

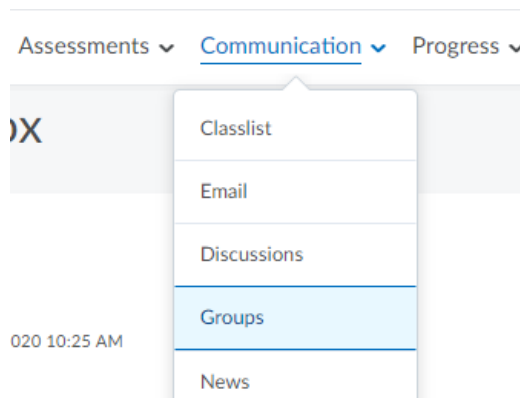
Building Groups with New Discussions

Why Do I Need This Workflow?

The Groups tool is a great way to support peer-to-peer collaboration and engage learners in your course. Instructors or course facilitators can build groups anytime they are required in a course. In this workflow, we create a group category and add new discussion workspaces.

How: Workflow Steps

1. Select **Communication** in the navbar.
2. Select **Groups**.



3. On the **Manage Groups** page, select **New Category**.

Manage Groups

New Category

Categories

4. Enter a **Category Name** (e.g., Project Groups) and **Description**.

Category Information

Category Name *

Description

Rich text editor toolbar with options: Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Font Family, Font Size, Background Color, and a menu icon. The editor area is empty.

5. Select **# of Groups** as the **Enrollment Type** from the drop-down list (or whichever type you prefer).

Enrollment Type

Drop-down menu showing enrollment types:

- # of Groups
- # of Groups - No Auto Enrollments
- Groups of #
- # of Groups**
- Groups of # - Self Enrollment
- # of Groups - Self Enrollment
- # of Groups, Capacity of # - Self Enrollment
- Single user, member-specific groups

6. In the **Number of Groups** field, type however many you want.


Number of Groups *

7. Select **Set up discussion areas** under **Additional Options**.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas 

8. Select the **New Forum** link. In the **New Forum** window that opens:

Forum *

Discussion Forum ▾ **(New Forum)** ?







- a. Give the forum a **Title** (e.g., “Project Group Discussions”) and
- b. Select **Save**.







New Forum ×

New Forum Details

Title *

Description

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Save Cancel //

9. Select the **Create New Topic** option.

Create new topic

Create a new topic to restrict with this group category.

10. Select **Save**.

Save Cancel

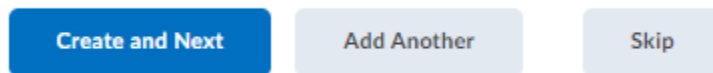
11. Choose either **Create one topic per group** or **Create one topic with threads separated by group**. Tip: **Create one topic with threads separated by group** will be more efficient for managing multiple groups.

Category Name

Test

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

12. Select **Create and Next**.



13. Select **Done**. You will see an overview of what you have created.



Check for Success: Return to the Manage Groups page. You should see the category and groups you just created. Under the Discussions heading, you should see links to the group discussions you created.

