



Building Groups with New Discussions

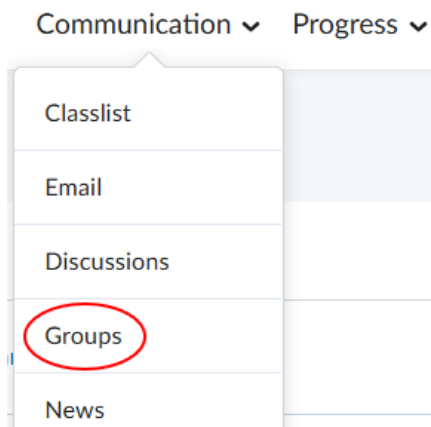
Why Do I Need This Workflow?

The Groups tool supports peer collaboration and engagement in your course. Instructors or facilitators can create groups at any time. This workflow guides you through creating a group category and adding discussion workspaces.

Workflow Steps:

Step one:

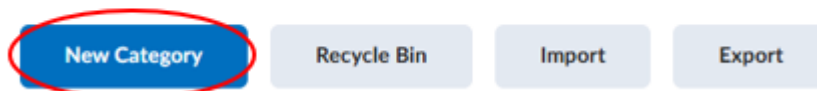
Select **Communication** in the navbar, then select **Groups**.



Step two:

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

Manage Groups



Step three:

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

Category Information

Category Name *

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Description

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Step four:

Select **# of Groups** as the **Enrollment Type** from the drop-down list (or whichever type you prefer). In the **Number of Groups** field, type however many you want.

Enrollment Type

of Groups - No Auto Enrollments ▼ ←

Number of Groups *

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Step five:

Under **Advanced Properties**, apply a **Group Prefix** if needed, and select the option to make the group visible to members.

Group Prefix

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Advanced Properties

▼ [Hide Advanced Properties](#)

Groups Options

Make category and group descriptions visible to group members


Step six:

Select **Set up discussion areas** under Additional Options. In the **Forum** drop-down menu, select the correct **Forum** and then check either **Create new topic** or **Attach to existing topic**. If you select Attach to existing topic, click the drop-down menu, and then select the correct topic.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas 

Forum *


Chapter 1 Quiz 1 ▾ [New Forum] 

- Create new topic
Create a new topic to restrict with this group category.
- Attach to existing topic
Create a group-restricted thread in an existing topic. Th

Attach to existing topic

Create a group-restricted thread in an existing topic.

Attach to Topic *

Chapter 1 Quiz 1 ▾ 

Step seven:

If a new forum needs to be created, select **New Forum**, add a **Title** and **Description** and select **Save**.


Forum *

Chapter 1 Quiz 1 ▾ **[New Forum]** 



New Forum


New Forum Details

Title *

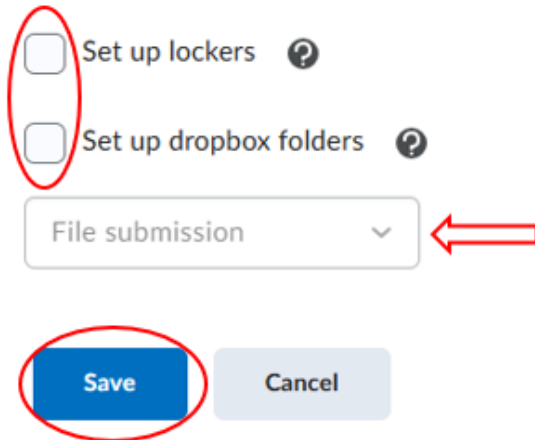
Description

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Step eight:

Next, check **Set up lockers**, if necessary. Check the box for **Set up dropbox folders**, then select the correct file type in the drop-down menu. When you are finished, select **Save**.



The screenshot shows a settings form with the following elements:

- Two checkboxes: "Set up lockers" and "Set up dropbox folders". Both checkboxes are circled in red.
- A drop-down menu labeled "File submission" with a downward arrow. A red arrow points to the drop-down arrow.
- Two buttons: "Save" (blue) and "Cancel" (light gray). The "Save" button is circled in red.

Check for Success:

Return to the Manage Groups page. You should see the category and groups you just created. Under the discussion heading, you should see links to the group discussions you created.