assessment of individual posts in the topic. When this check box is not selected, you can give a single overall score to the learner for their participation.
   - If you want to score all the posts within a topic, select the **Allow assessment of individual posts** check box, and then select the **Sum of post scores** calculation method.
   - If you select **Allow assessment of individual posts**, the **Include unassessed posts in the calculated topic score as zero** check box becomes available. When you select this check box, the system automatically assigns a score of zero to individual posts that you have not yet evaluated, and the overall score for the learner is calculated from the score of all posts, including those not evaluated with a score of zero. Selecting this check box does not affect the **Sum of post scores** option. If you do not select the **Include unassessed posts in the calculated topic score as zero** check box, posts without a score are ignored and do not factor into the overall score.
4. Click **Save and Close**.

Align learning outcomes to discussion topics

You can align learning outcomes to discussion topics, enabling you to map discussion topic activities to a learner's demonstration of learning outcomes in a discussion. By viewing the

learning outcomes that align to discussion topics, learners can understand what they need to demonstrate in discussion topic activities.

The **Standards** tab might be labeled as **Competencies**, **Expectations**, **Objectives**, or **Outcomes**, depending on the term you have specified in the **d2l.Languages.Terminology.LearningOutcomes** configuration variable.

Note the following:

- To use learning outcomes, your administrator must define a scale for your organization that measures achievement in a course. For example, achievement levels might include the following: Does Not Meet Expectations, Meets Expectations, and Exceeds Expectations. In addition, you must import learning outcomes into a course using Lessons.
- Adding a rubric to a discussion topic is optional; it is not required for assessing learning outcomes in a discussion thread.

To align learning outcomes to a discussion topic

1. On the navbar, click **Discussions**.
2. From the context menu of the topic you want to associate with learning objectives, click **Edit Topic**.
3. Click the **Standards** tab and click **Add Standards**.

4. Select the check boxes for the learning outcomes you want to directly align to the discussion topic and click **Add**.
   Note: If a rubric with aligned outcomes is attached to the discussion topic, then the standards associated with the rubric appear on this tab. Using the Add button directly aligns learning outcomes to the discussion topic. In the image related to step 3, above, there are already outcomes directly aligned to the discussion, and not related to the rubric.
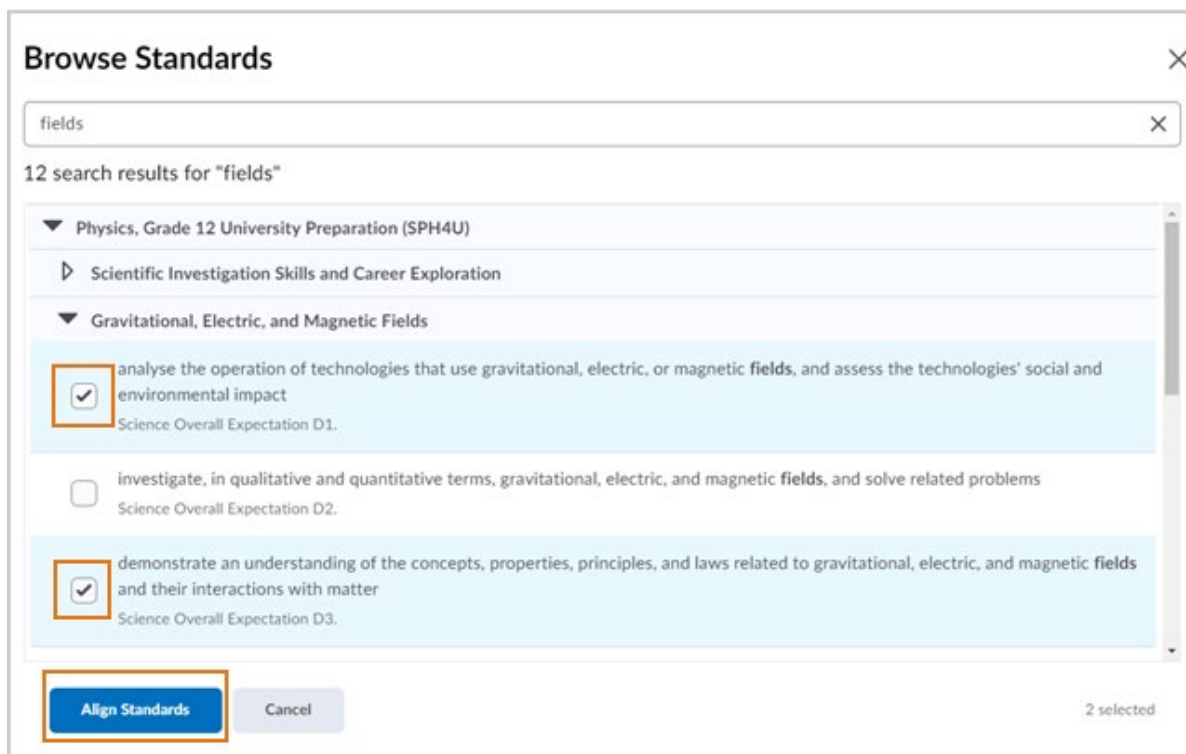
5. Click **Close**.

The Standards tab display is updated to show the standards which are aligned to the rubric and associated with this activity using the rubric in comparison to those which are directly aligned to the discussion topic.

Note: To assess the standards you just aligned to the discussion topic you must do one of the following:

- Link the discussion to a grade item
- Attach a rubric to the discussion, and evaluate against the rubric

If you don't link the discussion to a grade item or evaluate with a rubric, the option to assess the standards does not appear.

Assessing discussion threads

You can assess discussion threads against learning outcomes aligned to a discussion topic. This allows you to easily assess learner progress against learning outcomes in Discussions. Learners can view the results of your assessment, making it easier for them to understand their progress against a learning outcome, and locate areas for improvement.

When you assess a discussion thread, a section for measuring learning outcomes displays. Using the scale defined by an administrator, you measure the learner's achievement in each

learning outcome, for example, Does Not Meet Expectations, Meets Expectations, or Exceeds Expectations.

After you publish the assessment of the discussion thread, the learner navigates to the discussion topic and views the assessment.

Note the following:

- The **d2l.Tools.LearningOutcomes.LoaSuggestions** configuration variable must be turned on to enable achievement suggestions.
- To use learning outcomes, your administrator must define a scale for your organization that measures achievement in a course. In addition, you must import or create learning outcomes int your course. For more information, see [Align learning outcomes to discussion topics](#).
- The **d2l.Languages.Terminology.LearningOutcomes** enables you to choose your preferred terminology for learning outcomes in the Brightspace Learning Environment. By default, this configuration variable is set to Standards however, other options include **Expectations**, **Competencies**, **Objectives**, or **Outcomes**.
- Adding a rubric to a discussion is optional; it is not required for assessing learning outcomes.
- Learners cannot view your assessment of learning outcomes in a discussion thread until you publish it.
- Learning Outcomes may be directly aligned to the Discussion topic or may be indirectly aligned through the Rubric that is being used to evaluate the topic. Assessment of learning outcomes is available in the Discussion tool regardless of which method is used to align outcomes to the topic.
- To incorporate a word count as part of your assessment of discussion posts, your administrator can turn on the **d2l.Tools.Discuss.TextStats.DisplayWordCount** configuration variable. When turned on, a visual word count becomes visible in the Brightspace Editor for discussion posts. All words in a discussion post are counted, including filler words such as "the," "if," and "to." The word count is dynamically displayed to learners while they type in the Brightspace Editor (Discussions Reading View only) and it also appears next to posts they have created in the Discussions Reading View and Grid View. Learners can view the word count for their posts only. For instructors, the word count appears on the Assessment page during the discussions assessment process and it also appears inline with the post details in the Discussions Reading View and Grid View. Instructors can view the word count for all user posts.
  Note: To view learner word counts in a non-assessment view (the Discussions Reading View and Grid View), instructors require the **Edit any Post** permission. To view learner word counts in an assessment view, instructors do not require the **Edit any Post** permission. Instructors that have permission to assess discussions can see the word count in that assessment view.

To assess a discussion thread against learning outcomes, see [Assess users in discussion threads](#).

Assess users in discussion threads

To assess users in discussion threads

You can assess learners' participation in discussion topics from within threads for topics to which you've added an assessment. In the **Assess Post** pop-up, you can view the post you are assessing, along with any attached rubrics and fields to add in personal feedback.

If your topic is moderated, you must approve posts before you can assess them. To assess individual posts, you must edit the topic to enable the **Allow assessment of individual posts** check box in the **Assessment** tab.

1. From **Course Admin**, click **Discussions**.
2. On the **Discussions List** page, click the topic you want to assess.
3. Depending on your view settings, do one of the following:
    - In Reading view, instructors can assess an individual learner while viewing all of a learner's posts together on one screen. Click the context menu beside a thread name and select **Assess Student**.
    - In Grid view, instructors can select either the thread or reply for a post. Click the **More Actions** button and then select **Assess** to assess the individual learner.
4. In the pop-up dialog box, do any of the following:
    - If assessment of individual posts is enabled and you are in Reading View, enter a score in the **Score** column beside each post you want to assess. If assessment of individual posts is enabled and you are in Grid View, add the assessment in the **Post Score** field.
    - If assessment of individual posts is not enabled, enter a score in the **Topic Score** field. This score is the assessment you are providing to the learner for participation in the topic.
    - Complete each rubric by choosing a level and entering feedback for each criterion. The Total calculates automatically based on the rubric criteria, or you can manually enter the Total and override the calculation. Note that the calculated or chosen Total is automatically populated in the **Topic Score** field. To return the Topic Score to the calculated score from the rubric, click **Clear Override**.
    - If learning outcomes are aligned to the discussion topic, using the scale defined by an administrator, assess the learner's progress against each learning outcome. For example, achievement levels might include the following: Does Not Meet Expectations, Meets Expectations, and Exceeds Expectations. For more information, see Assessing discussion threads against learning outcomes.
    - In the **General Feedback** field, enter feedback comments.
5. Click **Save Draft** to retain the assessment results and publish later. Click **Publish** to immediately release the assessment results to the learner in Assignments, Discussions, Grades, Content, and User Progress simultaneously.

New Discussion Evaluation Experience

The new Discussion Evaluation Experience is part of a redesign of all assessable tools that includes the New Assignment Evaluation Experience. The new experience allows instructors to better review and evaluate both discussion topics and individual participants, without changing their workflow.
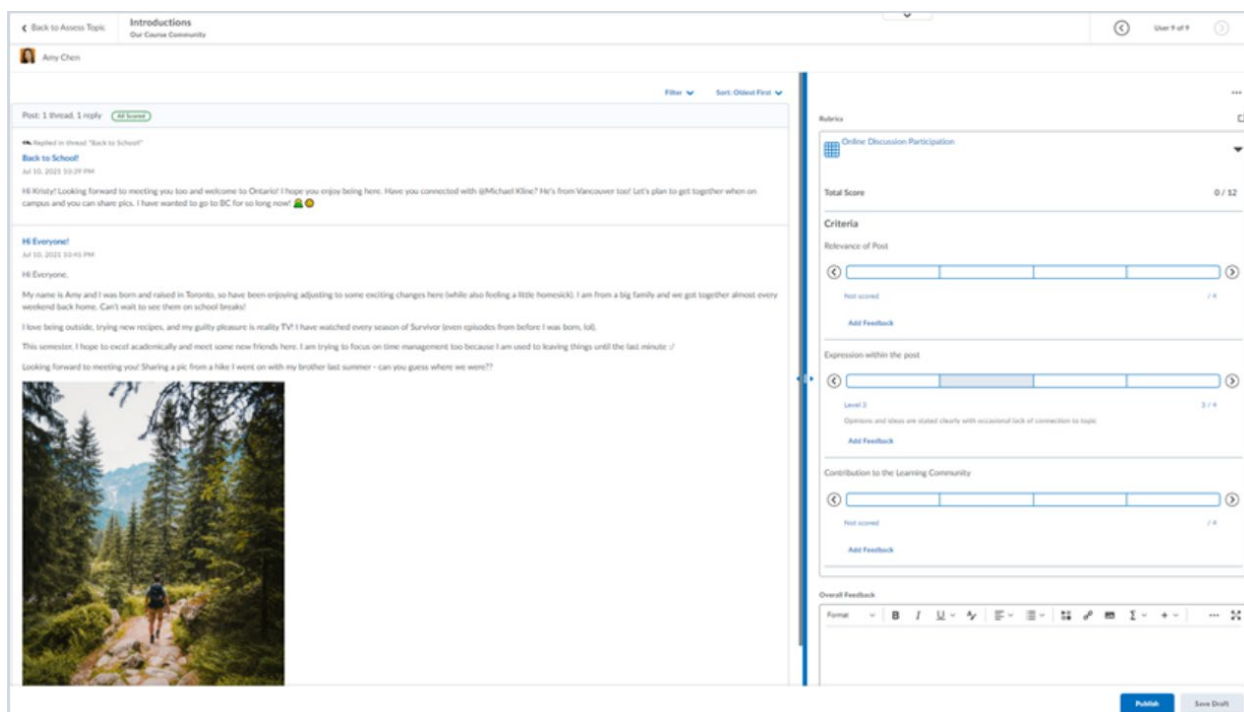

Figure: New evaluation experience for Discussions, with posts and evaluation tools displayed side-by-side.

The New Discussion Evaluation Experience includes the following features:

- The name of the activity, navigation arrows, and learner name and profile card appear in the header panel at the top.
- The discussion topic and replies appear in the submission panel on the left. The title of the topic or the reply is a link that will open the post in a new window so you can get an idea of the context in which the post was made.
- Evaluation tools like Grades, Rubrics, Grading Rubric, and Feedback appear in the evaluation panel on the right. When you open the Inline Rubric, it expands within the panel or pops out into a new window for grading.
- You can drag the divider between the submission panel and the evaluation panel to resize them to suit your preferences and screen size. The divider stays in the same position as you navigate through your learners' submissions.

- In adaptive mobile view, the evaluation tools are hidden in a drawer at the bottom of the screen. Tap the drawer to display the tools.

NB Noël Brown

Filter ⌄   Sort: Oldest First ⌄

Post: 1 thread, 0 replies

Topic by N. Brown

undefined NaN, NaN NaN:NaN AM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In quis metus molestie, imperdiet mauris eget, commodo turpis. In lacinia ipsum eget enim aliquet, ut interdum urna tincidunt. Sed porttitor a massa et efficitur. Phasellus laoreet egestas urna, vel blandit massa vestibulum quis. Donec vitae pulvinar lacus. Duis vehicula posuere tortor in mollis. Aenean aliquam pretium diam sit amet tincidunt. Fusce ac mattis mi. Sed gravida nisi leo, eu dignissim eros consequat quis.

Rubrics

1 rubric attached

Overall Grade

8.33 out of 10

Overall Feedback

No feedback entered

Evaluation Options ⌄

Publish   Save Draft

Figure: Mobile view of discussion evaluation.

Retract and re-publish assessments of discussions

You can retract published assessments from learner view if you need to re-assess discussion posts. This option is available for individual users, or you can use the bulk retract and publishing features for larger numbers of users or the entire class.

1. Navigate to **Discussions**.
2. From the context menu of the topic you want to assess, click **Assess Topic**.
3. Select the check-box next to a learner's name and click **Publish Feedback**, or **Retract Feedback**.

Note: Use the **Status** column to view information on when feedback was published, if a topic has not been evaluated, or if feedback is currently saved as a draft.

Assign scores to users from the Assess Topic page

To assign scores to users from the Assess Topic page

You can assess users from inside a discussion topic while reading posts, or from the **Assess Topic** page. When assessing users from the **Assess Topic** page, you can see topic scores for all users and view all of a user's posts together on one screen.

Assessable topics display an **Includes assessment** icon beside the topic name on the **Discussions List** page. If you select the **A moderator must approve individual posts before they display in the topic** setting, you must approve posts in the topic before you can assess them.

To assess individual posts, you must edit the topic to enable the **Allow assessment of individual posts** check box in the **Assessments** tab.

1. On the navbar, click **Discussions**.
2. From the context menu of the topic you want to assess, click **Assess Topic**. If the **Score** column is empty on the **Assess Topic** page, click **Manage Columns**, select the **Score Value** check box, and click **Save**.
3. Do one of the following:
   - In the **Users** tab, click **Topic Score** for the name of the user you want to assess.
   - In the **Assessments** tab, click the name of the user you want to assess.
4. In the **Topic Score Details** window, do any of the following:
   - If **Allow assessment of individual posts** is enabled, enter a value in the **Score** column beside each post you want to assess.
   - If **Allow assessment of individual posts** is not enabled, assign a value in the **Topic Score** to reflect the learner's participation in the whole topic.
   - Complete each rubric with a level and feedback for each criterion.
   - In the **General Feedback** field, enter any comments that you have.

5. Click **Save Draft** to retain the assessment results and publish at a later time. Click **Publish** to immediately release the assessment results to the learner in Assignments, Discussions, Grades, Content, and User Progress simultaneously.

Link a discussion assessment to a grade item

To link a discussion assessment to a grade item

When you link a discussion topic's score to a numeric grade item in your grade book, your users' scores automatically transfer to the grade book. This enables you to factor the topic score into users' final grades for the course.

You must publish the score in order for Brightspace Learning Environment to update the grade item in the grade book. This prevents the display of inaccurate grades before you finish assessing users. When you publish the topic score, Brightspace Learning Environment updates the grade item in the grade book, and makes the grade visible to learners in Discussions, Content, and User Progress. Any additional changes you make to a user's score automatically updates in the grade book. Note that you can only link numeric grade items to discussion topics.

1. On the navbar, click **Discussions**.
2. From the context menu of the topic you want to assess, click **Assess Topic**.
3. On the **Assess Topic** page, do one of the following:

- To publish scores for specific users, select the **Draft** check box in the **Status** column beside each user whose score you want to release. Click **Save**.
- To publish scores for all users, click **Publish All Scores**. Click **Yes**.

Link a discussion topic to a learning objective

Associate a topic with learning objectives to measure a user's mastery of skills, abilities, and knowledge. You can use a rubric to evaluate a user's success at meeting the learning objective.

You must have learning objectives created before you can link them to discussion topics.

1. On the navbar, click **Discussions**.
2. From the context menu of the topic you want to associate with learning objectives, click **Edit Topic**.

3. Click the **Standards** tab and click **Add Standards**.


4. Select the check boxes for the learning outcomes you want to directly align to the discussion topic and click **Add**.
5. **Note:** If a rubric with aligned outcomes is attached to the discussion topic, then the standards associated with the rubric appear on this tab. Using the Add button directly aligns learning outcomes to the discussion topic. In the image related to step 3, above,

there are already outcomes directly aligned to the discussion, and not related to the rubric.
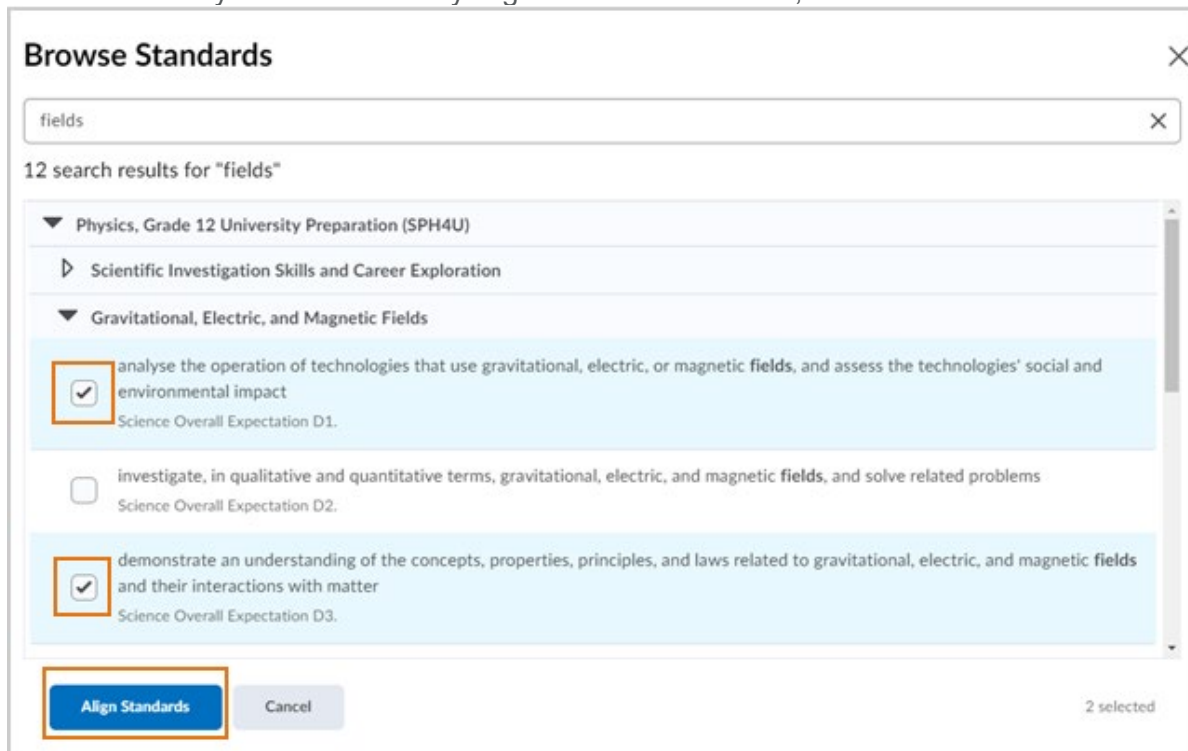
6. Click **Close**.

Assessing discussion topic responses against a learning objective

Discussion topics must have a points-based assessment or be associated with a grade item or rubric to have the assessment options available.

1. On the assessment screen for discussion topics, open the **Topic Score** or rubric dialog.
2. Under the **Standards** section of the dialog, select the appropriate level of achievement for the learner for each standard.
   Note: If the rubric used to evaluate the discussion topic is points-based or custom-points based and the achievement scale has percentage levels defined, or if the achievement scale levels have been manually mapped to the rubric evaluation levels, then suggested levels of achievement will be displayed for each of the indirectly aligned outcomes which is attached to the rubric. The directly aligned outcomes will not have an achievement suggestion.

3. Click **Publish** to complete the assessment and make it available to the learner.

Displaying rubric scores on the Assess Topic page

When the **Assess with Embedded Rubrics** feature is on, the **View Options** menu becomes available on the **Assess Topic** page.

The default option is **Show Topic Score**. This option displays only the **Topic Score** links. Rubrics and rubric scores do not appear on the **Assess Topic** page. This option provides a single list of topic scores that instructors can use for visual comparison across learners.

Figure: The first section of the Assess Topic page includes the rubric against which the instructor can assess the learner.

Figure: The middle of the Assess topic page includes the overall score and the suggested achievement levels.
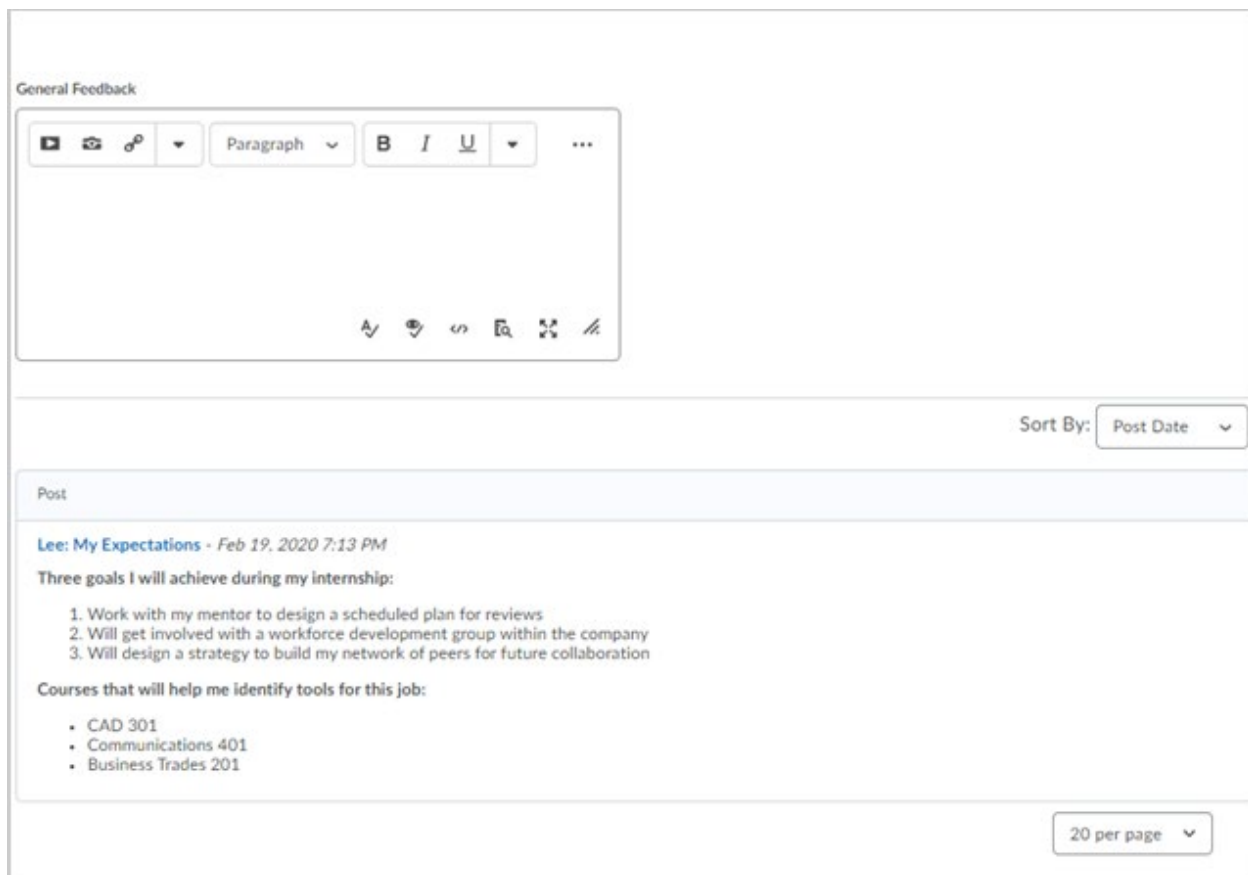
Figure: The bottom of the Assess Topic page includes a text field to provide feedback to the learner and the learner assignment.

The **Show All Scores** option displays the learners' topic scores and rubric scores. This option provides the same view as when the **Assess with Embedded Rubrics** feature is disabled.

Restore deleted discussions

In order to restore deleted forums and topic, you must have the Delete and Restore Forums and Topics permission enabled. If the forum you restore contains one or more topics, you will be given the option to also restore the forum's associated topics.

In order to restore deleted threads and posts, you must have the See Deleted Posts permission and Display deleted posts option on the Settings page enabled. If the post you restore is a reply to another post, and the other post was also deleted, both posts are restored.

1. On the navbar, click **Discussions**.
2. Do one of the following:

- To restore a deleted forum or topic, on the **Discussions List** page, from the **More Actions** button, click **Restore**. Click **Restore** beside the forum or topic you want to restore.
- To restore a deleted thread or post, click the **Restore <Thread/Post>** link in the thread or post you want to restore.

Create FAQs for learners

The FAQ (Frequently Asked Questions) tool enables you to provide a list of common questions with answers that users might have when using Brightspace Learning Environment or accessing a course. FAQ questions and answers are organized into categories, and all questions and answers must belong to a category.

We recommend you create categories that group questions and answers by topic, or by similar contexts in which users often have similar questions. For example, some categories you might create are General Information, Technical Issues, Assignment Submission Policies, Research and Citation Style Requirements, and How to Find Grades.

Create an FAQ question

1. On the navbar, click **FAQ**.
2. Do one of the following:
   - Click **New Question**, then select a **Category** from the drop-down list. If you need to create a category for the question, click **New Category.** Enter your category details. Click **Save**.
   - If you know which existing category you want to place the new question in, from the context menu of that category, click **New Question**.
3. Enter your question and answer details.

Create an FAQ category

1. On the navbar, click **FAQ**.
2. Click **New Category.**
3. Enter your category details.

Create group work areas for learners

Create group work areas for users with the Groups tool. You can use groups to organize users' work on projects and assignments, or you can create special work areas for users with different learning needs.

Users can belong to multiple groups within the same course. For example, each user can simultaneously belong to a group for class projects, a group for special interest discussions, and

a group for advanced users. 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.

Best practices for setting up groups

- Groups have a maximum enrollment of 200 users. If there are more than 200 users in a course, you can create new group categories; there is no limit on the number of group categories in a course.
- If you want users to see all users and content for a course but be a part of a group for a specific project or activity, use the Groups tool. However, if you want users to only see learning materials and users from their own section, use the Sections tool.
- To organize users' work on projects and assignments or to create special work areas for users with different learning needs, use the Groups tool.
- Users can belong to multiple groups within the same course, but cannot self-enroll in more than one group. Instructors can add users to other groups at any time.
- For each group, create separate discussion forums, assignments, and Locker areas to work in.
- Grade members of groups individually or as a team.
- Before setting up groups, know how you want to organize them. The following factors can affect how users enroll in groups:
    - Setting groups up before or after you've enrolled users.
    - Enabling auto-enrollment in groups.
    - Enabling randomization of users in groups.
    - Enabling self-enrollment in groups.
    - The Enrollment Type you choose.
- Set up groups after the majority of users enroll in your course. This gives you a better idea of how many users you are organizing and how many groups you need. Setting up groups after enrollment can also ensure better distribution of users between groups.
- For users to enroll in groups automatically, the **Can be auto enrolled into groups** permission must be enabled. Contact your site administrator if you experience difficulties.

What happens when you move users to a new group?

When moving users to a new group

Discussion posts remain in the old group and do not count towards a user's grade if the forum or topic is associated with a grade item. The user must satisfy the discussion post requirements in the new section. You can override a grade using the Grades tool.

Locker files remain in the old group. Users must add any files they want to keep to the new Locker area themselves.

Assignments submissions submitted for the old group remain with the old group. The user receives the grade achieved by the new group on any group assignments. You can change the user's grade back to the original group's mark in the Grades tool.

Best practices for group enrollment

To illustrate best practices for group enrollment, the following scenario includes a class of 185 users.

Your latest assignment requires users to use a software program that is only available in certain labs which must be booked and supervised. You book 4 labs that can hold 50 users each and create 4 corresponding groups.

You select the following group options:

- For the **Enrollment Type**, you select **# of Groups** and set the **Number of Groups** to 4.
- You leave both **Auto-enroll new users** and **Randomize users in groups** cleared because new users will not be joining your course and you are not worried about having an unbiased distribution of users, since group membership will not influence users' grades.
- You select **Set up discussion areas** and create discussion forums where users can post and answer questions about the computer software.
- You leave **Set up lockers** and **Set up assignments** cleared because you do not want users collaborating on their projects and you already have your assignments organized.

Note: On the Enroll Users page, if the option is configured, an **Advanced Search Options** link displays. Organizations can create their own custom search and enroll page using Brightspace APIs that opens in a new browser window via this link. Instructors can use this custom search and enroll page to filter students according to certain criteria, such as age or demographic data, to determine who to put into each group.

In the following scenario, you have a class of 29 users.
Your latest assignment requires that users research a particular topic, write a report on it, and hold a seminar for the class. You know that you want users to work in groups of 5, but you want to give them some flexibility in choosing both who they work with and what topic they work on.

You select the following group options:

- For the **Enrollment Type**, you select **Groups of # - Self Enrollment**. You set the **Number of Users** per group to 5 and rename each of the 6 groups after the topic the group will work on.
- You select **Set up discussion areas** and create discussion topics for each of the groups. You associate the topics with a grade item and tell users that you expect them to communicate with each other on their progress and concerns in the discussions topic for their group. They receive individual grades based on their participation.
- You select **Set up lockers** and encourage users to save their collaborative work in their group Locker area.
- You select **Set up assignments** and create separate assignments for each group's Research Notes, Report, and Seminar Notes. You associate the assignments with grade items and assign the same grade to all members of the group.

Create a group category

To organize and manage related groups, use categories. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews.

Important: Groups have a maximum enrollment of 200 users. If there are more than 200 users in a course, you can create new group categories; there is no limit on the number of group categories in a course.

Before you create a new set of groups, you must set up a category and create restricted work areas for the groups.

1. On the **Manage Groups** page, click **New Category**.
2. Enter a **Category Name** and **Description**.
3. Select an **Enrollment Type** from the drop-down list.
4. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, the **Number of Users** per group, or both.
5. To apply a distinctive prefix to each group name and code in the category, enter it in the **Group Prefix** field. If you do not fill in this field, the prefix defaults to "Group".
   Tip: Add the org unit ID to the group code to further distinguish it from other group codes. To enable this option, ask your administrator to turn on **d2l.Tools.Groups.IncludeOrgUnitIdInGroupCode**.
6. Depending on the chosen **Enrollment Type**, to automatically enroll users to groups, select **Auto-enroll new users**.
7. Depending on the chosen **Enrollment Type**, to randomly place users in groups, select **Randomize users in groups**. If you do not choose this option, users are placed alphabetically based on the Classlist.
8. Depending on the chosen **Enrollment Type**, to make the description of the groups visible to learners from within their groups, select **Make category and group descriptions visible to group members**.
9. If you select an **Enrollment Type** that supports self enrollment, to set enrollment availability times, select the **Set Self Enrollment Start Date** and/or **Set Self Enrollment Expiry Date** check boxes and select dates from the mini calendar field.
10. If you select **Set Self Enrollment Expiry Date**, but you want all learners who do not enroll before the expiry date to be enrolled, you can select **Allocate unenrolled users after Self Enrollment Expiry Date** to automatically, randomly and evenly distribute them into the available groups. This option adds group members beyond the capacity of groups, if applicable. The automatic enrollment recurs at a set interval after the expiry date to ensure that all learners are assigned to a group.
    Note: Enable the options in the **Create Workspace** area only after you've customized your group names. The Discussions areas are then created with the customized group names right away, and you do not have to edit their names manually later.
11. Click **Save**.
12. To customize individual group names, click the group and enter a new group name.
13. Click **Save**.
14. To set up discussion areas, locker areas, and assignments with the customized group name, from the category name's context menu, click **Edit Category**.

15. In the **Create Workspace** area, select **Set up discussion areas**, **Set up lockers**, and/or **Set up assignments**.
16. Click **Save**.
17. On the **Create Restricted Topics** page, select the Forum in which you want to create restricted topics.
18. If you have the new group topic creation feature enabled, do one of the following:
    a. If you want instructors to manage each topic individually, select the **Create one topic per group** radio button. Learners can only see topics assigned to their group.
    b. If you want to enable instructors to manage all activity and assessment from one topic, select the **Create one topic with threads separated by group** radio button. Learners can only see threads from their own group.
19. Click **Create and Next**.
20. Enter a group discussion **Title** and **Description**.
21. Click **Create and Next**.
22. Click **Done**.

Note: Assignments can be created on the New Category page by selecting the **Set up assignments** check box, and choosing a submission type. When the new category is saved, you are taken to the **Create Assignments** page to complete the assignment creation process.

Create a group

Important: Groups have a maximum enrollment of 200 users. If there are more than 200 users in a course, you can create new group categories; there is no limit on the number of group categories in a course.

To create a group

1. On the navbar, click **Groups**.
2. On the **Manage Groups** page, from the **View Categories** drop-down list, select the category you want to add a group to.
3. From the context menu of the category, click **Add Group**.
4. If you do not want to use the default name provided, enter a group name.
5. If you do not want to use the default group code provided, enter a group code.
6. Enter a description for the group.
7. Click **Save**.

Group enrollment types

Descriptions of enrollment type options

The following descriptions explain the enrollment type options available when creating a new category and provide conceptual information on when you should use them.

Important: Groups have a maximum enrollment of 200 users. If there are more than 200 users in a course, you can create new group categories; there is no limit on the number of group categories in a course.

Enrollment Type Option	Description
# of Groups – No Auto Enrollments	Selecting this option creates a specified number of groups, for which you can add any number of users using the Enroll Users page. Use this enrollment type when you know how many groups you want to create and which users you want in each group. Select this option when you have a teaching model that divides course participants into specific learning levels or when you want to divide users by skill or interests.
Groups of #	Selecting this option creates the minimum number of groups needed to place users in groups of a specified maximum size. More groups are created when they are needed to accommodate users. In the Members column of the Groups table, capacity markers display in the form x/y, where x is the number of enrolled students and y is the capacity. Use this enrollment type when you know how many users you want in each group. Select this option when you have assignments that require work to be divided between a specific number of users, or when you can only accommodate a set number of users in a lab or work area at one time. If users are enrolled before groups are set up and the **Can be auto enrolled into groups** option is enabled, users are added using a brick laying algorithm. For example, if a maximum group size of 5 users is chosen for a class of 23, then 5 groups are created. The first user is added to Group 1, the second to Group 2, and so on. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2 and 3 have 5 users and Groups 4 and 5 have 4 users. If a new user enrolls later, they are put in Group 4. If you also enable the **Auto-enroll new users** option and all of the existing groups reach their maximum size, new users are added to a new group. Because there is no way to know how many new users will join, all new users are added to the same group until it is full. This is called a bucket-filling algorithm because the limits of one group must be met before creating another group. If users are enrolled after groups are set up, users are added to groups using a bucket-filling algorithm because there is no way for the system to determine how many groups in total are needed. For example, if a maximum group size of 5 users is chosen for a class in which 23 users eventually enroll, the first five users are added to Group 1, the sixth through tenth user to Group 2, and so on. After 23 users are enrolled, groups 1-4 have 5 users and Group 5 has 3 users. If the **Can be auto enrolled into groups** option is cleared, the minimum number of groups needed to create groups under the specified size are created with no users enrolled in them. If no users are enrolled in the course, one group is created. You can enroll users using the Enroll Users page. Note: If a learner is unenrolled from a course, and new learners enroll in the course, and the original learner re-enrolls into the course, the group the original learner was in will exceed the maximum number of learners. This is done to ensure learners are able

	to maintain the work they contributed to previously. If you would like to maintain a strict number of learners per group, reorganization of groups after unenrollments and re-enrollments must be done manually.
# of Groups	Selecting this option creates a specified number of groups. Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you. Select this option when you want group membership to be indiscriminate, or when classroom, resource, or teaching assistant availability restricts the number of groups you can have. If the **Can be auto enrolled into groups** option is enabled, users are added using a brick laying algorithm, regardless of whether they enrolled before or after the groups were created. For example, if a class has 23 users and 5 groups, the first user is added to Group 1, the second to Group 2, and so on. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2, and 3 have 5 users and Groups 4 and 5 have 4 users. If a new user enrolls later, they are put in Group 4. If **the Can be auto enrolled into groups** option is not enabled, the specified number of groups are created with no users enrolled in them. You can enroll users using the Enroll Users page.
Groups of # – Self Enrollment	Selecting this option creates the minimum number of groups needed to accommodate users in groups of a specified maximum size automatically. Users choose the group they want to enroll in from the Groups page. In the Members column of the Groups grid list, capacity markers display in the form x/y, where x is the number of enrolled students and y is the capacity. Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups. By default, users cannot self-enroll in more than one group. Select this option when you want users to choose their groups based on friendship, learning style, schedules, or geographic location. If there are no users enrolled in your course at the time of creation, then only one group is initially created. You can use the Edit Category page to add additional groups. Add additional groups if you want to ensure all users have options when forming groups.
# of Groups – Self Enrollment	Selecting this option creates a specified number of groups, which users enroll in from the Groups page. Use this enrollment type when you want to make a specific number of groups available for users to join. Select this option when you want to organize groups on specific topics, which users can join based on interest, or for creating groups that are responsible for specific aspects of a larger project, which users can join based on knowledge or task preferences. By default, users cannot self-enroll in more than one group at one time.
# of Groups, Capacity of #	Selecting this option creates a specified number of groups with a specified number of enrollments per group. Users choose the group they want to enroll in from the Groups

– Self Enrollment	page. In the Members column of the Groups table, capacity markers display in the form x/y, where x is the number of enrolled students and y is the capacity. Note that you can increase or decrease the capacity for self-enrollment groups after they have been created, and prior to the group sign-up expiry date and time. Decreasing a group size to an amount smaller than has already signed up for a group will not re-allocate users to other groups, so you must assign those users manually to other groups.
	Use this enrollment type when you know how many users you want in each group, you want to allow users to choose their own groups, and you want each group to have a maximum number of users. Select this option when you want users to choose their groups based on areas of interest or responsibility in larger projects, but you want to limit membership in each group to a certain number of users.
Single user, member-specific groups	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. When a new learner is enrolled in the course a group is automatically created for them.
	Select this option when you want to create journal type groups with a single member.
	Note: This enrollment type must be enabled by your administrator using configuration variables. If you are not able to use this option, contact your administrator.

What happens when you delete a group or group category?

When you delete a group, the following things happen:

- If you've selected the Auto-enroll new users option, users are automatically distributed in the remaining groups.
- If groups are set up for manual enrollment, you must add users to the remaining groups using the Enroll Users page.
- Group discussion forums remain available for reference. You can delete them in the Discussions tool.
- Group locker areas and the files they contain are deleted.
- group assignments and the files they contain are deleted.

When you delete a category, the following things happen:

- Users are no longer enrolled in groups because they do not exist.
- Group discussion forums remain available for reference. You can delete them in the Discussions tool.
- Group Locker areas and the files they contain are deleted.
- group assignments and the files they contain are deleted.

Set up self-enrollment in groups

To set up self-enrollment in groups

Self-enrollment allows users to enroll in groups on their own. Use this option when you want users to choose their own group members or to be a part of a group on a topic that interests them.

Important: Groups have a maximum enrollment of 200 users. If there are more than 200 users in a course, you can create new group categories; there is no limit on the number of group categories in a course.

Users can self-enroll in groups by clicking the **Choose Group** link beside the name of a group category set up for self-enrollment. A link displays at the top of the user's Groups page when self-enrollment is available. By default, users cannot self-enroll in more than one group. Instructors can add users to other groups at any time.

If a group is full, the Members column displays the total number of group members in red with "(Full)" beside it. If a learner wants to leave a group that they self-enrolled in before the date and time specified by the **Set Self Enrollment Expiry Date** option (if selected), on the My Groups page, learners can click **Leave Group** if the option is configured.

Clicking the capacity marker or the total listed in the Members column opens the Group Members pop-up, which contains a list of current group members. You cannot click empty groups.

1. On the **Manage Groups** page, click **New Category.**
2. Enter a **Category Name** and **Description**.
3. Select one of the following options from the **Enrollment Type** drop-down list:
   - **Groups of # - Self Enrollment**
   - **# of Groups - Self Enrollment**
   - **# of Groups, Capacity of # - Self Enrollment**
4. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, the **Number of Users** per group, or both.
5. To control self-enrollment availability dates, select the **Set Self Enrollment Start Date** and/or **Set Self Enrollment Expiry Date** check boxes and select dates and times from the mini calendar field.
6. To associate discussion areas with the groups in the category, select **Set up discussion areas**.
7. To associate locker areas with the groups in the category, select **Set up lockers**.
8. To associate assignments with the groups in the category, select **Set up assignments**.
9. Click **Save**.

Restrict a forum or topic to specific groups or sections

Using topic or forum restrictions, you can create discussion areas where members of a group or section can collaborate on assignments or discuss course material in small teams. You can also use restrictions to create separate forums or topics for each group or section in a course offering.

1. On the navbar, click **Discussions**.

2. On the **Discussions List** page, from the context menu of the forum or topic you want to restrict, click **Edit**.
3. In the **Restrictions** tab, select the **Restrict this <forum/topic> to the following groups and sections** check box.
4. Click **Add Groups and Sections**.
5. Select the groups or sections you want to add, then click **Add**.
6. To remove a specific group or section's access, click the **Remove** icon for the group or section.

To open the forum or topic to everyone again, clear the **Restrict this <forum/topic> to the following groups and sections** check box.

Enroll course leaders in groups

The way to enroll a course leader into groups depends on whether they have access to all groups or only select groups. Users should have access to all groups if they are responsible for mediating, grading, and working on material for the entire class. They should have access to select groups if they are only responsible for mediating, grading, or working on material for a particular group.

Add staff that are working with select groups the same way you add users. However, if an administrator enables the Can be auto enrolled into groups permission, users that lead courses and assist users (like teaching assistants) are added to groups at the same time as regular users; this could mean that all or most of your staff end up in the same group. Make sure you even out enrollment using the Enroll Users page.

1. On the **Manage Groups** page, click **Enroll Users** from the context menu of the category that contains the group (or groups) you want to enroll a user in.
2. In the **Search For** field, search for the user you want to add. To see a list of users that need to be enrolled, use the **Not Enrolled** search option.
3. To add users to groups, select the check boxes beside each user's name. Clear check boxes to remove users from groups.
4. Click **Save**.

Delete a user from a group

When you delete a user from a group, all of their files remain in the system, including discussion posts, Assignments submissions, and Locker files.

1. On the **Manage Groups** page, from the **View Categories** drop-down list, select the category containing the groups with users you want to delete.
2. From the context menu of the category, click **Enroll Users**.
3. On the **Enroll Users** page, beside the user's name, clear the check box for each group you want to remove the user from.
4. Click **Save**.

Create sub-groups from sections and groups

Instructors can create sub-groups, based on Section or Group enrollment, within the Groups tool. Instructors can only apply one enrollment restriction to a sub-group.

1. From the course navbar, click **Groups**.
2. Under **Manage Groups**, click **New Category** and complete the category information.
3. Under **Restrict Enrollments To**, select the relevant group or section. The **Group Prefix** field auto-fills based on the selected group or section, but you can edit it before saving. **Note**: Sub-groups can only be added once, users cannot create sub-groups of sub-groups.
4. Click **Save**.

Enable additional identifiers for learners

Instructors can differentiate between duplicate learner names by displaying the username or Org Defined Id beside a learner's name. Instructors can enable this option in both the **Manage Groups** and **Manage Sections** tools.

Ensure that the **View User's Org Defined IDs** Users permission and the **See Usernames** User Information Privacy permission are enabled.

1. From the **Manage Groups** or **Manage Sections** page, click **Settings**.
2. From **User Details**, ensure **Username** and **Org Defined ID** are selected to enable the corresponding user detail.

Create a group thread in an existing topic

Instructors can associate existing discussion topics to a new group or section during the group or section creation process. In addition, instructors can associate existing discussion topics to groups or sections not associated with any other discussion topic. Note that users can only associate existing discussion topics that have no existing discussion posts.

Ensure that **Course has sections** is turned on in **Course Offering Information**.

1. Navigate to **Groups**.
2. Click **New Category**.
3. From the **Additional Options** drop-down menu, select **Set up discussion areas**.
4. Select one of the following:
   - **Create a new topic**, for creating a new topic to restrict with this group category.
   - **Attach to existing topic**, for creating a group-restricted thread in an existing topic. This is only available for empty topics without previous group restrictions or posts.
5. Click **Save**.

Assign learners to seats representative of your classroom

Seating charts provide a visual representation of your classroom seating arrangement. You can activate and deactivate seats to mimic the physical layout of your class and assign learners permanent spots in the chart.

Using the seating chart, you can view and track learner performance, attendance, and participation for your course and group events on a session-by-session basis. You can also monitor response rates of learners when they are called on in class unsolicited (also known as a cold call).

Seating Chart integrates with both the Locations and Calendar tools. Because seating charts are dependent on Locations, you must first create or activate a location with a layout before you can create any seating charts.

What is a seating chart cold call?

The cold call feature tracks the number of times you request a response or comment from a learner in class who has not volunteered to participate.

When you mark a learner who has been cold called during the session, the **Cold Call** icon appears beside the learner's name. This helps you track users you have called on in sessions.

Create a seating chart

To create a seating chart

Before you can create a seating chart for your course, you must have existing locations and associated layouts set up. If you are unable to add or edit locations and layouts, contact your administrator as you may not have the necessary permissions.

You can create seating charts for any group or section in your course.

1. On the navbar, click **Seating Chart**.
2. Click **Create a Chart**.
3. Enter your chart details.

Assign a seat to a learner

The options for assigning users to seats are only available when setting up the seating chart; after a session launches, these options lock. Any changes made to the seating chart after a session launches apply only to future sessions. All seat assignments and changes to seating charts save automatically.

1. On the navbar, click **Seating Chart**.
2. Click a seating chart.
3. Click a session for the seating chart.
4. To assign seating from the seating chart view, by do any of the following:

- Drag-and-drop course participants one by one to assign or swap seats.
- To randomly place all unassigned learners on the seating chart at once, or to assign them specific locations in the chart (for example, bottom left), click **Assign All**.
- To assign seats individually, from the context menu of each unassigned learner, click **Assign User**.

5. To remove all learners from the seating chart, from the **More Actions** button, select **Remove All**.
6. To randomize seat assignments, from the **More Actions** button, select **Randomize**.

What is a seating chart session?

When you add an event to a seating chart with a location, it is called a session. You can track attendance and participation for sessions and make learner-specific comments.

You can access sessions from the Calendar tool and the Seating Chart tool.

You can set a positive threshold (the target participation score expected from learners in a session) and a negative threshold (the minimum score learners need to exceed to pass the session's participation requirements) for your sessions by clicking **Settings** in the Seating Chart tool.

When you click a session, it starts automatically and remains in progress until you click **Set Session Completed**. This locks the attendance, participation tracking, and comments that you enter for the session.

The following are possible session statuses that can display beside seating charts:

Status	Description
Not Launched/No Session	Seating charts with sessions that have not been launched, or that do not have sessions attached to them, display no icons beside their seating chart name.
In Progress	Seating charts with sessions in progress have an In Progress icon beside the seating chart name.
Complete	Seating charts with complete sessions have a box () where the number indicates the participation score for the session and the color indicates what threshold value the session attained.

Seating Chart uses color coding when viewing a session to help distinguish learner progress:

Color	Learner progress
Green	Indicates learners who are achieving or exceeding the positive threshold value.

Yellow	Indicates learners who are below the positive threshold value, but are equal to or above the negative threshold value.
Red	Indicates learners who are below the negative threshold value.

Create a session in seating chart

To create a session in seating chart

Before you begin: If the location you select does not have a seating chart associated with it, to create one, click **Create a Chart**. After the seating chart is complete, click **Save** to close the window. The new seating chart should appear in the drop-down list. If you do not see it, click the ↻**Refresh Seating Chart List** icon.

To create a session, associate a seating chart with an event.

1. Access the Calendar tool for your course.
2. Click **Create Event**.
3. Enter details of the event.
4. Select a location. The drop-down list displays only active locations.
5. Select the seating chart you want to use for the location.
6. Click **Create**.

Track session attendance and participation

You can use sessions to track learner attendance and participation during lectures. You can also add, edit, and delete user-specific comments during sessions. All changes save automatically inside sessions.

1. On the navbar, click **Seating Chart**.
2. Click a seating chart.
3. Click a session for the seating chart.
4. Click the user you want to track from the session seating chart.
5. Do one of the following:
   - To mark a user present, click **Present**.
   - To mark a user absent, from the **Absent** button, select **Unexcused Absence** or **Excused Absence**.
6. If you mark a user as present, adjust their Participation and Cold Call scores using the **Less** and **More** icons. You can award negative scores for participation, but not for cold calls.
7. To give personalized session feedback, click **Add Comment**.
8. Click anywhere outside the user's session summary to return to the session.

Manage the locations and layouts for course events

Use the Locations tool to manage the locations and layouts that are available for Calendar events and seating charts in your organization.

What are locations and layouts?

Locations are used in Calendar events and seating charts. Use locations to inform your students where an event or class session is occurring.

Layouts are used in seating charts. You can configure a layout by toggling seats on or off to mimic your classroom environment.

Set a location as active or inactive

Locations are inactive by default. You cannot create a seating chart for an inactive location or associate an inactive location with Calendar events.

1. On the navbar, click **Locations**.
2. On the **Locations** page, select the check box beside the name of the location you want to make active or inactive.
3. Click **Set Active** or **Set Inactive**.

Reset a layout

If you have customized layouts for individual courses, you can revert a layout to the original layout set by the organization.

1. On the navbar, click **Locations**.
2. On the course level **Locations** page, click the layout that you want to reset.
3. From the **More Actions** button, click **Reset Layout**.

Add a location to calendar events

The Locations tool integrates with Calendar, enabling you to add locations to events you create in the calendar for a specific course or for the organization. Use this functionality to quickly and easily notify students where events are taking place. When a calendar event has an associated location, the location appears in the event information.

Locations must be active to add them to events. If you have the appropriate permissions, you can activate locations when you create events in the Calendar tool by clicking the Manage Locations link.

1. Access the **Calendar** tool.
2. Click **Create Event**.
3. Enter the details of the event.

4. In the **Location** section, do one of the following:

- Select a location from the drop-down list. All active locations are available to associate with the event.
- Select the **Custom** option from the drop-down list. Enter the name of the location for your event in the adjacent field.
- If there are no active locations and a drop-down list is not available, enter the name of the location for your event in the field provided.

Divide your class into sections to manage large classes

Use the Manage Sections tool to divide your class into sections and help manage large enrollments. Sections make it easier to organize assistants, assignments, and grades.

When sections exist for a course, users only see learning materials and users from their own section. If you want users to see all users and content for a course, but be a part of a group for a specific project or activity, use the Groups tool.

What is the difference between Sections and Groups?

When Sections exist for a course, users only see learning materials and users from their own section. If you want users to see all users and content for a course, but be a part of a group for a specific project or activity, use the Groups tool.

Considerations when setting up Sections

Scenario	Use
You know how many users you want in each section	**Sections of #** - Creates an unlimited number of sections with a maximum number of users in each section.
You offer a course that is always available	**Sections of #** - You can begin the course when enough users enroll to fill a section.
You don't know how many users are going to enroll in advance	**Sections of #** - Ensures each section is of a manageable size.
You know how many sections in total you will create	**# of Sections** - Creates a specified number of sections with an unlimited number of users in each section.
You know how many assistants you have to	**# of Sections** - Creates a specified number of sections.

assist with grading and tutorials	
You have specific classroom hours available to you	**# of Sections** - Creates a specified number of sections.
You are using a teaching model that divides users into sets of learning levels	**# of Sections** - Creates a specified number of sections.
You don't want to manually add new users to sections	**Auto-enroll new users** - Automatically adds new users to the section with the least users, or to a new section once the maximum size of all existing sections is met. If you choose the **Sections of #** option you might end up with a section that has only one or a few members in it. Click **Enroll Users** to manually change section enrollment and add users to full sections.
You don't want users to be added to sections based on alphabetical order	**Randomize users in sections** - Add users to sections based on a random order.

Create or add more Sections

To create or add more Sections

If your course does not have any Sections yet, the Create Sections button appears on the Manage Sections page. Clicking the Create Sections button allows you to define section properties at the same time as you create them. If you are adding Sections to a course with existing Sections, the Add Section button appears on the Manage Sections page instead. The Add Section button allows you to quickly add more Sections with pre-defined properties. To edit the properties of existing Sections, click the **Edit Overall Section Properties** link.

1. On the navbar, click **Course Admin**.
2. In the **Learner Management** area, click **Sections**.
3. On the **Manage Sections** page, click **Create Sections**.
4. From the drop-down list, select an **Enrollment Type**.
5. Enter information in the **Number of Sections** field or the **Number of Users** field depending on the Enrollment Type chosen.
6. To enroll new users automatically, select **Auto-enroll new users**.
7. To enroll users in sections randomly, select **Randomize users in sections**. If you don't select this check box, users enroll in sections alphabetically.
8. To create section-specific discussion topics inside a forum, select **Set up discussion areas**.
   If you select **Set up Discussion areas** when creating sections, you are automatically

taken to the **Create Restricted Discussion Areas** page. On this page, you can create a separate topic for each section within an existing or new forum, complete with automatically configured restrictions for each section.

9. Click **Create**.

Create a section thread in an existing topic

Instructors can associate existing discussion topics to a new group or section during the group or section creation process. In addition, instructors can associate existing discussion topics to groups or sections not associated with any other discussion topic. Note that users can only associate existing discussion topics that have no existing discussion posts.

Ensure that **Course has sections** is turned on in **Course Offering Information**.

1. Navigate to **Sections**.
2. Click **Create Sections**.
3. From the **Additional Options** drop-down menu, select **Set up discussion area**
4. Select one of the following:
   - **Create a new topic**, for creating a new topic to restrict with this group category.
   - **Attach to existing topic**, for creating a group-restricted thread in an existing topic. This is only available for empty topics without previous group restrictions or posts.
5. Click **Create**.

Edit properties of all existing Sections

1. On the navbar, click **Course Admin**.
2. In the **Learner Management** area, click **Sections**.
3. Click the **Edit Overall Section Properties** link.
4. Make your edits.
5. Click **Save.**

What happens when you delete Sections?

Deleting a section unenrolls users from the section, but not the classlist. You must manually add those users to remaining Sections.

Section-specific discussion topics remain available for reference if a section is deleted. Use the Discussions tool to delete unnecessary forums and topics.

Enroll students in Sections

To enroll students in sections

The enrollment options you chose while creating Sections determine how users enroll into Sections. When you are enrolling users you can manually change which section users are

enrolled in, search for users without a section enrollment, or manually enroll users into a section that has exceeded the enrollment limit.

1. On the **Manage Sections** page, click **Enroll Users**.
2. From the **Display** drop-down list, select a section.
3. To find a specific user or do a blank search to view all users, use the **Search For** field. To find users that still need a section, select the **Not Enrolled** check box.
4. Modify users' section assignments as needed.
5. Click **Save**.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore. www.D2L.com

Contact Us	
Phone:	1.519.772.0325 (Worldwide)
Toll Free:	1.888.772.0325 (North America)
	0.808.234.4235 (United Kingdom and Europe)
	0.800.452.069 (New Zealand)
	1.800.656.210 (Australia)
	0.800.891.4507 (Brazil)
Fax:	1.519.772.0324
Email:	info@brightspace.com
Twitter:	@Brightspace
Web:	www.D2L.com