

How to Create Group Discussions in Brightspace - Manual Enrolment

Create Groups

Instructional video showing how to complete the following steps: [Link](#)

- Step One:** Navigate to Course Tools > Groups.
- Step Two:** Under Manage Groups, select New Category.

Manage Groups

New Category

View Categories
Course Journal

Course Journal (2) ▾
Test

Email Delete

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	StudentCTLI Test Account	1
<input type="checkbox"/>	StudentUS Test-Account	1

- Step Three:** Enter Category Name and select Enrolment Type from the drop-down menu. If you already know who is in which group, select # of Groups - No Auto Enrolments and enter the number of groups. See other types of group enrolment types here: [Link](#)

New Category

Category Information

Category Name *
Group Project - Weekly Summaries

Description
Paragraph | B I U | A | | | | |

Enrolment Type
of Groups - No Auto Enrolments

Number of Groups
5

Restrict Enrollments To *
No restrictions

- Step Four:** Type in a group prefix (how groups will be titled). Click Set up discussion areas and choose an existing forum or create a new one. Create a new topic and click Save.

Group Prefix
Weekly Summary - Group #

Advanced Properties
Hide Advanced Properties

Groups Options
 Make category and group descriptions visible to group members

Additional Options
Collapse additional options

Create workspace
 Set up discussion areas

Forum
Communications [New Forum]

- Step Five:** An information window will pop up showing groups are being created in the background. Click OK

Information: Group Creation

Your groups are currently being created in the background. This may take a few minutes. You will receive a notification when this is complete.

OK

Create a Topic

- Step One:** Click Create one topic with threads separated by group > Create > Next. Click Done.

Create Restricted Topics

Category Name

Group Project - Weekly Summaries

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

Title

Group Project - Weekly Summaries Group Discussion

- Step Two:** Manage Groups will open, click the drop-down menu next to the group name and select Enrol Users. Enrol students in chosen groups. Click Save.

Manage Groups

New Category

View Categories

Group Project - Weekly Summaries (5)

Group Project - Weekly Summaries (5)

Groups	Members	Assignment	Discussions
Weekly Summary - Group # 1	0		Group Project ...
Weekly Summary - Group # 2	0		Group Project ...
Weekly Summary - Group # 3	0		Group Project ...
Weekly Summary - Group # 4	0		Group Project ...
Weekly Summary - Group # 5	0		Group Project ...

Last Name, First Name, Username, Org Defined ID	Weekly Summary - Group # 1 Users: 1	Weekly Summary - Group # 2 Users: 1	Weekly Summary - Group # 3 Users: 0	Weekly Summary - Group # 4 Users: 0
Test Account, StudentCTLI, StudentCTLI, StudentCTLI @b	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Account, StudentUS, StudentUS, StudentUS @b	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Step Three:** You will see how many members are enrolled in each group.

Group Project - Weekly Summaries (5)

Groups	Members	Assignment	Discussion
Weekly Summary - Group # 1	1		Group Project ...
Weekly Summary - Group # 2	1		Group Project ...
Weekly Summary - Group # 3	0		Group Project ...

- Step Four:** Only students assigned to specific groups can see the thread they're assigned to.

Group Project - Weekly Summaries Group Discussion

Group/section restrictions.

Subscribe

Posting to Weekly Summary - Group # 1

Test Thread - CTLI Student

Paragraph B I U L A Paragraph List Link Image Table Summation Print Lato (Recom... 19px

Only students assigned to specific groups can see the thread they're assigned to.

13 Words

Group Project - Weekly Summaries Group Discussion

Group/section restrictions.

Subscribe

Posting to Weekly Summary - Group # 2

Test Thread - US student

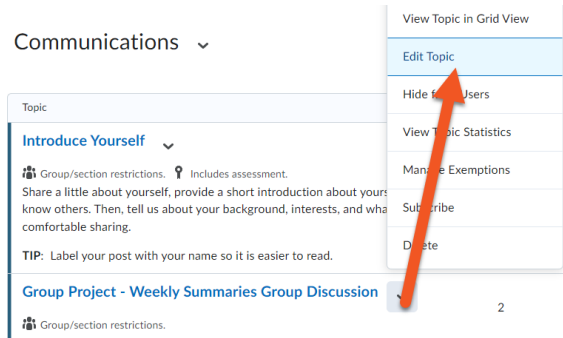
Paragraph B I U L A Paragraph List Link Image Table Summation Print Lato (Recom... 19px

Only students assigned to specific groups can see the thread they're assigned to.

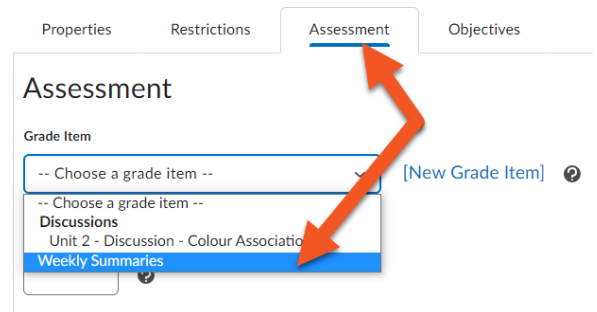
How to Create Group Discussions in Brightspace - Manual Enrolment

Adding Assessment

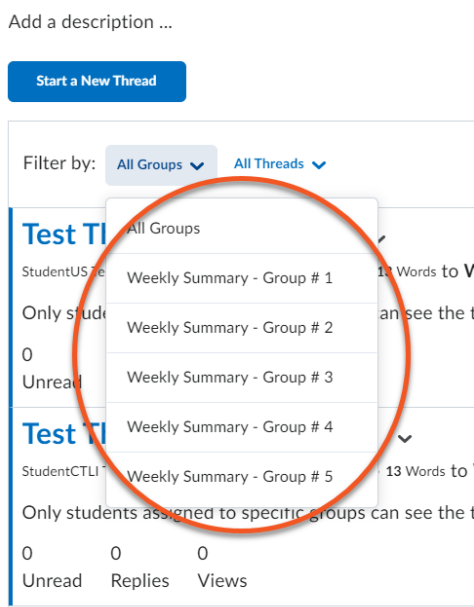
1. Step One: Navigate to Discussions, click on the drop-down menu beside the discussion topic you want to add an assessment to.



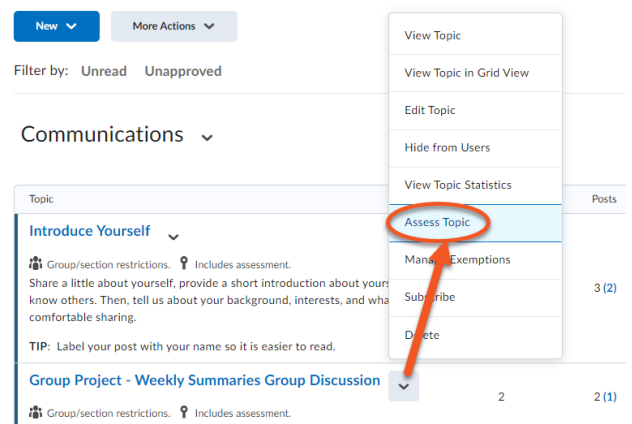
2. Step Two: Select the Assessment tab. Click on the drop-down menu under Grade Item and select the existing grade item you'd like to link with the discussion (or create a New Grade Item if one doesn't already exist). Add points to the Score Out Of box and click Save and Close.



3. Step Three: To view discussion posts, click on the discussion topic from within the Discussions tool. You can filter which group posts you want to view by clicking on the drop-down menu beside All Groups.



4. Step Four: To assess posts, click on the drop-down menu beside the topic and select Assess Topic. Click on Topic Score under the student's name and add your grade/feedback. If you'd like to wait until you've finished grading all students before publishing feedback, chose Save as Draft, otherwise click Publish to release feedback immediately.



Types of Group Enrolment

- # of Groups – No Auto Enrolments:** Choose this if you know the # of groups you'd like, but you want to manually enrol your students.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

- Groups of #:** Choose this if you know the # of students you'd like in each group, and you'd like Brightspace to auto enrol them.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

- # of Groups:** Choose this type if you know the # of groups you'd like, and you'd like Brightspace to auto enrol them.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

- Groups of # - Self Enrolment:** Choose this if you know the number of students you'd like in each group, and you'd like students to select their own groups.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

- # of Groups - Self Enrolment:** Choose this if you know the # of groups you'd like, and you'd like students to select their own groups.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

- # of Groups - Self Enrolment:** Choose this if you know the # of groups you'd like with the maximum number of students in each group, and you'd like students to select their own groups.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups

- Single user, member-specific groups:** Choose this if you'd like to create groups of one. This enrolment type is often used when creating journaling assignments where student privacy is important.

Enrolment Type

of Groups - No Auto Enrolments

of Groups - No Auto Enrolments

Groups of #

of Groups

Groups of # - Self Enrolment

of Groups - Self Enrolment

of Groups, Capacity of # - Self Enrolment

Single user, member-specific groups