Creating Groups and Assignments on D2L

This documents provides a brief outline of creating EDP groups and Assignments on D2L to manage ELE and COE EDP projects. The dates correspond to academic year 2022-23.

1. Creating Groups on D2L

Select 'Communication' from the course navigation bar.

Select the 'Groups' tab.

Create a new category. Ex: 'Mike's Projects' (you can also view existing categories such as 'Fernando Xavier's EDP Projects', Marco's projects etc.).

Choose how students will be added to the groups from the Enrollment Type dropdown menu.

# of Groups - No Auto Enrollments: Manually add students to a set number of groups. This is the default option. Just leave it as is.

After selecting an enrollment type, enter the number of groups to create (3 or 6).

Select Save.

2. Enrolling students to Groups Manually

Go to **Groups** and select the category you just created. Ex: 'Mike's Projects'

There will be a default group 'Group 1'. Change its name to the project title. Example, 'Smart Home IoT System'. You can add more groups with different names at this stage.

Then click on the group title you want to enrol students. Example, 'Smart Home IoT System'.

Click on 'Enroll Users' tab. You will see the list of students. You can also search them be their first or last names.

Add students one by one to the selected group.

Repeat this for all your groups.

3. Enabling Report Submission over D2L

Click on 'Communication' from the course navigation bar.

Select 'Assignments' tab.

Select 'Edit Categories' tab. You will see existing categories such as 'Naimul Khan's Projects' and 'Xavier Fernando's Projects'

Select 'Add Categories' tab. Enter the name. Ex. 'Mikes' Projects'. Click on 'Create'

Then Click on the category you just created.

Click on 'New Assignment'

Select various attributes of the new assignment such as 'Name', 'Grade' 'Due Date' etc.

Attributes:

Grade: Enter the maximum mark. *You can also link this to an existing item in the gradebook such as 'Fall Milestone Reports'.

Due Date: Set the exact due date. Example, Due Date for Fall MCR-1 is October 7th.

Availability: No need to change. Students can always see the assignment.

Type: Select 'Group Assignment' and then select your group category. Ex: Mike's Projects.

You can also select 'File Type'

Enable Turnitin^{TM} Checking if you want.

Save and repeat until you have created all assignments.

For example, these are assignments I have created with the due dates for 2022-23.

Assignments	Due Date
Fall Milestones	Sept 22, 2022
Fall MCR-1	Oct 07, 2022
Fall MCR-2	Oct 21, 2022
Fall MCR-3	Nov 04, 2022
Fall MCR-4	Nov 18, 2022
EDP Fall Report	Dec 02, 2022
Winter Milestones and Deliverable Report	Jan 13, 2023
Winter MCR-1	Jan 27, 2023
Winter MCR-2	Feb 17, 2023
Winter MCR-3	Mar 17, 2023
Final Report	Apr 17, 2023
Theory and Design Portions	Feb 10, 2023
Meeting Minutes	Apr 16, 2023
Other Docs (Optional)	Apr 16, 2023

Finally, make the Assignments visible to users.

Best

This guide is prepared by Xavier Fernando, Sept 2022