



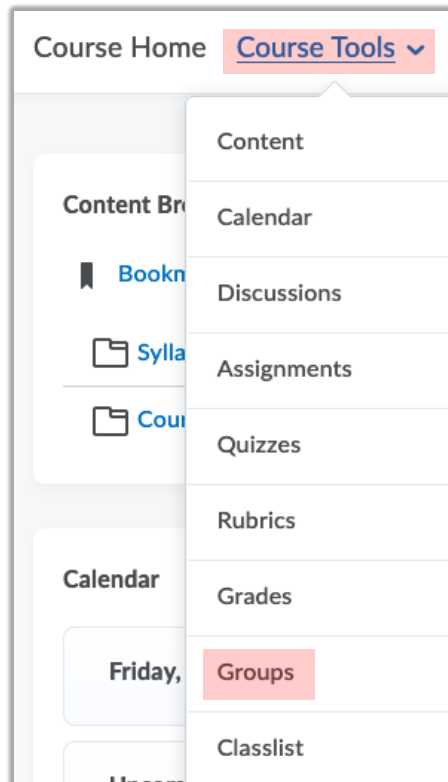
# Setting up Groups in D2L

FVSU Online

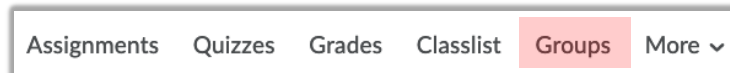
The Group Tool in D2L documents how students plan to attend class. By selecting their attendance location, students are making a conscious choice and committing to their method of attendance unless circumstances or academic content warrants a change.

## Step 1:

Select Groups from Course Tools in the top menu.



*NOTE: Groups will be located at the end of row or under "More" in older FVSU menus.*



## Step 2:

Select the New Category button.



### Step 3:

Complete the Category Information.

#### Category Information

**Category Name \***

**Description**

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Select one of the following options for class attendance. Please understand regular attendance in this course is required.

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**Enrollment Type**

**Number of Groups \***

**Restrict Enrollments To \***

**Group Prefix**

## Step 4:

Complete the Advanced Properties (Dates).

This example allows 1 weeks for students to self-enroll.

*NOTE: The Additional Options area on the page would not be used with student attendance location groups.*

### Advanced Properties

▼ Hide Advanced Properties

Groups Options

Set Self Enrollment Start Date ?

8/10/2020 12:00 AM Now

United States - New York

Set Self Enrollment Expiry Date ?

8/17/2020 11:30 PM Now

United States - New York

Allocate unenrolled users after Self Enrollment Expiry Date

## Step 5:

Select the Save button.



## Step 6:

Select the Group titles to edit and add descriptions.

*See the example for recommended titles and descriptions*

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	<b>Attendance Locations (2)</b> ▼				
Select one of the following options for class attendance. Please understand regular attendance in this course is required.					
<input type="checkbox"/>	Classroom	0			
<p>Students selecting this group will normally attend class in the assigned classroom during the regularly scheduled class time. Face masks and social distancing will be required.</p> <p>NOTE: Students with a fever or who are ill should not attend, but may participate through the Collaborate (synchronous video) Tool for the class session.</p>					
<input type="checkbox"/>	Collaborate / Synchronous Video	0			
<p>Students selecting this group will normally attend class through the Collaborate (synchronous video) Tool during the regularly scheduled class time.</p>					