



**KENNESAW STATE**  
UNIVERSITY  
UNIVERSITY INFORMATION  
TECHNOLOGY SERVICES

# D2L Brightspace – Daylight Experience The Groups Tool

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# University Information Technology Services

## D2L Brightspace – The Daylight Experience The Groups Tool

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## **Introduction**

Groups are a great way for students to collaborate on assignments and projects within their course, share files, and upload projects. Instructors can divide their class into groups, and create workspaces that can only be accessed by the instructor and the students in that group.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Create categories and groups for your students.
- Manage your categories and groups.
- Assign students automatically or manually to groups.
- Have students self-enroll into groups.
- Create either “Discussions” or “Discussion Topics”, Assignments, and/or Lockers for groups.

## Accessing the Groups Tool

The following instructions explain how to access the Groups tool:

1. From inside your course on the *Navigation Bar*, click **Other**.

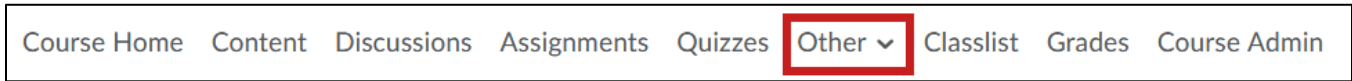


Figure 1 - Other

2. A drop-down list will appear. Click **Groups**.

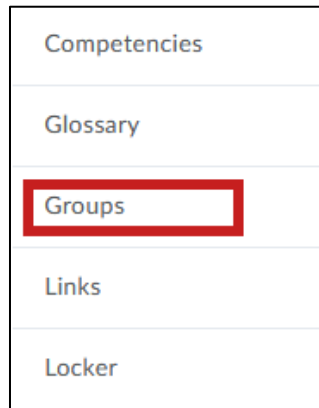


Figure 2 - Select Groups

3. The *Manage Groups* page will appear.

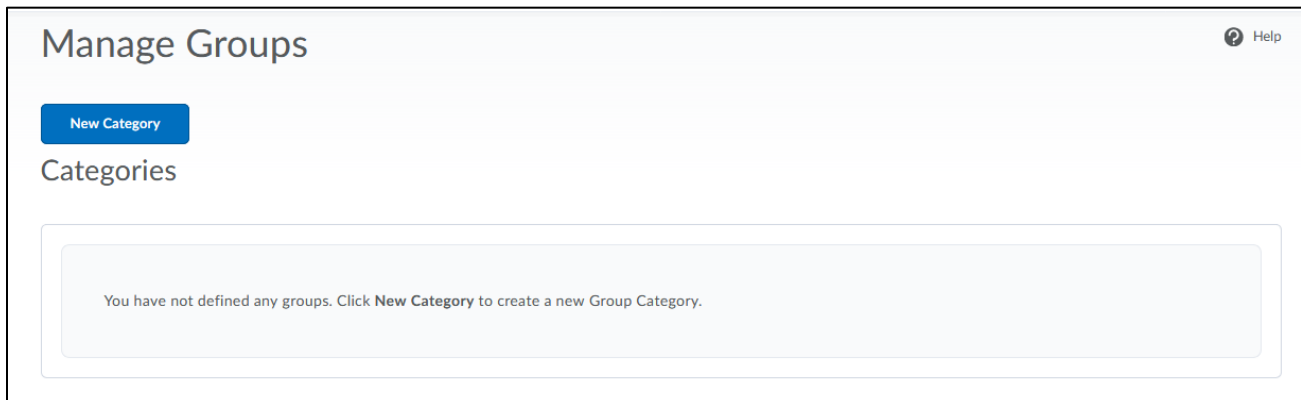


Figure 3 - Manage Groups Page

## Creating a Category

You can create various categories to organize your different groups. For example, this semester you may plan on assigning group work for *Unit 1*, *Unit 2*, *Unit 3*, and a *Marketing Project*. When setting up groups, you have the option to give each group a *Discussion Area*, an *Assignment*, and a *Locker* (See *Creating a Workspace for Groups*).

While creating your category, you will also create your groups, but you **must** create a *category* before you can create a *group*:

**Note:** You will be able to add additional groups after the creation of your category.

The following explains how to create a category:

1. From the *Manage Group* page, click the **New Category** button.

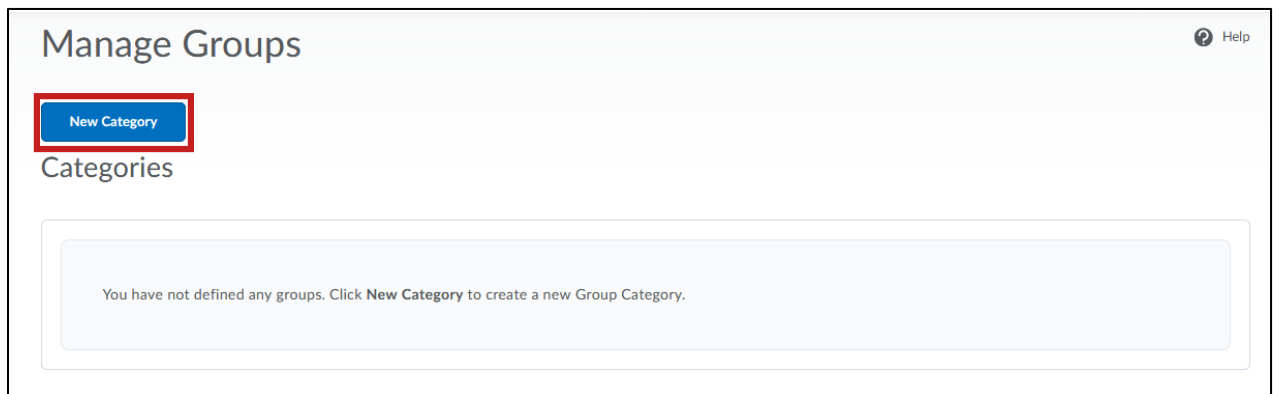


Figure 4 - New Category

2. The New Category page will appear. In the Category Name field, type in the **name** for your category.

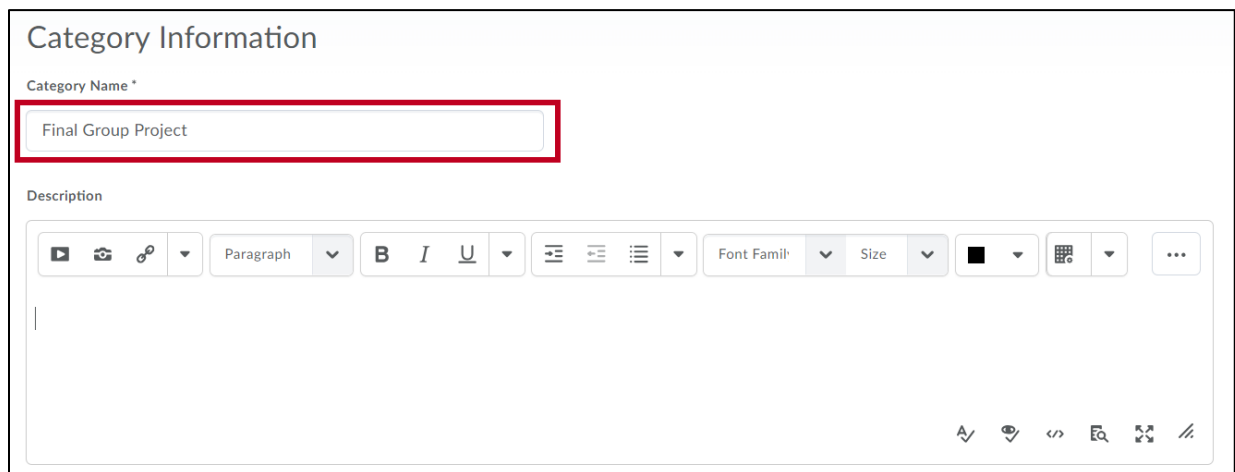
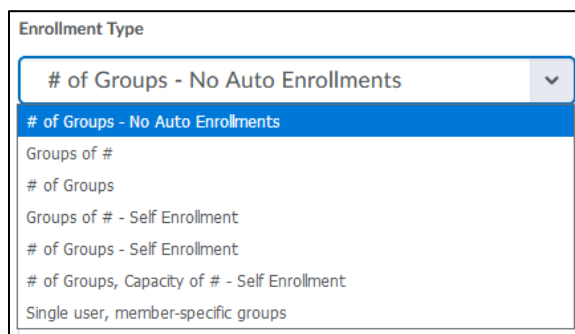


Figure 5 - Category Name

**Note:** The *description* is optional. Students will not be able to see this description.

3. Select the **Enrollment Type**. This booklet will select # of Groups – No Auto Enrollments (See Figure 7 - Enrollment Type Descriptions for more information on enrollment types).



**Figure 6 - Select Enrollment Type**

**Note:** This **cannot** be changed once your category is created.

**Note:** Available options will differ based on *Enrollment Type* selected. All enrollment options are as follows:

<b>Enrollment Type</b>	<b>Description</b>
<b># of Groups – No Auto Enrollments</b> (e.g. 3 groups - students will be enrolled by instructor later)	This will create a specific number of groups. The instructor will enroll the members into the various groups.
<b>Groups of #</b> (e.g. Groups of 3 - three students per group)	This will create groups for a specific number of students. The system will enroll the students into the group. When one group is full, the system will add another group; this process will continue until all students are assigned to a group.
<b># of Groups</b> (e.g. 3 groups - students will be auto-enrolled by the system)	This will create a specific number of groups. The system will enroll the students in the various groups.
<b>Groups of # – Self Enrollment</b> (e.g. Groups of 3 - student enroll themselves with up to three students per group)	This will create groups for a specific number of students. Students will enroll themselves into a group. When one group is full, the system will add another group; this process will continue until all students are assigned to a group.
<b># of Groups – Self Enrollment</b> (e.g. 3 groups - students enroll themselves)	This will create a specific number of groups. Students will enroll themselves into the group of their choice.
<b># of Groups, Capacity of # - Self Enrollment</b> (e.g. 3 groups of 3 – three groups available and up to three students can enroll in each group)	This will create a specified number of groups with a specified number of enrollments per group. Students will enroll themselves into the group of their choice.
<b>Single user, member specific groups</b>	This will create groups with one student from the classlist enrolled in each.

**Figure 7 - Enrollment Type Descriptions**

4. Type the **Number of Groups** to create.

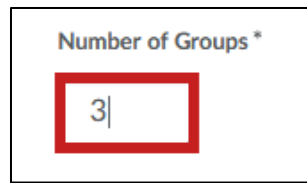
A screenshot of a form field labeled "Number of Groups \*". The field contains the number "3" and is highlighted with a red rectangular border.

Figure 8 - Number of Groups

5. Enter a **Group Prefix**, if desired (e.g., Group Project).

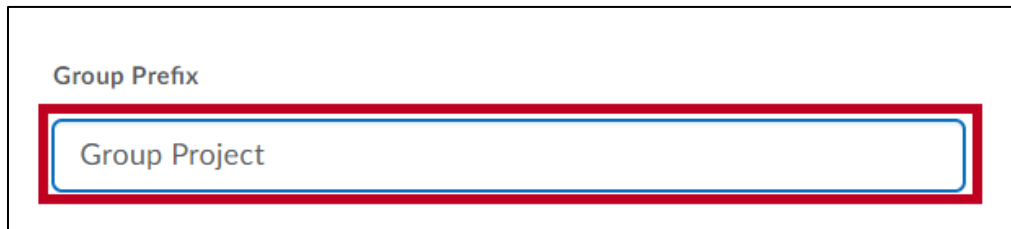
A screenshot of a form field labeled "Group Prefix". The field contains the text "Group Project" and is highlighted with a red rectangular border.

Figure 9 - Group Prefix

6. Under *Additional Options*, click the applicable **checkbox** to create Discussion areas, Lockers, and/or Assignments for each group (See Figure 10).
7. Click the **Save** button (See Figure 10).

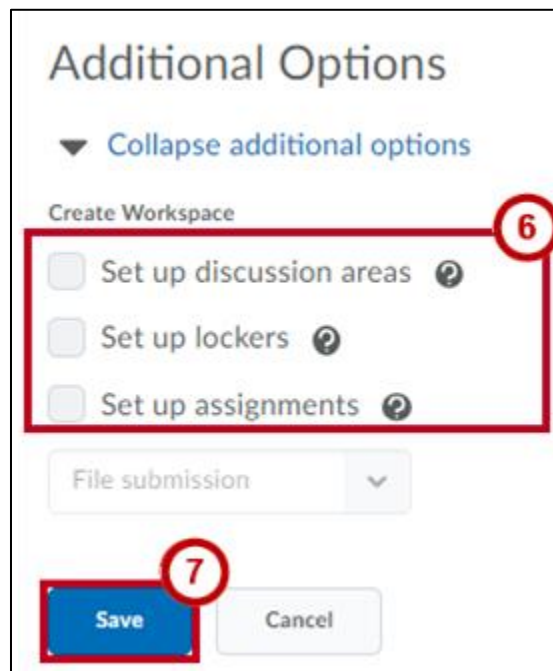
A screenshot of the "Additional Options" section in a user interface. The section is titled "Additional Options" and has a "Collapse additional options" button. Below this, there is a "Create Workspace" section with three checkboxes: "Set up discussion areas", "Set up lockers", and "Set up assignments". A red box highlights these three checkboxes, with a red circle containing the number "6" next to it. Below the checkboxes is a "File submission" dropdown menu. At the bottom, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box, and a red circle containing the number "7" is next to it.

Figure 10 - Create Workspace

**Note:** Upon save, you will be prompted to configure the additional options selected. You may skip and revisit at a later time, if desired.



- If you elect to skip setup, you will be brought back to the *Manage Groups* page, and your new groups will be listed under your category.

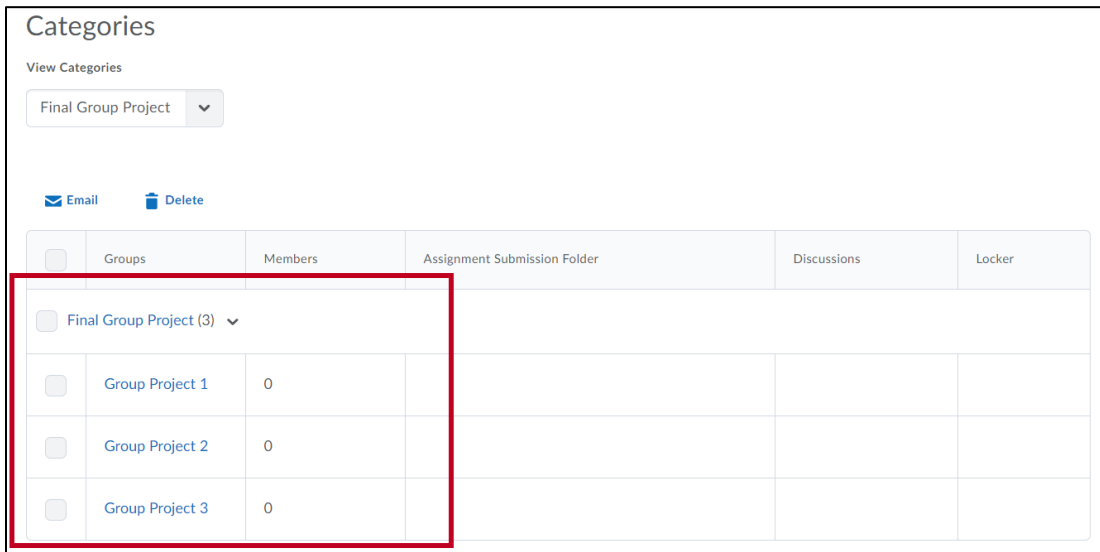


Figure 11 - New Groups Created

**Note:** For more detailed information on creating a workspace, see *Creating a Workspace for Groups*.

## Switching Categories

The following explains how to switch between categories on the *Manage Groups* page:

- From the *Manage Groups* page, click the **drop-down box** under *View Categories* (See Figure 12).
- From the *drop-down box*, click the **category** you wish to switch to (See Figure 12).

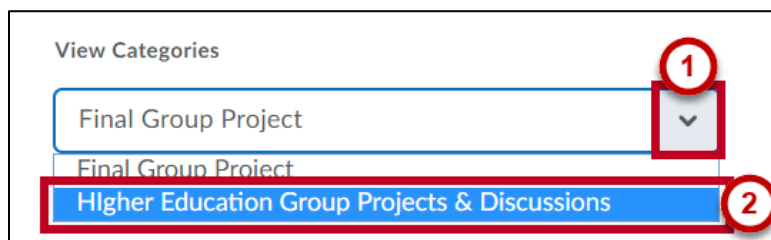


Figure 12 - Select Category

- The *Manage Groups* page will display the selected category and any groups created for it.

## Editing a Category

The following explains how to select and edit a category:

1. From the *Manage Groups* page, click the **category** you wish to edit.

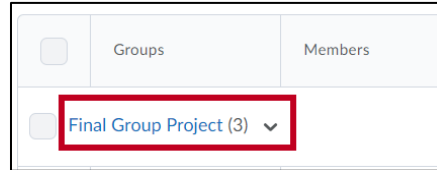


Figure 13 - Editing Categories

2. The *Edit Category* page will appear. You can make several types of edits from here:
  - a. Edit the **category** name (See Figure 14).
  - b. Add a **description** for the category (See Figure 14).
  - c. Create **workspaces** for your groups (See Figure 14).
3. When you are finished with your edits, click **Save** (See Figure 14).

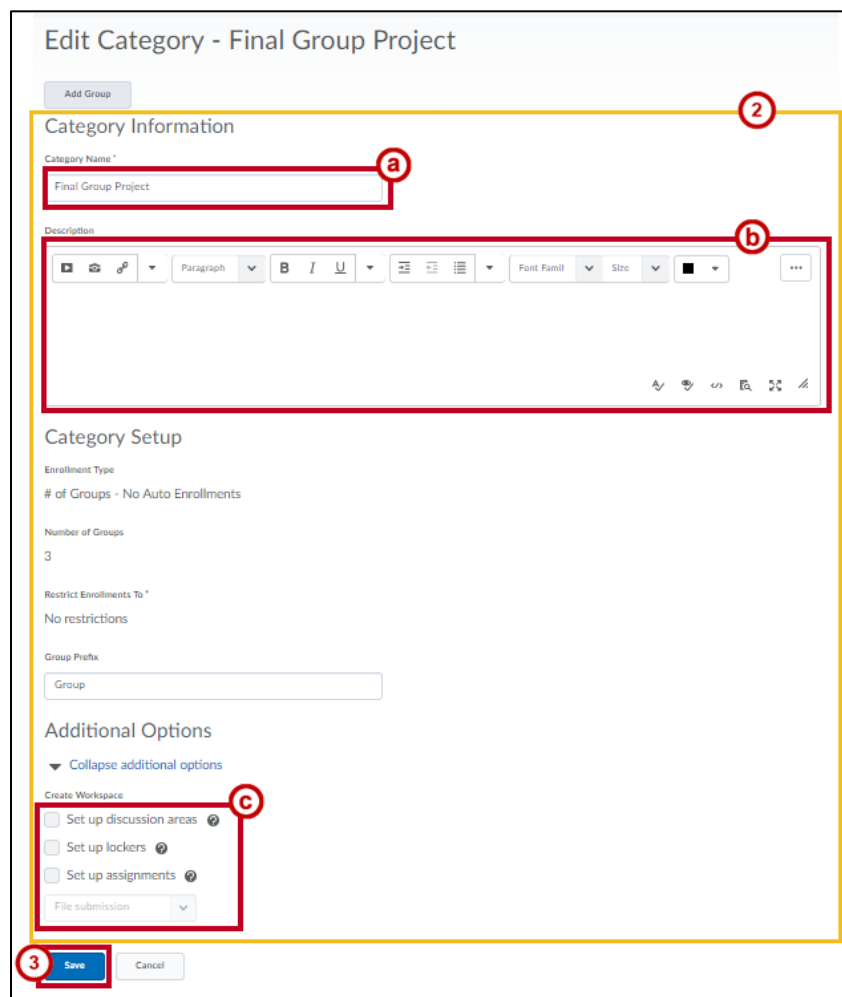
A screenshot of the 'Edit Category - Final Group Project' page. The page is divided into several sections: 'Category Information', 'Category Setup', and 'Additional Options'. In the 'Category Information' section, the 'Category Name' field contains 'Final Group Project' and is highlighted with a red box and a circled 'a'. Below it is a rich text editor for the 'Description', also highlighted with a red box and a circled 'b'. In the 'Additional Options' section, there are three checkboxes: 'Set up discussion areas', 'Set up lockers', and 'Set up assignments', all of which are unchecked. This section is highlighted with a red box and a circled 'c'. At the bottom of the page, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box and a circled '3'. A yellow border surrounds the main content area, and a circled '2' is in the top right corner of this area.

Figure 14 - Editing Groups

## Adding a Group to a Category

If needed, you can add additional *groups* to a category once your *category* has been created (See Creating a Category). The following explains how to add *groups* to an existing category:

1. From *Manage Groups*, click the **drop-down arrow** next to the *category* (See Figure 15).
2. Click **Add Group** (See Figure 15).

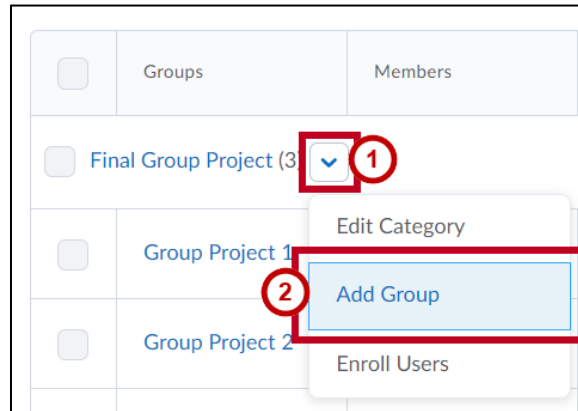


Figure 15 - Adding Groups

3. The *Add Group* window will appear. Enter a name for the group in the **Group Name** field (See Figure 16).
4. Click the **Save** button (See Figure 16).

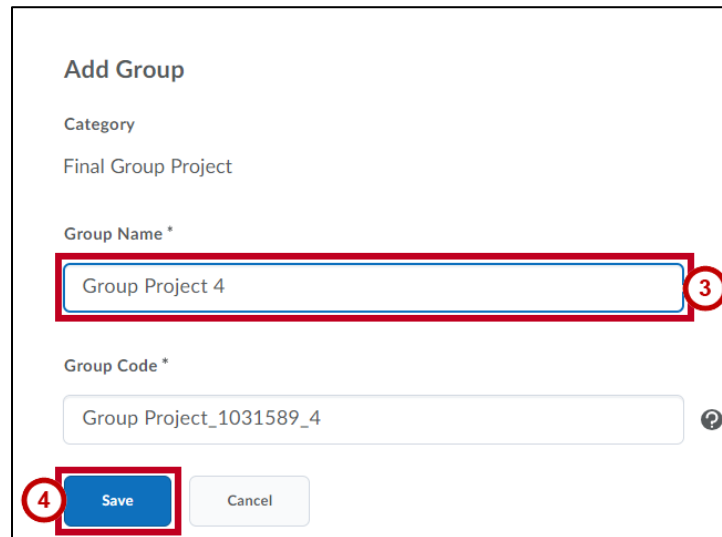
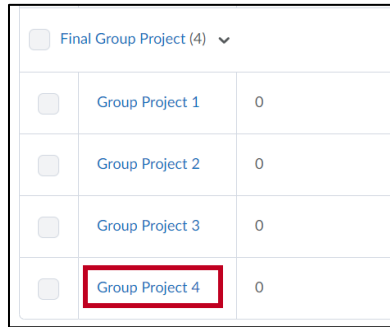
A screenshot of the 'Add Group' dialog box. It shows the 'Category' as 'Final Group Project'. The 'Group Name \*' field contains 'Group Project 4' and is highlighted with a red box and a red circle (3). The 'Group Code \*' field contains 'Group Project\_1031589\_4'. At the bottom, the 'Save' button is highlighted with a red box and a red circle (4), and the 'Cancel' button is visible next to it.

Figure 16 - Naming the Group

- You will be brought back to the *Manage Groups* page, and your new group will be listed under your category.



Final Group Project (4) ▾		
<input type="checkbox"/>	Group Project 1	0
<input type="checkbox"/>	Group Project 2	0
<input type="checkbox"/>	Group Project 3	0
<input type="checkbox"/>	Group Project 4	0

Figure 17 - New Group Added

- To add more groups, repeat steps 1 - 4.

## Editing a Group

The following explains how to edit a group:

- From the *Manage Groups* page, click the **group** you wish to edit.

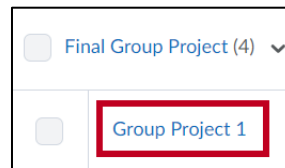
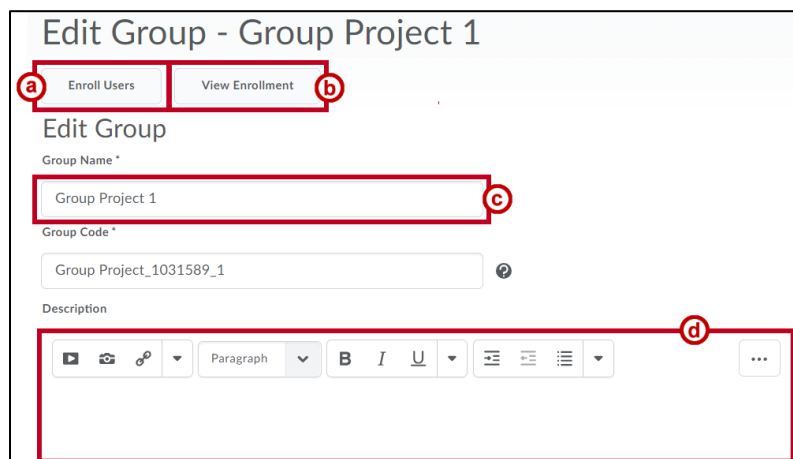


Figure 18 - Edit Group

- The *Edit Group* page will appear. From here, you have several options:
  - Enroll Users:** Click here to enroll additional users into the group (See Figure 19).
  - View Enrollment:** Click here to view the group enrollment (See Figure 19).
  - Change the group name:** Enter an alternate name (See Figure 19).
  - Change or add a description:** Enter a description (See Figure 19).



### Edit Group - Group Project 1

[Enroll Users](#) [View Enrollment](#)

#### Edit Group

Group Name \*

Group Code \*

Description

Paragraph B I U

...

Figure 19 - Edit Group Details

- When finished with your edits, click the **Save** button.



Figure 20 - Save Edits

## Enrolling Users into a Group

There are two methods of enrolling users into existing groups. The following explains how to manually enroll users into an existing group:

### Enrolling Users by Category

- From the *Manage Groups* page, click the **drop-down arrow** next to your *category* (See Figure 21).
- Click **Enroll Users** (See Figure 21).

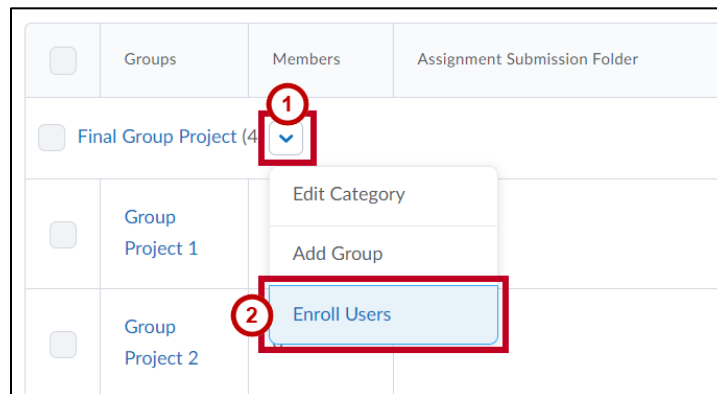


Figure 21 - Enroll Users

- The *Enroll Users - Category* page will appear and display the class roster. Click the **checkbox** next to each student you wish to enroll in the group. A *nametag* icon will appear next to each student who is currently enrolled in the selected group.

Last Name ▲, First Name, Username	Group Project 1 Users: 4	Group Project 2 Users: 4	Group Project 3 Users: 4	Group Project 4 Users: 4
Account, Instruct-60, instruct-60 🏷️	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account, Instruct-61, instruct-61 🏷️	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account, Instruct-62, instruct-62 🏷️	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account, Instruct-63, instruct-63 🏷️	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 22 - Enrolling Users by Category

4. When finished enrolling students, click the **Save** button.



Figure 23 - Save Enrollment

5. The *Manage Groups* page will appear, and the number of members enrolled in your group will update.

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Final Group Project (4) ▾	
<input type="checkbox"/>	Group Project 1	4
<input type="checkbox"/>	Group Project 2	4
<input type="checkbox"/>	Group Project 3	4
<input type="checkbox"/>	Group Project 4	4

Figure 24 - Members Enrolled

### Enrolling Users by Group

1. From the *Manage Groups* page, click the **group** you want to enroll students in.
2. The *Edit Group* page will appear. Click the **Enroll Users** button.

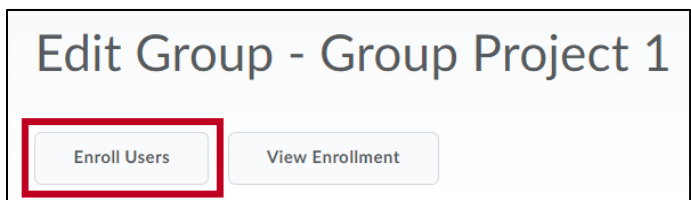


Figure 25 - Enroll Users

3. The *Enroll Users - Group* page will appear and display the class roster.

- Click the **checkbox** next to each student you wish to enroll in the group. A *nametag* icon will appear next to each student who is currently enrolled in the selected group.



Last Name ▲, First Name, Username	Group Project 1 Users: 4
Account, Instruct-60, instruct-60 	<input checked="" type="checkbox"/>
Account, Instruct-61, instruct-61	<input type="checkbox"/>
Account, Instruct-62, instruct-62	<input type="checkbox"/>
Account, Instruct-63, instruct-63	<input type="checkbox"/>
Account, Instruct-64, instruct-64 	<input checked="" type="checkbox"/>
Account, Instruct-65, instruct-65	<input type="checkbox"/>

Figure 26 - Enroll Users by Groups

**Note:** Students can be enrolled in more than one group.

- When finished enrolling students, click the **Save** button.



Figure 27 - Click Save

- The *Manage Groups* page will appear, and the number of members enrolled in your group will update.

<input type="checkbox"/>	Groups	Members	Assignment Submission Folder
<input type="checkbox"/>	Final Group Project (4) ▼		
<input type="checkbox"/>	Group Project 1	4	

Figure 28 - Members Enrolled

## Removing Students from a Group

The following explains how to remove a student from a group:

1. From *Manage Groups*, click the **drop-down arrow** next to your *category* (See Figure 29).
2. Click **Enroll Users** (See Figure 29).

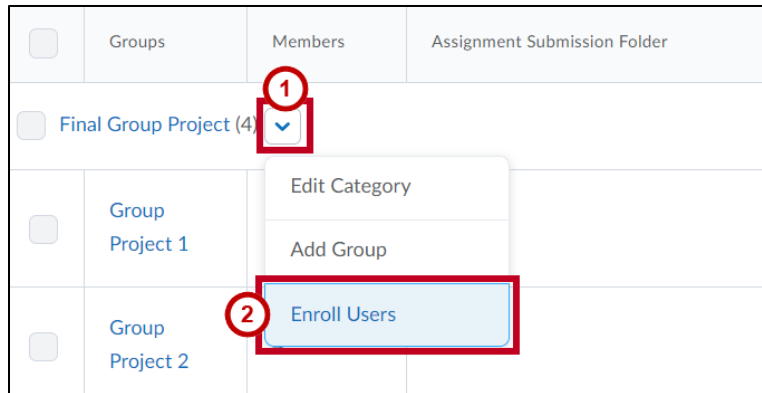


Figure 29 - Enroll Users

3. The *Enroll Users - Category* page will appear and display the class roster.
4. Students who are currently enrolled in the group will have a *nametag* icon next to their name. Deselect the **checkbox** next to the students you wish remove from the group.

Last Name ▲, First Name, Username	Group Project 1 Users: 4	Group Project 2 Users: 3	Group Project 3 Users: 4	Group Project 4 Users: 4
Account, Instruct-60, instruct-60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account, Instruct-61, instruct-61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account, Instruct-62, instruct-62	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 30 - Removing Students

5. When finished removing students, click **Save**.

**Note:** You can also remove students from a group by following the instructions in the *Enrolling Users by Group* section and deselecting the **checkbox** next to their name on the class roster.



## Creating a Self-Enrollment Category

You can create various self-enrollment categories to allow users to enroll into different groups on their own. For example, this semester you may plan on assigning group work for *Unit 1*, *Unit 2*, *Unit 3*, and a *Marketing Project*. When setting up groups, you have the option to give each group a *Discussion Area*, an *Assignment*, and a *Locker* (See *Creating a Workspace for Groups*).

While creating your category, you will also create your groups, but you **must** create a *category* before you can create a *group*. The following explains how to create a self-enrollment category:

**Note:** You will be able to add additional groups after the creation of your category.

1. From the *Manage Groups* page, click the **New Category** button.

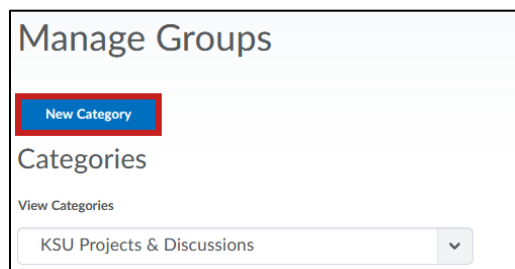


Figure 31 - New Self-Enrollment Category

2. The *New Category* page will appear. In the *Category Name* field, type in the **name for your category**.

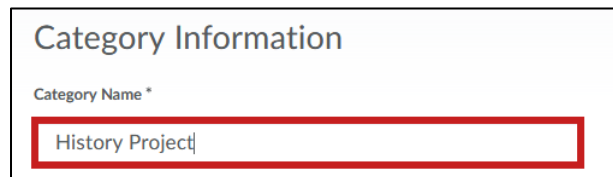


Figure 32 - Category Name

**Note:** The *Description* is optional. Students will not be able to see this description.

3. Select one of the self-enrollments for the **Enrollment Type**.

**Note:** This *cannot* be changed once your category is created.

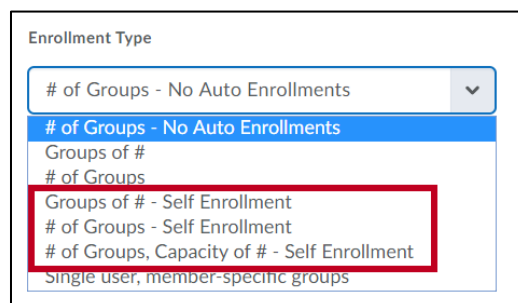


Figure 33 - Select Enrollment Type

4. Enter the **Number Of Users** per group (See Figure 34) and/or **Number of Groups** to create (See Figure 35).



Figure 34 - Number of Users

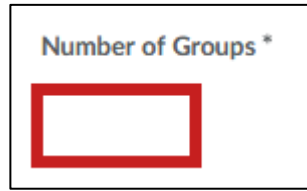


Figure 35 - Number of Groups

5. Click **Show Advanced Properties**.

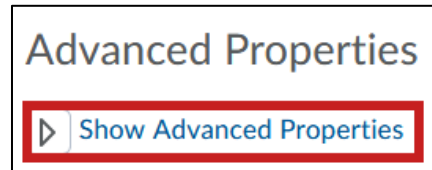


Figure 36 - Show Advanced Properties

6. Click **Set Self Enrollment Expiry Date** if you want to remove the student's ability to join after a set date.

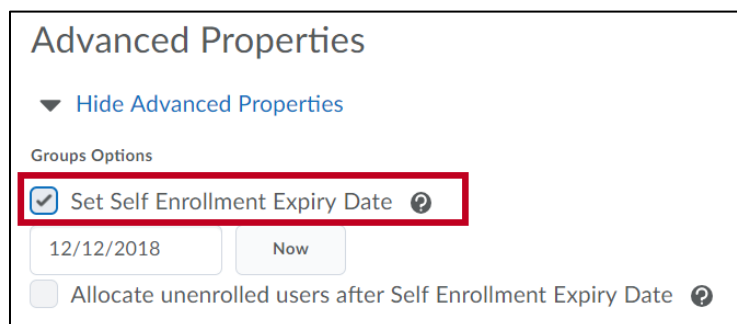


Figure 37 - Set Self Enrollment Expiry Date

**Note:** If students do not self-enroll when the *Set Self Enrollment Expiry Date* hits, you can automatically and randomly assign them in by checking **Allocate unenrolled users after Self Enrollment Expiry Date**.

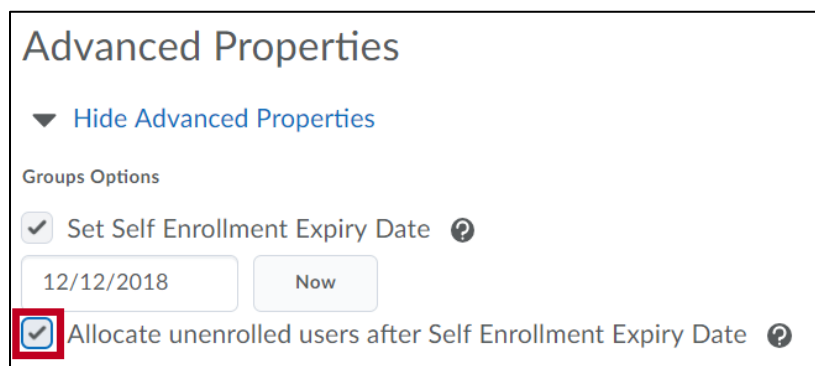


Figure 38 - Allocate unenrolled users after Self Enrollment Expiry Date

7. Click **Expand the additional options**.

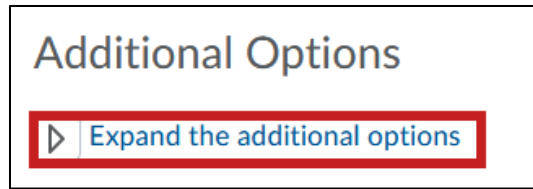


Figure 39 - Expand the Additional Options

8. Click the **checkbox** to create individual *discussion areas*, *lockers*, and/or *assignments* for each group.

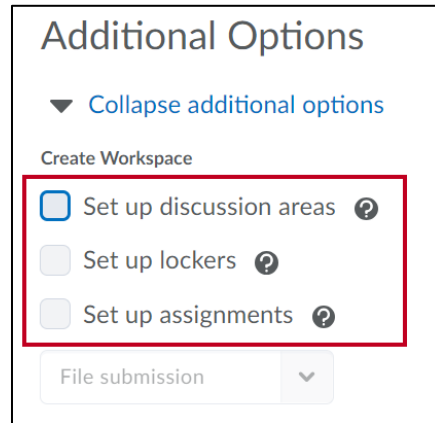


Figure 40 - Create Workspace

**Note:** For more information on creating a workspace, see *Creating a Workspace for Groups*.

9. Click the **Save** button.

10. You will be brought back to the *Manage Groups* page, and your new groups will be listed under your category.

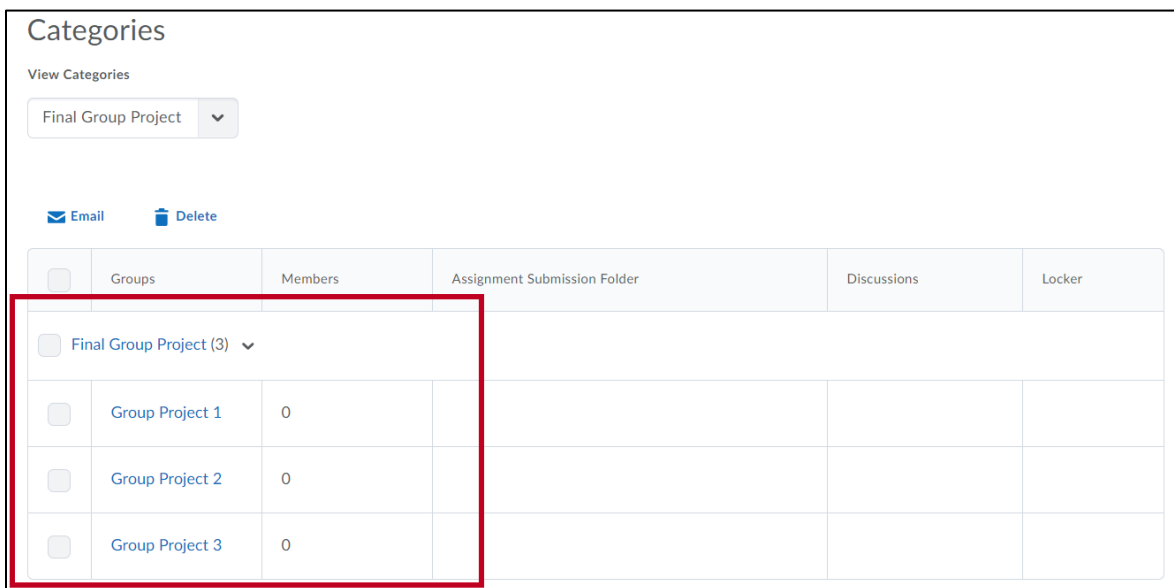


Figure 41 - New Groups Created

## How Students Can Self-Enroll

If a category was set to *Self Enrollment* during creation, students will be able to enroll themselves in a group of their choice. The following instructions explain how a student can self-enroll into a group once it has been created:

1. From inside your course on the Navigation Bar, click **Other**.



Figure 42 - Other

2. A drop-down list will appear. Click **Groups**.

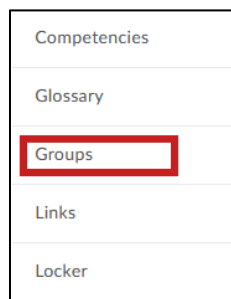


Figure 43 - Select Groups

3. The Groups page will open. Click the **View Available Groups** button.

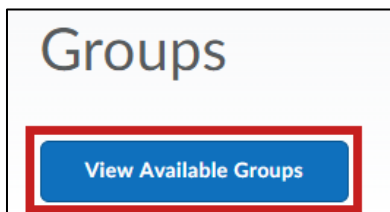


Figure 44 - Student Self-Enroll

4. The Available Group page will appear. Click **Join Group** to enroll.

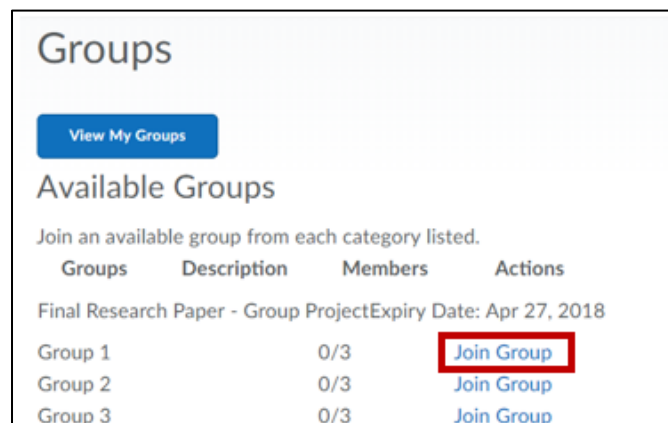


Figure 45 - Choose Group

5. The student is now enrolled in the group.

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Final Research Paper - Group Project						Expiry Date: Apr 27, 2018
Group 1	1/3		Final Research...	Group Files		Leave Group

Figure 46 - Enrolled in the Group

**Note:** Clicking the number in the *Members* column will display a list of who is already enrolled in the group.

## How Students Can Leave a Group

If a category was set to *Self Enrollment* during creation, students will be able to leave a group themselves if they enrolled in a group of their choice. The following instructions explain how a student can leave a group after they enrolled:

1. From inside the course on the *Navigation Bar*, click **Other**.



Figure 47 - Other

2. A drop-down list will appear. Click **Groups**.

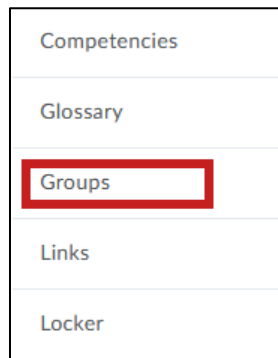


Figure 48 - Select Groups

3. The *Groups* page will open. Click the **Leave Group** button.

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Final Research Paper - Group Project						Expiry Date: Apr 27, 2018
Group 1	1/3		Final Research...	Group Files		Leave Group

Figure 49 - Student Leave Group

4. A *Confirmation* dialog window will display, click the **Yes** button.

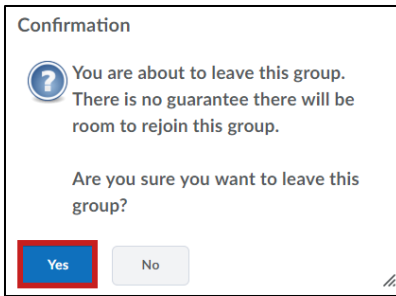


Figure 50 - Confirmation Leave Group

## Deleting a Group or a Category

The following explains how to delete a group or a category:

1. From the *Manage Groups* page, click the **checkbox** next to the group or category you wish to delete (See Figure 51).
2. Click **Delete** (See Figure 51).

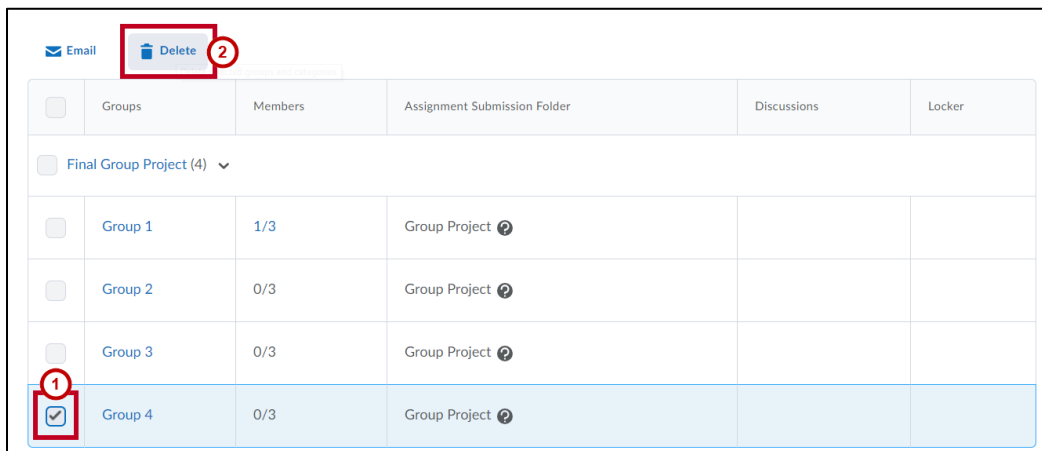


Figure 51 - Delete

3. A *Confirmation* window will appear. Click the **Delete Groups/Categories** button.

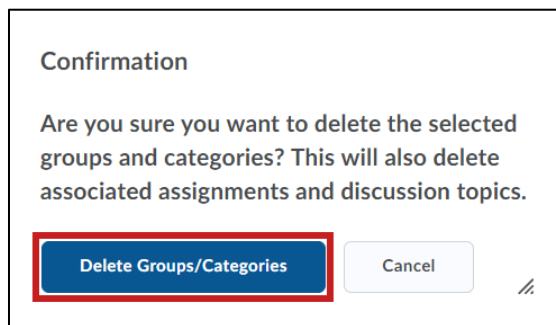


Figure 52 - Confirm Delete

4. You will return to the *Manage Groups* page. Your selection has been deleted.

## Creating a Workspace for Groups

The following sections will explain how to create *Discussions*, *Assignments*, or *Lockers* for your groups that only members within the group can access.

### Creating Discussions for Groups

The *Discussions* tool provides an area for students to post, read, and reply to threads on different topics. By creating discussions for groups, students can collaborate with other members in their group on assignments and homework. Students will only be able to see their group's topic; they cannot view or post to another group's topic. The instructor can view and post to all group topics.

For more information, please refer to the *D2L Brightspace Discussions* guide at <https://uits.kennesaw.edu/cdoc>.

The following explains how to create Discussions for groups:

1. From the *Manage Groups* page, click the **category** you wish to edit.

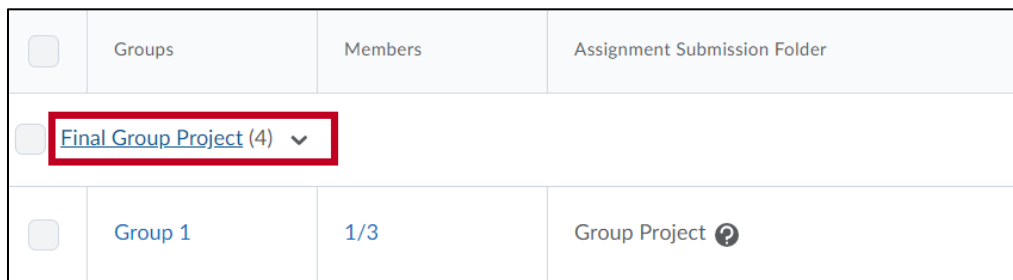


Figure 53 - Edit Category

2. The *Edit Category* page will appear. Click the **Set up discussion areas** box under *Create Workspace*.

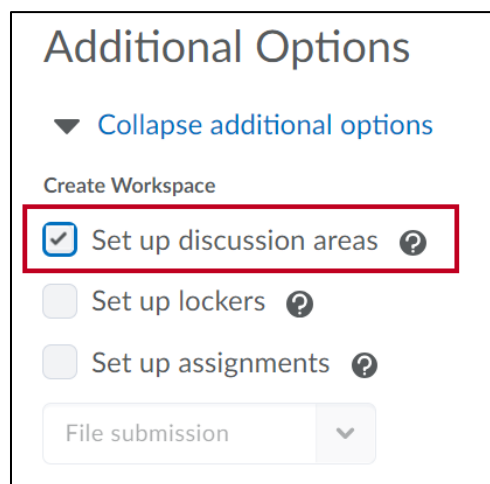
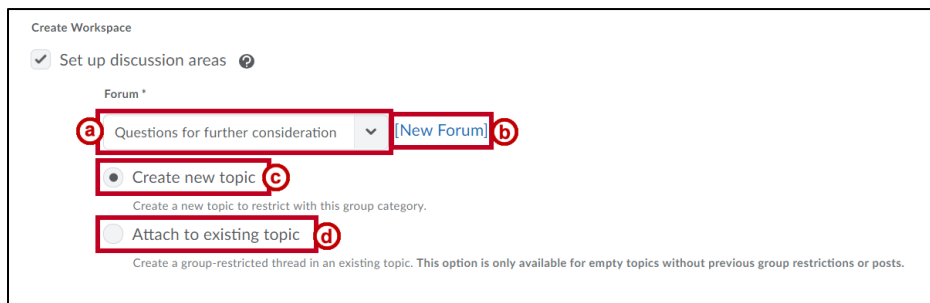


Figure 54 - Set Up Discussion Areas

**Note:** Click **Expand the additional options** under *Additional Options* if you do not see *Create Workspace*.

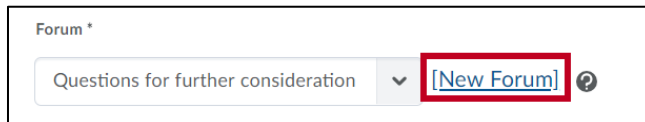
3. Clicking the *Set up discussion areas* checkbox expands to provide options for setting up the discussion area:
  - a. **Forum:** Allows you to select an existing forum from the drop-down menu (See Figure 55).
  - b. **New Forum:** Allows you to create a new forum for the group discussion (See Figure 55).
  - c. **Create new topic:** Select to create a new topic to restrict with this group category (See Figure 55).
  - d. **Attach to existing topic:** Select to create a group-restricted thread in an existing topic (See Figure 55).

**Note:** This option is only available for empty topics with no previous posts or restrictions.



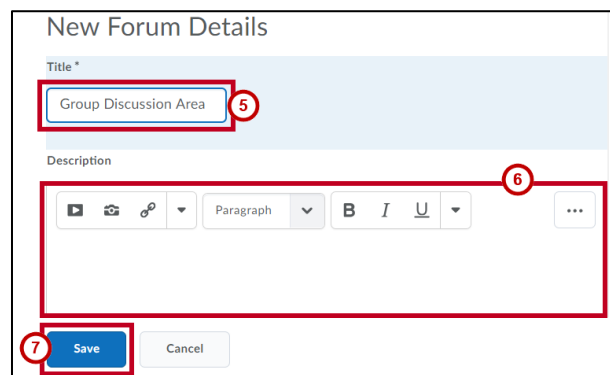
**Figure 55 - Set Up Discussion Areas**

4. For this example, we will create the Group Discussion Area forum. Click **New Forum** (See Figure 56).



**Figure 56 - Click New Forum**

5. In the *Title* field, enter a **name** (e.g., Group Discussion Area) for the forum (See Figure 57).
6. Enter an optional **description**, if desired (See Figure 57).
7. Click **Save** (See Figure 57).



**Figure 57 - Create Group Discussion Area**



8. The Create Restricted Topics page will open. Under Category Name, select from one of the following options (See Figure 58):
  - a. **Create one topic per group:** Each group has a separate, restricted topic for their group members (See Figure 58).
  - b. **Create one topic with threads separated by group:** Groups share one group-restricted thread in a single topic (See Figure 58).
- Note:** This is selected by default. You must select option a if you want one topic per group. Selecting option a removes the *Title* and *Description* fields from view when selected.
9. Enter an alternate **title**, if desired (See Figure 58).
10. Enter an optional **description** (See Figure 58).
11. Click the **Create and Next** button (See Figure 58).

The screenshot shows the 'Create Restricted Topics' form. At the top, the 'Category Name' field contains 'Final Group Project' (callout 8). Below it are two radio button options: 'Create one topic per group (4 topics total)' (callout a) and 'Create one topic with threads separated by group' (callout b), which is selected. The 'Title' field contains 'Final Group Project Group Discussion' (callout 9). The 'Description' field is empty and includes a rich text editor toolbar (callout 10). At the bottom, the 'Create and Next' button is highlighted (callout 11), along with 'Add Another' and 'Skip' buttons.

Figure 58 - Create and Next

**Note:** Within the forum you select, a topic will be created for each group (e.g. 3 groups will mean 3 topics). Students can only see their group’s topic; they cannot view or post to another group’s topic. The instructor can view and post to all group topics.

12. The Workplace Summary page will open and display the number of Discussion forums and topics created. Click the **Done** button.

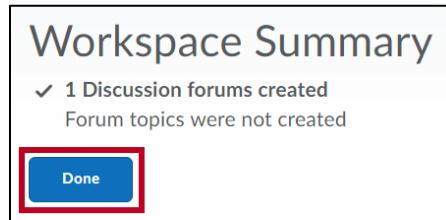


Figure 59 - Workplace Summary

13. You will return to the *Edit Category* page where you may create more workspaces (e.g., setup lockers and/or assignments) or edit existing workspaces.

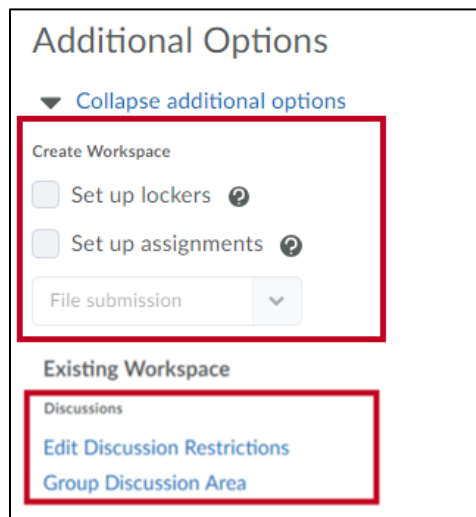


Figure 60 - Additional Options

## Creating an Assignment for Groups

The *Assignments* tool is used for assignments in which your students can submit documents for grading. By creating a group Assignment, only students within the group will have access to their group's Assignment; they cannot access or upload to another group's Assignment. The instructor can access all group Assignments.

For more information, please refer to the *D2L Brightspace - Assignments* guide at <https://uits.kennesaw.edu/cdoc>.

The following explains how to create an Assignment for groups:

1. From the *Manage Groups* page, click the **category** you wish to edit.

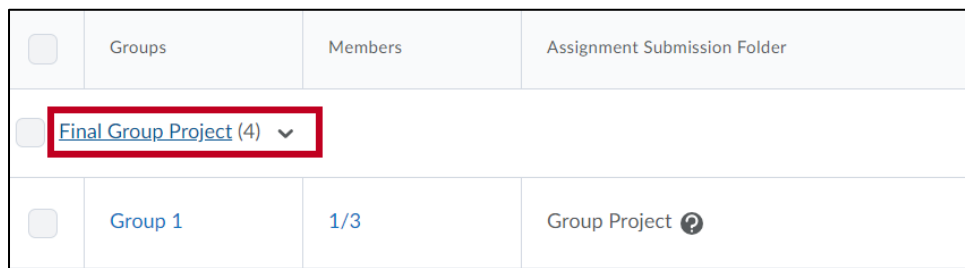


Figure 61 - Edit Category

2. The *Edit Category* page will appear. Click the **Set up assignments** box under *Create Workspace* (See Figure 62).
3. By default, the submission folder is configured to accept file attachments, but you may use the drop-down box to allow and select assignment submission as a *Text submission*, *On paper submission*, or *Observed in person* (See Figure 62).

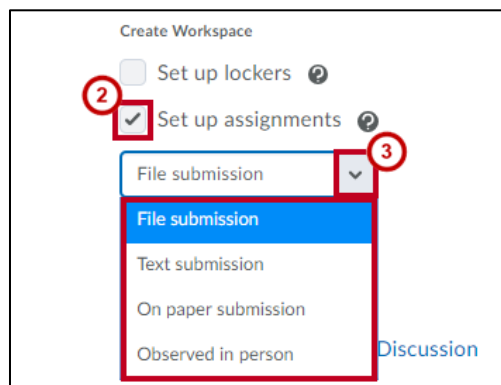


Figure 62 - Set Up an Assignment

**Note:** Click **Expand the additional options** under *Additional Options* if you do not see *Create Workspace*.

4. Click the **Save** button.

5. The *Create Assignments* page will open. Enter a Name for the folder (See Figure 63).
6. If needed, add optional **instructions** for the assignment (See Figure 63).
7. If desired, add **attachments** or **record audio** for the assignment (See Figure 63).

The screenshot shows the 'Create Assignments' interface. At the top, there's a 'Name' field with the text 'Group Assignment' and a red circle with the number '5' around it. Below that is the 'Instructions' section, which includes a rich text editor toolbar with options like Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, and Font Family. The text 'Group submission folder - Final Group Project.' is entered in the editor, with a red circle and the number '6' around the toolbar area. At the bottom, the 'Attachments' section has two buttons: 'Add Attachment' and 'Record Audio', with a red circle and the number '7' around the 'Add Attachment' button.

Figure 63 - Assignment Folder

8. Under *Submission, Completion and Categorization*, select the **number of files allowed per submission** and how many **submissions** are kept.

The screenshot shows the 'Submission, Completion and Categorization' settings page. Under 'Assignment Type', 'Group assignment' is selected. The 'Group Category' is set to 'Test Group'. Under 'Submission type', 'File submission' is selected. In the 'Files Allowed Per Submission' section, 'Unlimited' is selected. In the 'Submissions' section, 'All submissions are kept' is selected. A red box highlights the 'Files Allowed Per Submission' and 'Submissions' sections.

Figure 64 - Submission Properties

9. In the *Notification Email* field, enter the email address to use for submission confirmation (See Figure 65).
10. If desired, select a **Category** where the folder will be located (See Figure 65).
11. Enter **Score Out Of** for the maximum points students can receive for this assignment (See Figure 65).
12. If you have the item listed in the grade book, click to select the **Grade Item** (See Figure 65).

The screenshot shows a form titled "Assignment Folder Properties" with several fields. A red box highlights the "Notification Email" field, with a red circle containing the number 9 next to it. Below it, the "Category" dropdown menu is highlighted with a red box, and a red circle with the number 10 is next to it. The dropdown currently shows "No Category" and a "[New Category]" link. The "Evaluation and Feedback" section contains a "Score Out Of" field, which is highlighted with a red box and a red circle with the number 11. Below that, the "Grade Item" dropdown menu is highlighted with a red box, and a red circle with the number 12 is next to it. The dropdown currently shows "None" and a "[New Grade Item]" link.

Figure 65 - Assignment Folder Properties

13. When finished, click the **Create** button at the bottom of the page.

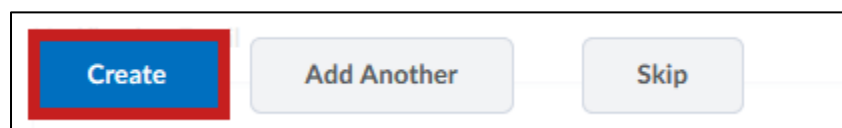


Figure 66 - Click Create

14. An Assignment will be created for each group (e.g. 3 groups will mean 3 Assignments). Students can only access their group's Assignment; they cannot access or upload to another group's Assignment. The instructor can access all group Assignments.

15. The Workplace Summary page will open and display the number of Assignments created. Click the **Done** button.

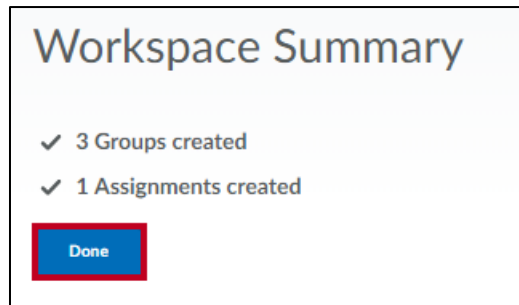


Figure 67 - Workplace Summary: Assignment Submission Folder

## Creating a Locker for Groups

Group lockers act as restricted lockers that only members of the group can access for file storage. Any group member can upload and modify files to the group locker.

The following explains how to create a Locker for groups:

1. From the *Manage Groups* page, click the **category** you wish to edit.

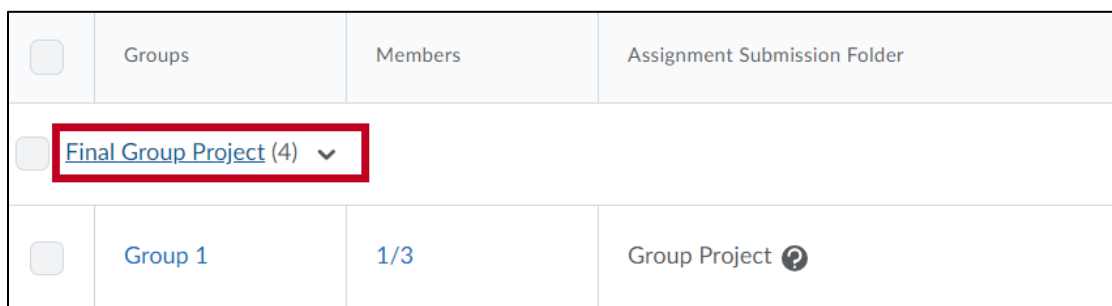


Figure 68 - Edit Category

2. The *Edit Category* page will appear. Click the **Set up lockers** box under *Create Workspace*.

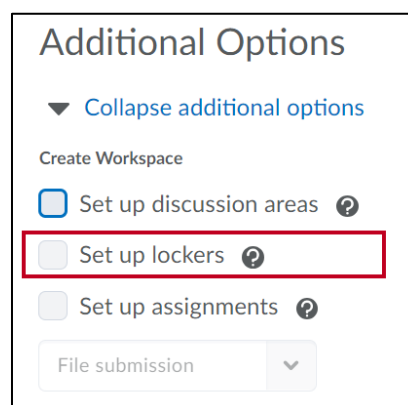


Figure 69 - Set Up Lockers

3. Click the **Save** button.

4. The Lockers for your groups are created and you will be returned to the *Manage Groups* page.

<input type="checkbox"/>	Groups	Members	Assignment Submission Folder	Discussions	Locker
<input type="checkbox"/>	Final Group Project (4) ▾				
<input type="checkbox"/>	Group 1		Group Assignment ?	Final Group Pr...	Group Files
<input type="checkbox"/>	Group 2		Group Assignment ?	Final Group Pr...	Group Files

Figure 70 - Group Lockers

### Accessing Group Lockers as a Student

If a group locker was created for students, they will be able to use the locker to store files and share between other members in their group. The following instructions explain how a student can access their group's locker:

1. From inside your course on the *Navigation Bar*, click **Other**.



Figure 71 - Other

2. A drop-down list will appear. Click **Locker**.

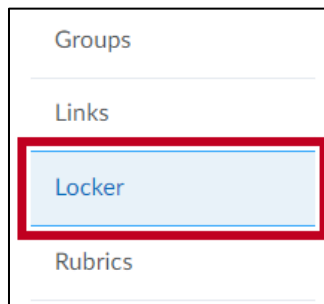


Figure 72 - Locker

3. The *Locker* page will open. Click **Group Lockers**.

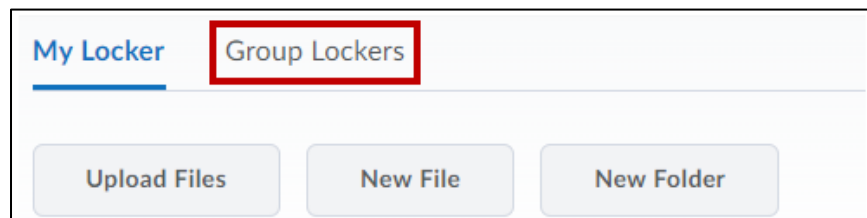


Figure 73 - Group Lockers

4. The Available Group Lockers will open. From here, select a group locker to view.

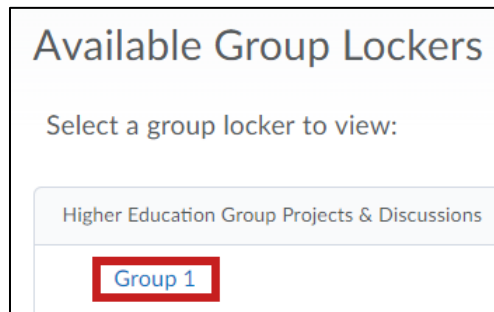


Figure 74 - Available Group Lockers

5. The *Group Locker* page will open. From here, students can upload and modify files to the group locker.

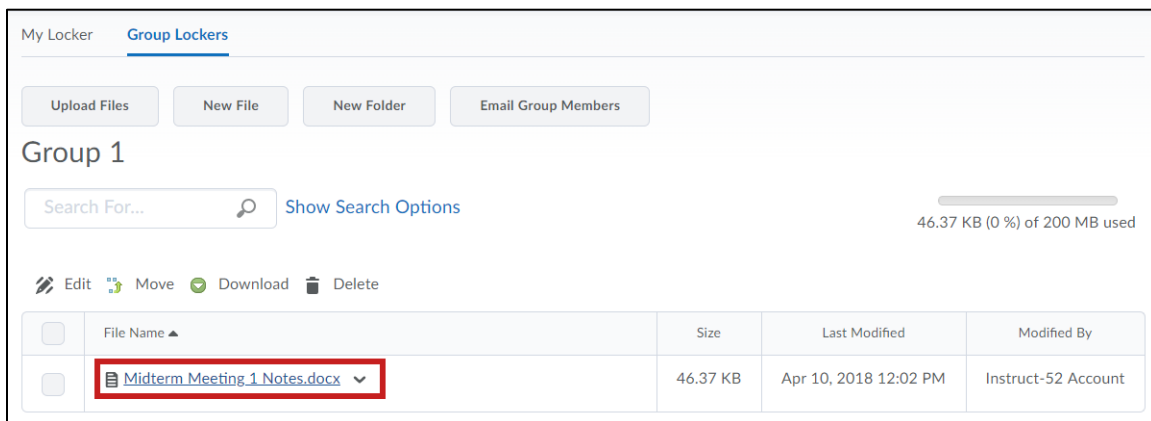


Figure 75 - Group Locker View

**Note:** The instructor will be able to access all *Group Lockers* to view, upload and modify files to the group locker.

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>