

Guide

Creating Groups in Virtual Campus (Brightspace)



In the Navbar, click on **Course Admin**

Click on **Groups** and then click on **New Group**

- Enter an overarching group name in the **Category Name** field (e.g., Project Groups). Later, you will be able to name each sub-group created within the group **Category** (i.e. Project Group 1, Project Group 2, etc.).
 - Fill in the **Description** field if you wish

The screenshot shows the 'New group' form, specifically the 'Category Information' section. It includes a 'Category Name' text input field and a 'Description' field with a rich text editor toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, and other formatting options.

- Use the drop-down to select the **Enrolment Type**
- According to your **Enrollment Type** selection, indicate the **Number of Groups** an/or **Number of Users**
- Use the drop-down to indicate if you wish to **Restrict Enrollments To** the groups

The screenshot shows the 'Enrolment Type' section of the form. It features a dropdown menu currently set to '# of Groups - Prof manually enrolls.', a 'Number of Groups' text input field, a 'Restrict Enrollments To' dropdown menu set to 'No restrictions', and a 'Group Prefix' text input field.

- In the **Advanced properties, Group Options** section, set any self-enrollment options
- In the **Additional Options, Create Workspace** section, indicate whether to create linked discussion boards, lockers, and/or assignments to the groups. Visit the lab for further guidance on creating workspaces.

The screenshot shows the 'Advanced Properties' section of the form. It includes a 'Hide Advanced Properties' link, a 'Groups Options' section with a checkbox for 'Make category and group descriptions visible to group members', an 'Additional Options' section with a 'Collapse additional options' link, and a 'Create Workspace' section with checkboxes for 'Set up discussion areas', 'Set up lockers', and 'Set up assignments', along with a 'File submission' dropdown menu.

When you are done, click on **Save**