

Group Creation and Management

Groups can be created and used for restricted access, group assignment submissions, and a group file sharing locker (with limited file size). For group discussions and assignments, it is recommended that you create the Groups first. Users can be enrolled at a later time.

Please note: 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.

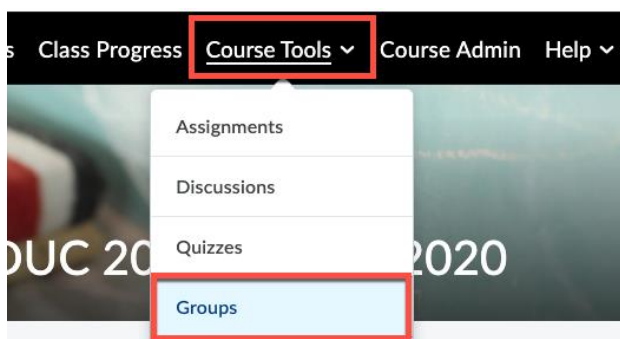
Objectives

By following the guide, you will be able to:

- Part 1: Create a Group Category
- Part 2: Add a Group to an Existing Group Category
- Part 3: Enroll Users into Groups
- Part 4: Delete Groups and Group Categories [CAUTION!]

Part 1: Create a Group Category and the Groups

1. Login to Brightspace, and go to your course.
2. In the course navigation bar, choose **Course Tools >> Groups**.



3. On the **Manage Groups** page, click the **New Category** button.
4. Add a **Category Name**.
5. [Optional] Add a **Description** for the group category. [Group description by default is not displayed to students. Descriptions are especially useful if you have multiple type of groups in the course.]

6. Choose the **Enrollment Type**, and fill in the required fields. Please refer to the [Group Enrollment Type article](#) to see which type meets your needs.

The example below shows enrollment type: **# of Groups – No Auto Enrollments**.
(See Part 3 to enroll users to groups.)

The screenshot shows a form titled 'Enrollment Type'. The first dropdown menu is set to '# of Groups - No Auto Enrollments'. Below it, the 'Number of Groups *' is set to '4'. The 'Group Prefix' is set to 'Unit Discussion Group'. A red box highlights the resulting group names: '4 groups will be created', 'Unit Discussion Group 1', 'Unit Discussion Group 2', 'Unit Discussion Group 3', and 'Unit Discussion Group 4'. Red arrows point from the dropdown, the number of groups, and the group prefix to the highlighted box.

This example shows enrollment type: **# of Groups – No Auto Enrollments**.

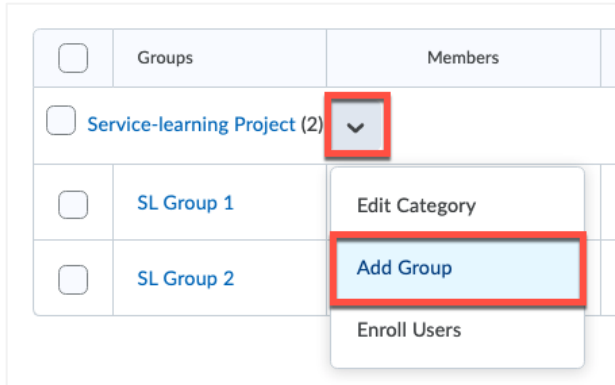
7. [Optional] If applicable, you can make the category name and group description visible to users.
 - a. Expand the “Advanced Properties” menu.
 - b. Check the box to **Make category and group descriptions visible to group members**.
8. Expand the **Additional Options** menu, if needed.
 - a. Set up discussion areas [Not Recommended workflow]
 - b. Set up lockers [i.e., file sharing place for group]
 - c. Set up assignments [Not Recommended workflow]
9. Click the **Save** button at the bottom.

Note: If you have chosen automatic enrollment (for **Group of #** type or **# of Groups** type), students in your course will be automatically added to your group based on your settings.

Part 2: Add a Group to an Existing Group Category

1. On the **Manage Groups** page, click the drop-down list under **Categories>>View Categories**.
2. Select the category you want to add a group to. [If you only have one group category, it will be displayed by default.]

- From the context menu of the category, click **Add Group**.

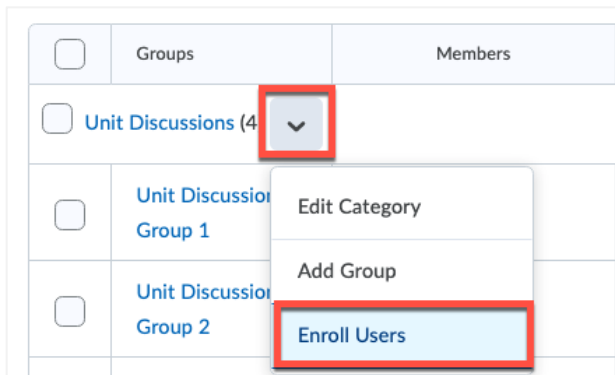


- In the **Add Group** pop-up window, review the new group name. Edit the group name or description if needed.
- Click **Save**.

Part 3: Enroll Users into Groups

This part is for manual group enrollment. You can also use the steps below to quickly make adjustments to group enrollments.

- On the **Manage Groups** page, click the drop-down list under **Categories>>View Categories**.
- Select the category to which you want to enroll users.
- From the context menu of the category, click **Enroll Users**.



- Use the checkbox to enroll each user to a group.

Last Name ▲, First Name, Username, Org Defined ID	Unit Discussion Group 1 Users: 4	Unit Discussion Group 2 Users: 4	Unit Discussion Group 3 Users: 3	Unit Discussion Group 4 Users: 0
Bishop, Larry, jiax_student8, jiax_student8	☒	☐	☐	☐
Carver, Betty, jiax_student5, jiax_student5	☐	☒	☐	☐
Davis, Eddie, jiax_student1, jiax_student1	☒	☐	☐	☐
Doyle, Jack, jiax_student6, jiax_student6	☐	☒	☐	☐
Duke, Sam, jiax_student2, jiax_student2	☐	☐	☒	☐
Evans, Susan, jiax_student7, jiax_student7	☐	☐	☒	☐
Evans, Susan, jiax_student7, jiax_student7	☐	☒	☐	☐

- Click **Save**.

Part 4: Delete Groups and Group Categories [CAUTION!]

Please note, we do **NOT** recommend that you delete Groups or Group Categories. If a group is linked to a discussion or an assignment, deleting the group will delete the linked discussion and group assignment. Deleted discussion topic can be restored for reference. But deleted group assignments can NOT be restored.

Please read the article ([What happens when you delete a group or group category?](#)) before you delete any group or group categories. If you are not sure whether you can delete a group or group category, please **do NOT delete**, and [submit a helpdesk ticket](#) to get help from a consultant.

1. On the **Manage Groups** page, click the drop-down list under **Categories**.
2. Select the category to which you want to make change.
3. Check the box in front of the group you want to delete.

☐	Groups	Members	Assignment	Discussions	Loc
☐	Unit Discussions (4) ▼				
☐	Unit Discussion Group 1	4			
☐	Unit Discussion Group 3	3			
☒	Unit Discussion Group 4	0			

4. Click **Delete** located above the table.
5. **IMPORTANT: Please reconsider if the deletion will cause any trouble.** If you are not sure, please **do NOT delete** and [submit a helpdesk ticket](#) to get help from a consultant.
6. In the Confirmation pop-up window, click **Delete Group/Categories**. [Please note this cannot be undone!]

Confirmation

Are you sure you want to delete the selected groups and categories? This will also delete associated assignments and discussion topics.

Delete Groups/Categories **Cancel**