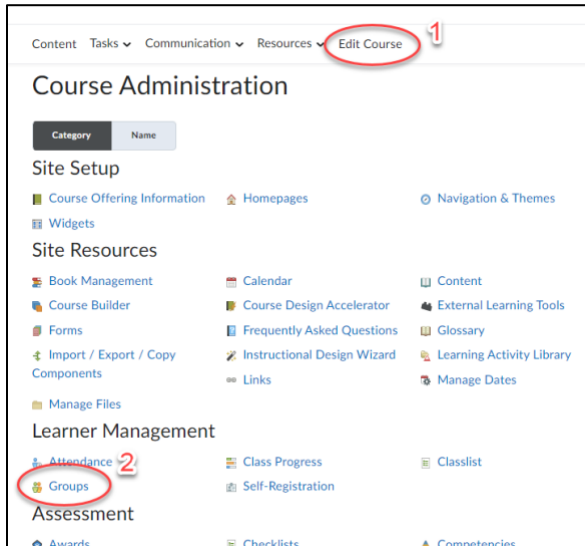# Using Groups in D2L

If you would like to offer more opportunities for collaboration in your course and increase student engagement, you should try using Groups.

1. Log in to D2L via OneStop or by going to **elearn.apsu.edu** and entering your single-sign on credentials. Click on the **Edit Course** tab on the Navbar and select **Groups**.

2. Under **Manage Groups**, click on the button to **create a New Category**. Categories are used to organize and identify your groups. You build categories for all of the different uses of groups you will need. For example, a course may include a category for Seminar Projects and a category for Peer Study Groups.
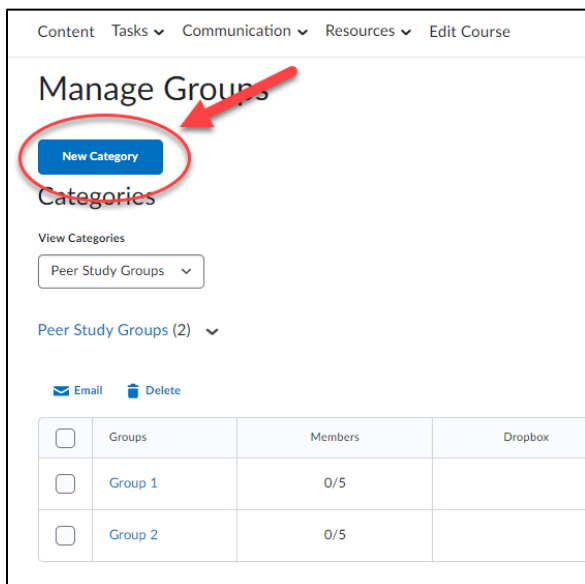
3. Then, **fill in the information**, including the name and description, for the group category. Some additional notes when creating your group category:

Enrollment Type: The enrollment type determines the criteria for creating groups. Depending on the enrollment type, you will be asked for the number of students per group or number of groups you want for the class. Select the enrollment type based on the following criteria:

- Will the group enrollment be based on the number of people per group, the number of groups in the class, or both?
- Will you allow students to self-enroll in a group?
- Will you manually assign students to groups?

Additional Features: If you select Additional Options, you will see additional features. You can have the Groups tool automatically **create discussions** for each group. Additionally, you can set up a **group submission folder/dropbox** (to allow one learner to submit an assignment on behalf of the group).

4. Once you have finished creating the category, you will be taken back to the Manage Groups page and your groups will auto-populate. You can **add or edit the groups** as needed by selecting the category you want to view and then clicking on the specific group.

If you did **not** choose an auto-enrollment option for the category, then you will need to select Enroll Users and assign students to each group.

5. **Review all of your groups** to make sure they are set up how you wanted. Make sure you **save** all of your changes.