How to Create Group Discussions in Brightspace – Manual Enrolment

Create Groups

Instructional video showing how to complete the following steps: Link

1. **Step One:** Navigate to Course Tools > Groups.

2. **Step Two:** Under Manage Groups, select New Category.

Manage Groups

New Category

View Categories

Course Journal

Course Journal (2)

Test

✉ Email   🗑 Delete

	Groups	Members
☐	StudentCTLI Test Account	1
☐	StudentUS Test-Account	1

3. **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

Enrolment Type

# of Groups - No Auto Enrolments

Number of Groups

5

Restrict Enrollments To *

No restrictions

4. **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] ❓

Communications
Module Discussions

5. **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

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

2. **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.

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

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

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.
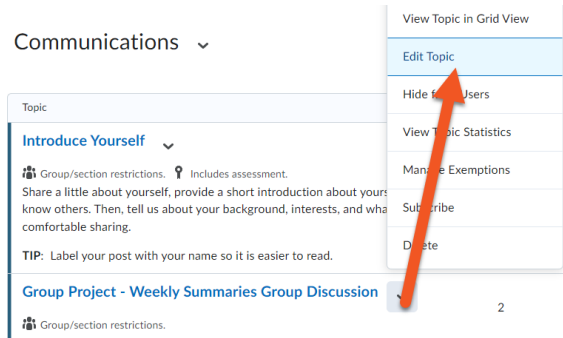
2. Step Two: Select the Assessment tab. Click on the drop-down menu under Grade Item and select the existing grade item you'd like to link with the discussion (or create a New Grade Item if one doesn't already exist). Add points to the Score Out Of box and click Save and Close.
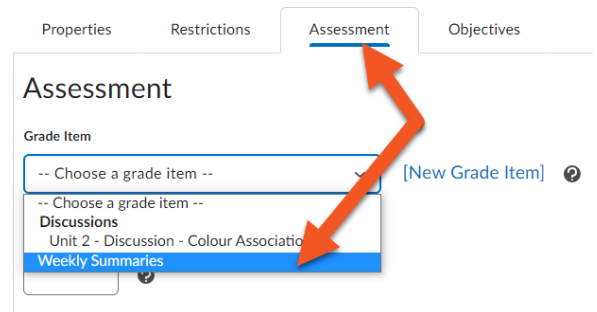
3. Step Three: To view discussion posts, click on the discussion topic from within the Discussions tool. You can filter which group posts you want to view by clicking on the drop-down menu beside All Groups.
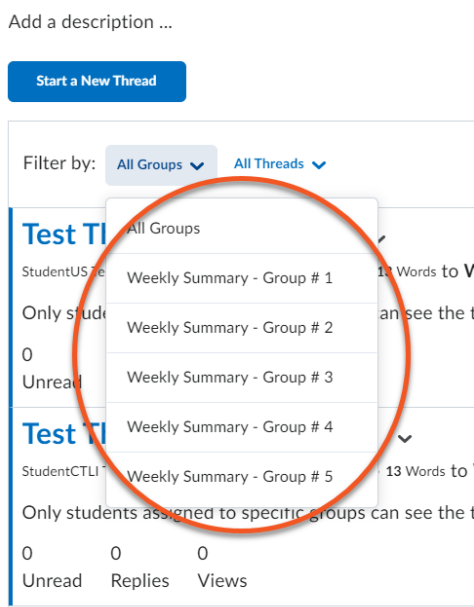
4. Step Four: To assess posts, click on the drop-down menu beside the topic and select Assess Topic. Click on Topic Score under the student's name and add your grade/feedback. If you'd like to wait until you've finished grading all students before publishing feedback, chose Save as Draft, otherwise click Publish to release feedback immediately.
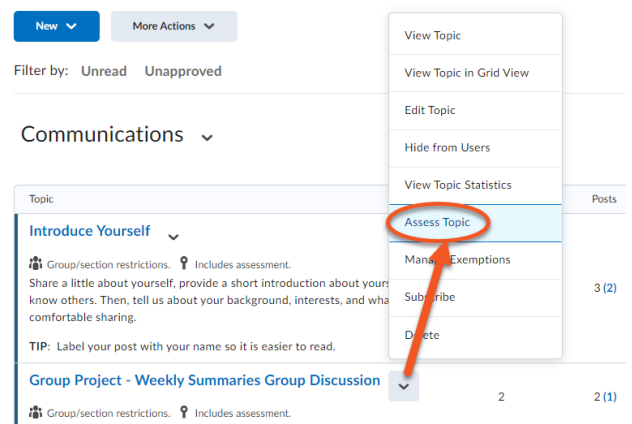
Types of Group Enrolment

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

2. **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.

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

4. **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.

5. **# 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.

6. **# 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.

7. **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.