eLearning Technology Applications Team (eLTAT)

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Facilitating Group Work and Collaborative Learning Using Brightspace and Bongo

Contents

Bongo Group Assignments

Using Bongo, students in your Brightspace class-lists can be divided into groups to collaborate, synchronously and asynchronously, in a range of different assessable activities.
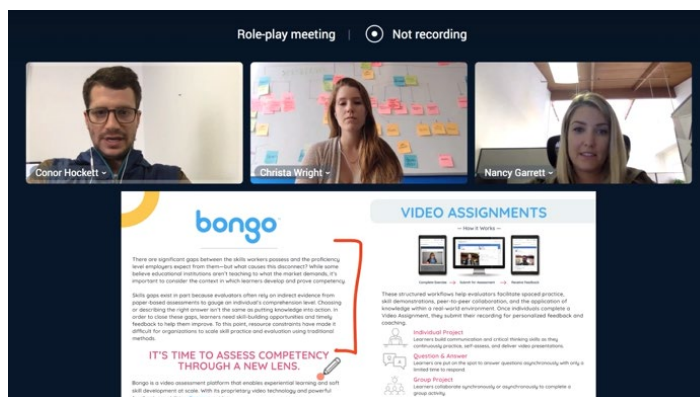
Bongo 'group assignments' allow learners to:

- Record videos individually using their device's webcam and combine them in one submission
- Upload videos created on other devices (such as their smartphone or tablet)
- Record a screen-share on their device (e.g. share their PowerPoint or other presentation type, directly from their device, and narrate over it with their microphone)
- Use the 'work in progress' area to share files, documents, and weblinks with their team and to review one another's video/presentation recordings before submission
- Schedule group meetings in the virtual classroom to discuss their project *or* to record themselves delivering a collaborative presentation
- Communicate synchronously or asynchronously using text-based chat or the virtual classroom
- Set and manage project milestones
- Peer review other groups and receive feedback and evaluation from their lecturers, peers, and team members (self-assessment tools are also available)

Bongo group assignments empower lecturers to monitor group progress – including individual contributions - and collect evidence of the whole life cycle of a group project (communication, work in progress, milestones etc). Instructor, peer, team, and self-evaluation tools allow instructors to assess actual teamworking 'inputs' (processes, contributions, engagement) in addition to 'outputs' (products, artefacts, submissions) and provide rich opportunities for formal and informal feedback.

Use cases for Bongo group assignments: group presentations, roleplay activities, collaboratively authored assignments*, peer-directed discussions.

* Bongo group assignment submissions do not need to be video based, e.g. learners could submit a collaboratively authored document.

Watch our guides: **To view a recording of a recent LTTC webinar on facilitating groupwork using Bongo, visit the following link: Group and Individual Projects in Bongo (LTTC, March 2020) We've also uploaded a video guide to YouTube here.**

Accessing and Creating Bongo Group Assignments

In TU Dublin Brightspace, group projects are created using the Bongo 'assignments page'. This is accessed through your module's navigation bar by clicking on 'assessment' (1) and choosing 'video assignments' (2) from the from the resulting drop-down menu.
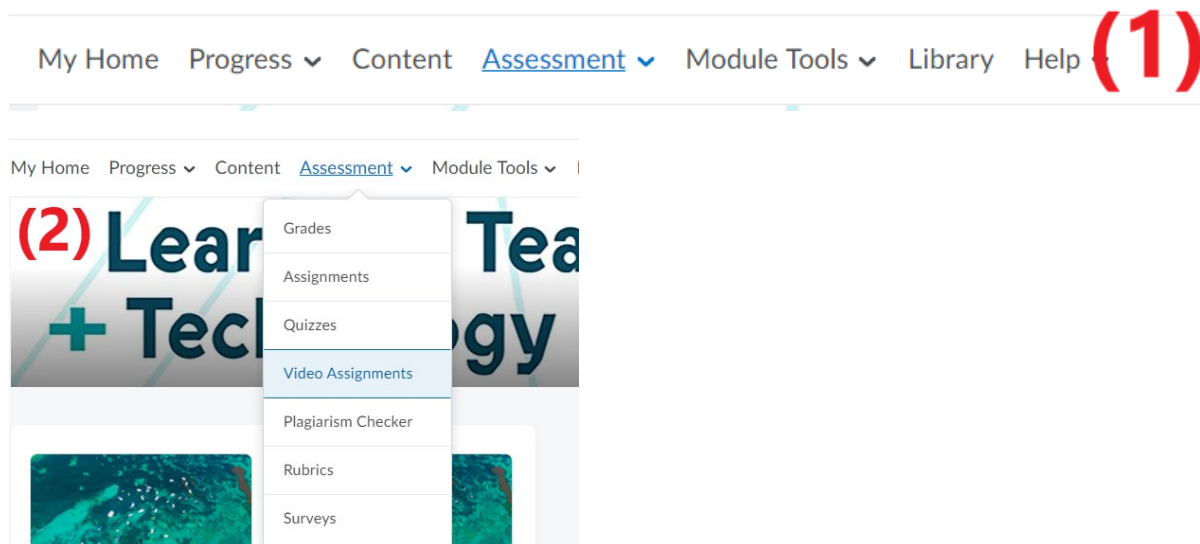
To begin creating a new group assignment, click on the plus icon on the bottom right of the assignments page (3) and select the 'group assignment' option (4).
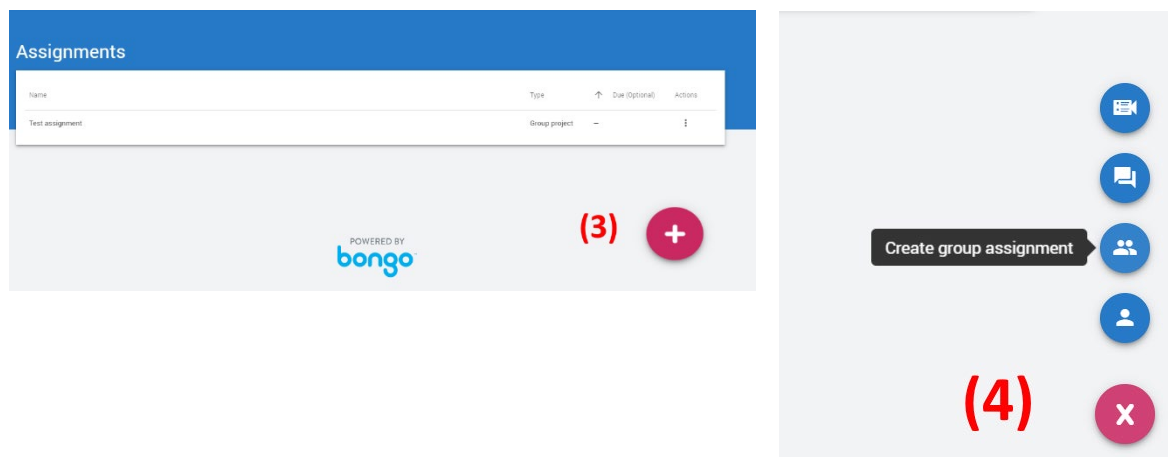
Quick tip: You can also create individual projects on this page. Click here to access a guide we've created a guide for facilitating individual presentations using this tool.
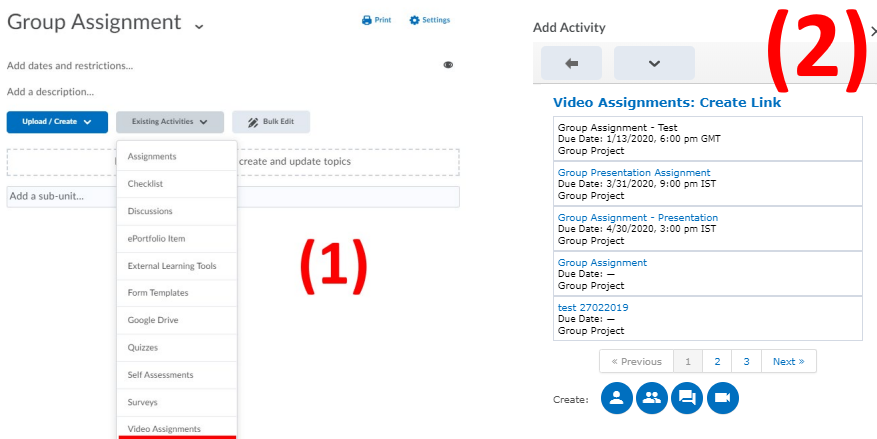
Important: Granting Learners access to a group assignment

Learners will generally access their Bongo group project area from the assignments page (assessments > video assignments) within your module. However, for individual students to be able to access a video assignment within Brightspace, *you must first link to it from within the content area.*
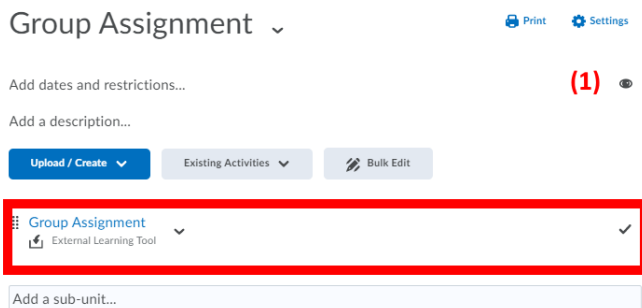
This means that you will need to create a link to your assignment within the content area for your Brightspace module. To do so, create your Bongo assignment and then navigate to 'content' within your module. At the bottom of your table of contents, click on the 'add a unit' box and give your content unit a name. In this case we will call it 'group assignment'. Hit enter.

In the newly created content unit, selecting 'existing activities' and choose 'video assignments' (1). Then, choose your existing group assignment from the resulting pop-up window.

The assignment will now be linked to from within the content area. You can toggle visibility on or off for this unit by clicking on the 'eye' symbol (1).

Note: Once your students have accessed the assignment *once* from this link, they can then navigate to it on the Bongo assignments page (assessments > video assignments).

Configuring a Group Project – General Settings

Once you have created a group assignment, you will be presented with the following general options

* Bongo allows you to use a variety of grading types (such as percentage, pass/fail, rubric, or 'five star' rating). For more information see this knowledgebase article on Bongo grading types. Grades entered in Bongo will be synced with your standard Brightspace module gradebook.

** Bongo allows you to add both text-based (limited to 1,024 characters) and video instructions to students. To record video-based instructions, clicking on the webcam icon in the instructions will launch Bongo's built-in recorder. Here you will be given the option of:

(1) Recording directly from your webcam
(2) Recording a screen-share from your device (e.g. sharing what you see on your computer, or an application like PowerPoint)
(3) Uploading a video that you have recorded elsewhere (such as on your smartphone)
(4) Re-using a video from an existing module bongo assignment (or linking to a recorded virtual classroom meeting)


**Note: The Bongo recorder will open in a separate pop-up (see below) and will require permission to access your webcam and microphone.**

When you have confirmed that your microphone and camera are working, select 'record' in the centre of the screen.

If recording a screenshare, you will need to return from the programme/tab you are sharing to the bongo recorder and hit record (before reverting to it)
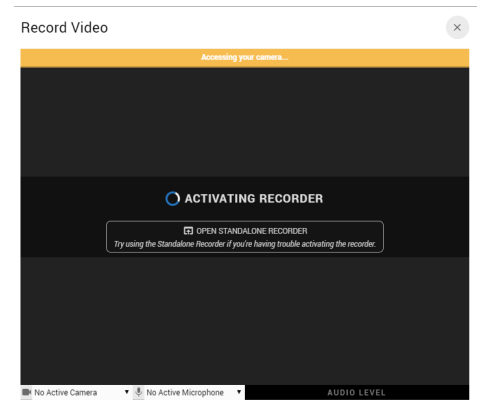
When you are finished recording, hit 'stop' in the centre of the recorder. You can then select whether to delete the recording and start again (1), download a copy (2), or save it (3).
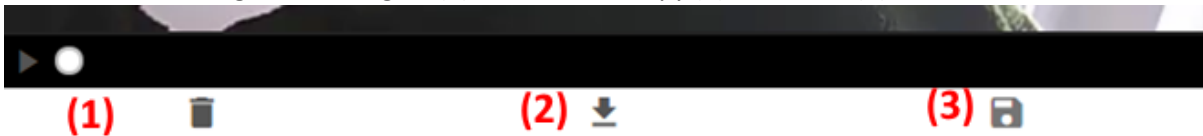
Peer Review

From the general settings page, you can also enable peer review. Lecturers can set the number of peer reviews required of each group member, who will then be presented with an opportunity to review the submissions of other teams (by default, these reviews are system assigned and distributed equally among all submissions).

However, if you expand 'advanced settings' on this page, you will have the following options for peer review:

1. Enable manual peer review – students can choose which group submissions to review from a drop-down list (a setting for instructors to manually assign peer review is not available)
2. Enable 'peer review before submission': allows members of groups who have not yet submitted their own assignment to review the work of others
3. Anonymise the peer review process by concealing reviewer or submitter identity, or both
4. Choose a grading scheme for peer review – five star or rubric. Students can also add commentary (rubric peer review is only possible in assignments using a rubric as their main grading method)
5. Set due dates and times for peer review (optional).

Quick tip: You can offer your students instructions and guidance on how to undertake peer review or team/self-evaluation, using text or video. To do so, click 'show advanced' and a 'post-submission instructions' area will become available under 'instructions' (see below).

Manage groups **(1)** **(2)**

Create groups   Random distribution

Students without groups **(3)**

Bloom Benjamin
Goffman Erving
Rooney Pauline
Simpson Maggie
Vaughan Janet

No Groups

Save   Synchronize roster **(4)**

Instructions

Instructions

Post-Submission instructions
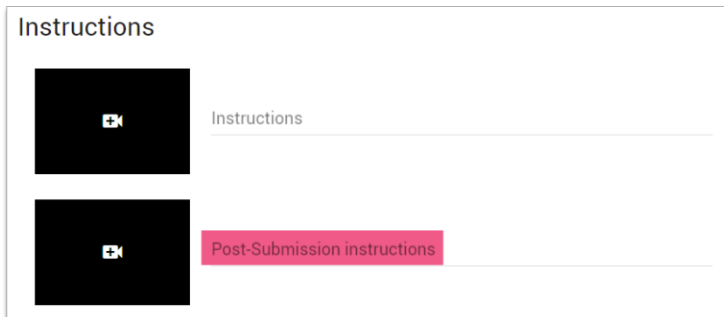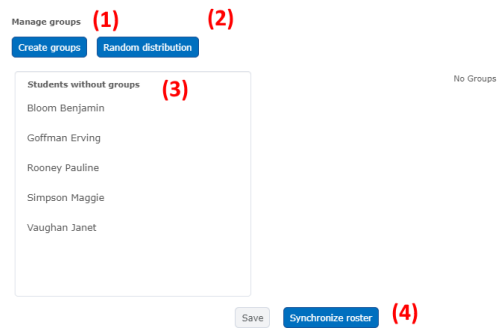
'Post-Submission Instructions' – enabled when you toggle on 'show advanced' - give learners further directions once they are finished. These instructions can be text or text & video (such as for peer review).

Configuring a Group Project – Advanced Settings

Clicking on 'show advanced' in the 'create group assignment' page will display a range of additional configuration options. Further to the peer review options described above, these include:

The Toolset

Toolset
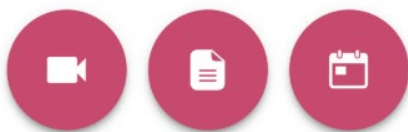
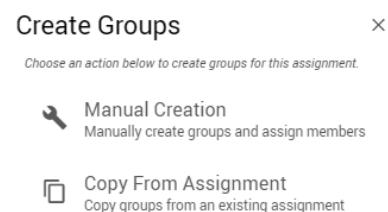Use these buttons to enable or disable the ability of group members to:

- ➢ Record and upload video
- ➢ Submit files, documents, and links
- ➢ Schedule and record meetings in the virtual classroom

Group Formation

Determine whether groups will be 'learner formed' (created by students), 'educator formed' (created by instructors), or 'system formed' (automatically created). For system formed groups, you can decide the date that these are finalized, and the minimum and maximum number of learners per group.

If you choose 'educator formed', you will assign your groups *after* you have created your assignment. To do so, visit the assignment page in Bongo (assessments > video assignments), locate your assignment, click on the ellipsis (three dot) menu next to it and select 'manage groups'.

You can choose to manually create groups or copy them from a pre-existing Bongo assignment for the same module (there is no relationship between Bongo groups and native Brightspace groups. 'Manual creation' will present the following options:

Create Groups   ✕

Choose an action below to create groups for this assignment.

🔧 Manual Creation
    Manually create groups and assign members

🗐 Copy From Assignment
    Copy groups from an existing assignment

(1) 'Create groups' – specify the number of groups you would like to create and manually assign members.
(2) Allow the system to perform a random distribution based on the number of groups specified by you.

(3) A list of available students from your class list will be shown here.
(4) If there are students missing from this list – e.g. due to late self-enrolments – you may choose to 'synchronize roster'.

With manual group creation, you will drag and drop students' names from the 'students without groups' user list to the each of the boxes created for your specified number of groups. You can also edit the group names by clicking on the pencil icon next to them (students may change their group names once your assignment is live).
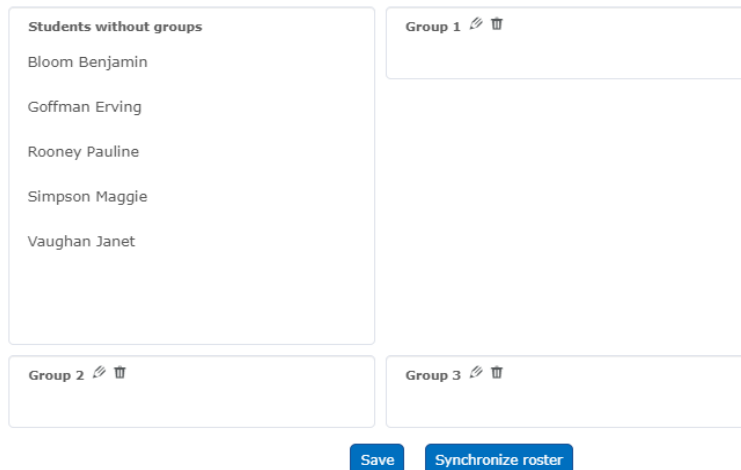
Team Evaluation

Team evaluation allows learners to make judgments – and provide reflection and feedback on – the contributions of their fellow group members to the team-work process. It is enabled from under the 'group options' heading and can be based on a five-star rating system or a rubric. In both cases, group members can also add commentary. Rubrics will need to be created within Bongo, which also provides exportable CSV templates for use in Microsoft Excel (see the 'working with rubrics' section below). The rubric for team evaluation does not require you to select rubric for overall grading type. Team evaluations will remain unpublished until the instructor decides to release them (see the 'grading' section below).

Rubric Self-Assessment

Post-submission, learners can assess their own performance based on the assignment rubric. To enable this feature, toggle on self-assessment.
Note: you will need to select a rubric as the grade type for this setting to be available.

Reviewing Group Progress

Prior to submission, instructors can review the progress of group projects at any stage from the bongo 'assignments' page (assessments > video assignments). Do to so, simply click on the ellipsis (three dot) menu next to an assignment and select 'gradebook'. Where a group has not yet finalised their submission, you will see a link titled 'view progress', where they have this will read 'Grade student submission'.

On the progress page, you will be able to view:

- Team members and name
- The group's chat and activity log
- Any team milestones set or meetings scheduled
- Any files, links, or videos added to the work in progress area.
- Any files added to the submission area (before submission is finalised)

Grading and Evaluating Group Projects

To grade group submissions, begin by locating the assignment in the Bongo assignments page and selecting 'gradebook' from the ellipses (three dot) menu next to it. From the assignment gradebook, click on the 'grade student submission' next to a specific group to begin.
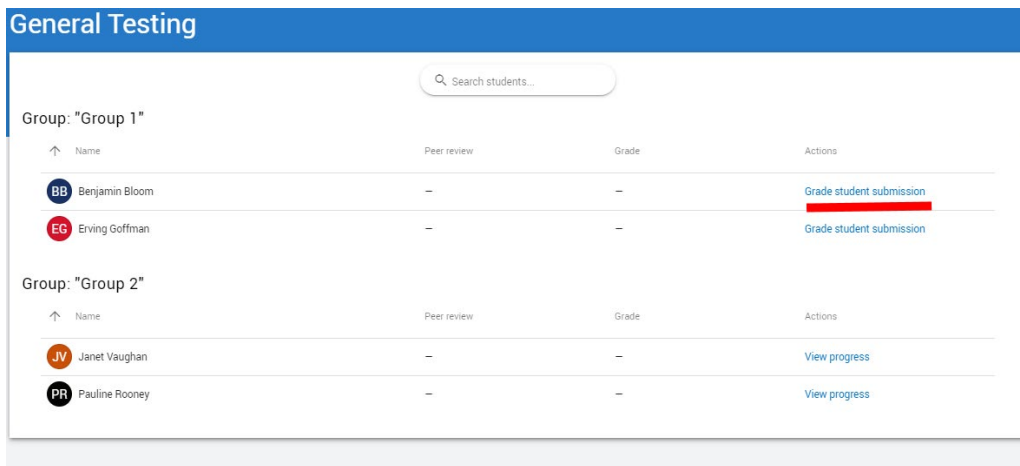
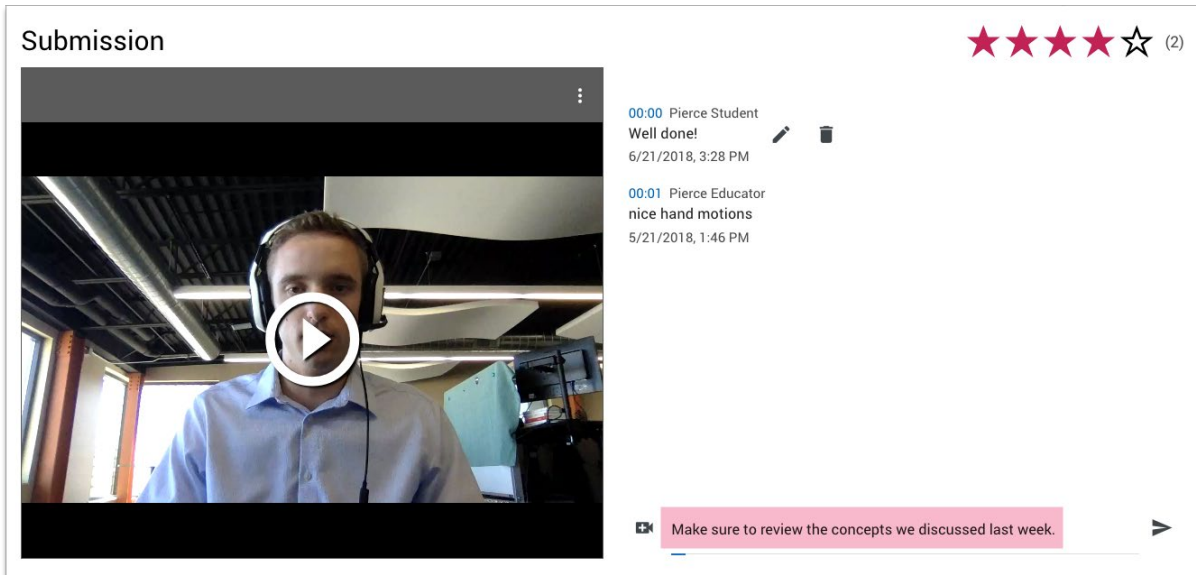On the grading page, you will see the following:

(1) Information about the group (its members, its submitted and non-submitted files, the time and date of submission, the individual student who finalised the submission)

(2) A menu from where you can reset finalised submissions and create pre-set comments for project feedback

(3) A button for paging between group projects

(4) The grading area where – depending on the grading method used – you will enter your grade before clicking 'save'.

(5) Team evaluations submitted by group members.

(6) An ellipsis menu from where you can release or dismiss team evaluations

(7) A submission area where you can view and download all videos and files submitted.

(8) A feedback area where you can add text-based commentary and add video (by clicking on the webcam icon). Student commentary can also be viewed here.
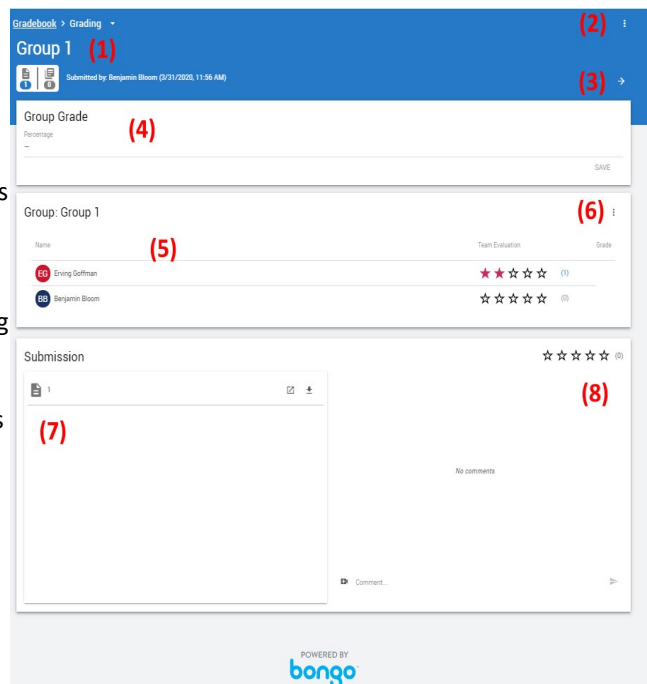
Note: A separate 'peer review' section will appear under the submission area, if enabled.

Evaluating your learners

Before assigning a grade, you can provide groups with feedback on their submission with time-stamped text and video comments. In the submission box, you can also see their scores (if enabled) and comments from their peers.
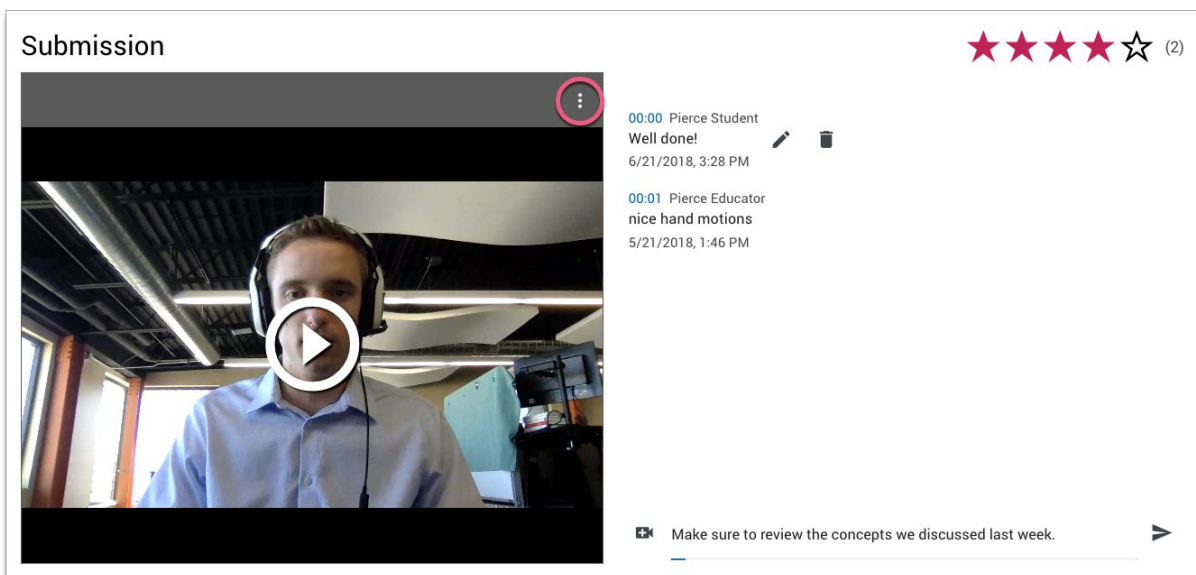

To leave a text comment, type your feedback and click the **Send** icon or *Ctrl + Enter* on Windows and *⌘ + Enter* on Mac. To add a video comment (recommended), click the **video icon** and record your feedback. *The time limit for video comments is **15 minutes***. When the learner plays their graded submission back, they will see your text and video comments at the time you left them

To download a video submission, click the vertical ellipsis in the top right corner of the video. Select Download.

Grading Types

When configuring a group project, you will have access to the following grading types:

- **Percentage** - score an assignment between 0% and 100%
- **Rubric** - Create a rubric within bongo or import it*. You will then score the submissions by rubric category for a total score. The score you select will then be the score out of the total number of points allowed. When selecting Rubric, you will have the option to enable self-assessment and peer review with the same rubric.
- **Pass/Fail** - give learners a 100% or a 0%
- **Auto Pass** - Automatically give learners a 100% when they submit an answer. Learners who have not submitted will not have a score
- **Five Star** - Rate submissions with a 5-star rating scale. Each star is worth 20%. E.g. If you select 4 stars, then the learner would get an 80%.

* Rubrics can be created within the platform or imported using a CSV file (templates are available within Bongo). These are not the same as standard Brightspace rubrics. See the section 'working with rubrics' below.

Note: Bongo gradebook will sync with your Brightspace module gradebook. For more info see 'Grade Syncing and grading options'.

Working with Rubrics

Instructors can use rubrics to grade group submissions in Bongo, and to enable peer review and self-assessment. To add a rubric to your assignment, select 'rubric' from the 'grade type' drop-down menu in general settings. You will then be prompted to add or create a rubric for your assignment.

Clicking on the red 'rubric' link will open a drop-down menu from which you can select any Bongo rubric that you have already created within your module (1). If you select an existing rubric, you can review it by clicking on the ellipses menu and selecting 'show rubric' (2). It will appear in a pop-up window.

If you would like to **create a new rubric**, select 'configure rubrics' from the ellipses menu here and you will be taken to the Bongo 'rubrics' page for your module. From here you can view and edit existing module rubrics and create a new one by clicking on the actions icon (plus symbol).

You will then be given an option to create an entirely new rubric within bongo (the plus icon) or upload one that you have saved on your device as a CSV.

From here, you will create your rubric manually using the provided table, before clicking save.

In the left column, fill in the assignment criteria/objectives.

In the top row, fill in your assessment scale.

If you're just getting started with rubrics, see our guide here.

Bongo have also created a short video guide to their rubrics tool.

When you have created your rubric, you will be returned to the 'rubrics' page. Click on 'configure assignments' to be returned to general settings for your assignment.
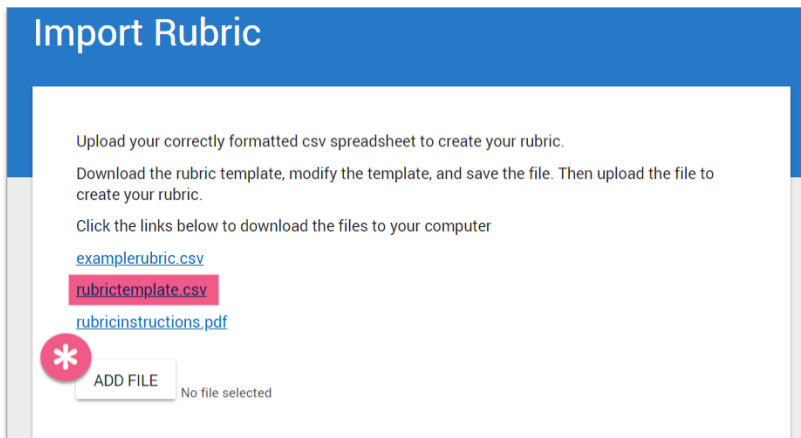

From the general settings page, select the rubric you have just created from the drop-down menu.

If you have chosen to **import** a rubric from the 'configure rubrics' page, you will be provided with a link for a downloadable rubric template in the form of a CSV file.

Click on rubrictemplate.csv to download a properly formatted CSV file onto your computer. This CSV file already has text saved in it to help you know where to (and not to) enter text.

If you need more help or an example CSV rubric, this window also has links to resources you can download.

Once you have created your rubric in a CSV file and saved it on your computer, click the 'Add File' button in the window. Select your CSV file and click Open.

Rubric-based Peer Review and Self-Assessment

If you enable **peer-review** for your group project, individual learners can make use of a rubric to review the work of other groups. To do so, click on 'show advanced' in the general settings page and select 'assignment rubric' as the review type.

Note: The rubric option will only be available if you are grading with a rubric. Learners will use the same rubric as you.
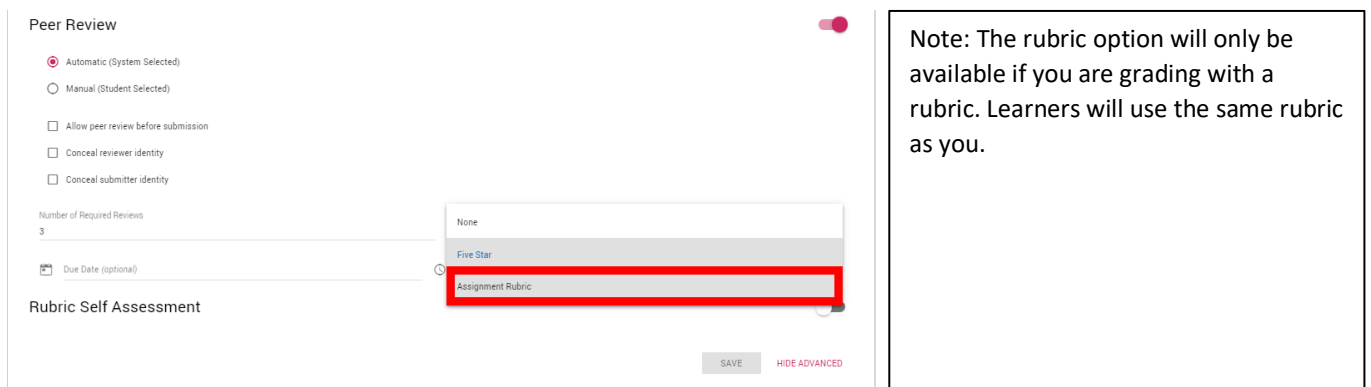
You may also enable rubric-based self-assessment (using the assignment rubric) at the bottom of the settings page.

Bongo Group Projects – The Learner Experience

Learners will access the Bongo their bongo group project either from the link you have added to your content area, or from the bongo assignments page. In the group assignment, they will typically see the following options (this may vary depending on your configuration).

1. The title of the assignment
2. The group chat, a project activity log, and a settings menu
3. The assignment due date and time
4. Details of group members – learners will also enter team evaluations here (which must be moderated and released by the instructor)
5. Assignment instructions (post-submission instructions – if used – will display here after the group has finalised their submission). If you are using a grading rubric, students can also preview this from here.
6. Any milestones set by the group (scheduled meetings will display below this section when created)
7. The 'work in progress' area (from which learners can record and upload video, add files and links, set milestones, scheduled virtual classroom meetings, and combine individual videos).
8. The submission area – learners can add files to their submission from the work in progress area (such as a set of videos and accompanying materials). When they are happy with their submission, they click on the 'submit' button (once finalised, this can only be undone by the instructor).

Using the work in progress area

Learners can begin to use the work in progress area by clicking on the 'add' button. This will reveal the following options:

- **Video** - users can use this option to record videos directly from their webcam, upload videos from their device, or conduct a narrated screenshare (such as of a set of PowerPoint slides).
- **File** - learners can upload a wide range of files either for inclusion in their submission, or simply to share with their group (such as research notes, assignment drafts, presentation slides, audio files, documents/readings etc.) Max file size is 100MB. Allowed file types: doc, docx, xls, xlsx, pdf, txt, rtf, jpg, jpeg, png, bmp, zip, ppt, pptx (unsupported file types can be uploaded in zip folders).
- **Link** - for sharing weblinks/URLs with their group and instructor
- **Meeting** - here, learners can schedule synchronous group meetings in the virtual classroom to discuss their project, demonstrate a skill, or practice/provide a group presentation. These sessions can also be recorded so that – if required – learners can conduct group presentations 'live' (the alternative is to each upload a separate video/screenshare and 'combine' these). *Meetings must be scheduled at least five minutes in advance*.
- **Milestone** - learners can use this option to set project milestones and monitor group progress towards agreed objectives/deadlines.
- **Combine** - if students create/add a number of video recordings or files separately, they can use this option to combine them into one file prior to submission.

Working with Video in Group Projects

Learners have several options for adding/recording videos within their group project. This includes recording 'in platform' using your webcam, conducting a screenshare, uploading existing videos, and recording synchronous team meetings in the virtual classroom.

When learners click on the 'video' button they will be provided with the following options:

(1) 'Record' a video – this can be a recording directly from their devices webcam, or it can be based on a screen-share (which can narrate over using their microphone).

(2) Upload an existing video created elsewhere (such as on their smartphone).

Add Video

(1) RECORD VIDEO · UPLOAD VIDEO **(2)**
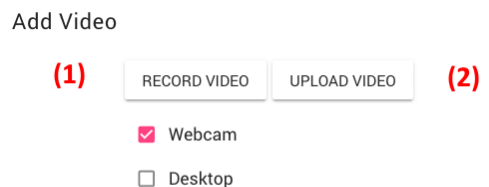
☑ Webcam
☐ Desktop

CANCEL

Selecting 'record' – whether or a webcam recording or screenshare - will launch Bongo's built-in video recorder. Learners will need to make sure that the correct webcam and microphone are selected by the recorder (1) and that the 'audio level' bar is registering signal (the audio bar will be moving). Then, when they are ready, the simply hit 'record' (2).

Tip: To use the recorder, you need to grant access to your microphone and webcam (from a browser pop-up).
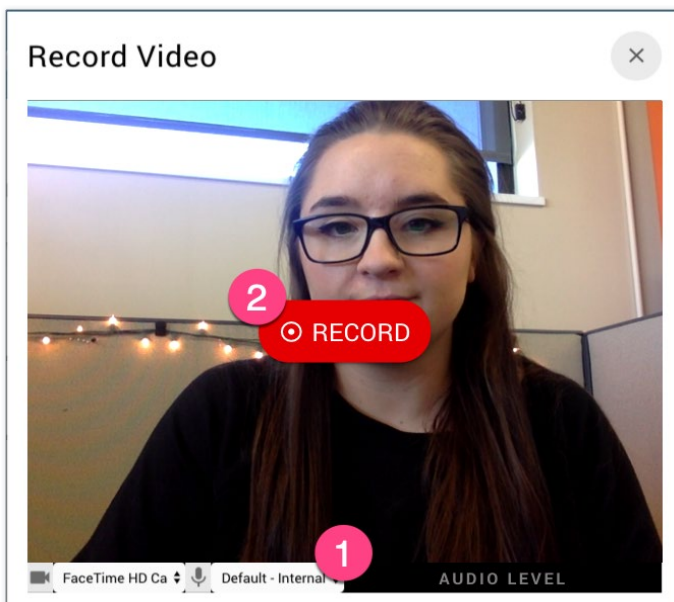
If learners are experiencing issues with the recorder, they can try launching the standalone recorder app (to work around browser permissions). See below.
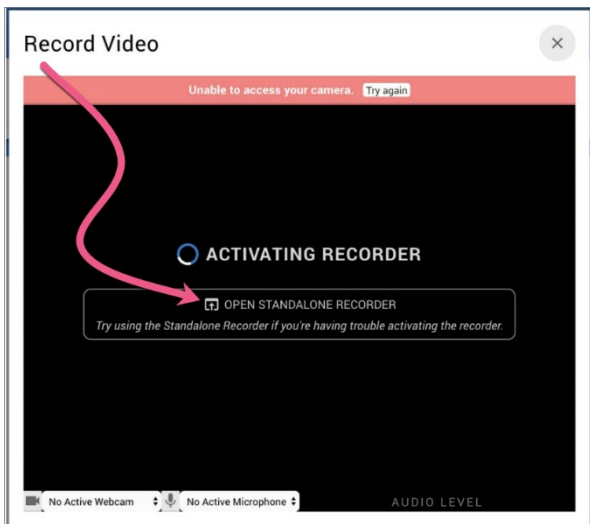
In the recorder, learners will have the following options:

STOP	When you have completed your video, click **Stop** to finish the recording.
🗑	You can review/download your video before submitting. If you would like to retry, click the **Discard** button.
💾	Once you are satisfied with your recording, click the **Save** button (or **Submit Video** in **Interactive Video**).

Note: After a video is saved, it will be added to the 'work in progress' area and be viewable to other group members, and the instructor (when they click 'view progress' in the assignment gradebook). Learners can delete and re-record these videos as many times as they like. The max video length is 120 min and cloud storage is unlimited.

Screen-sharing

If learners decide to share their screen, rather than record directly from their webcam, they will be given the following options:

- Share your entire screen
- Share a specific application/programme (such as PowerPoint)

Learners will still need to ensure that the correct microphone is selected in the recorder and to hit 'record' in order to initiate their screenshare recording (this may require switching between the application being recorded and the recorder itself). As learners can create as many recordings as they like, we would recommend that they be encouraged to practice this activity.

For more detailed information on adding/recording video to bongo assignments, see this Bongo knowledge-based article, design for learners.

Uploading Videos

If learners select 'upload video' from the 'add video' menu, they can add a range of video file types recorded elsewhere (such as a recording made using the front-facing camera on a smartphone or tablet). Files can also be transferred directly from their Google Drive, Dropbox, or OneDrive cloud storage accounts.

Maximum video file size is 20GB. The acceptable formats are: asf, avi, flv, m4v, mov, mp4, m4a, 3gp, 3g2, mj2, wmv, mpg, mpeg, wma, mod, mp3, mts, qt, f4v, m2v, wepm, ogv, mxf, vob. Bongo offers unlimited cloud storage.

Files will take some time to upload, and then will appear in their 'work in progress' area.

Combining Videos

In a bongo group assignment, only one video can be added to the final submission. As such, students can record or upload individual videos and then combine these into one file for submission. Once multiple files are added to the work in progress area, the 'combined video' option will become available in the 'add' menu.
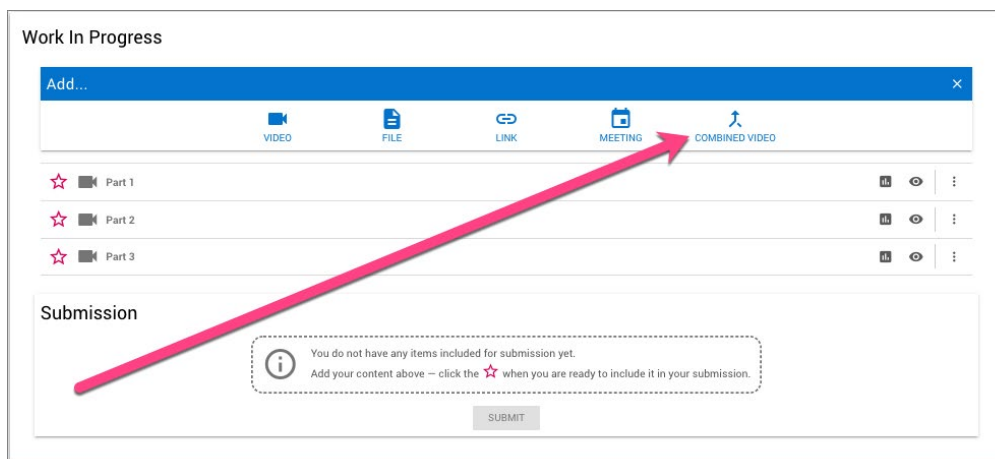
Clicking on this will allow learners to select (a) what videos to include, and (b) what order to sequence them in (they can move these around using the 'grab handle' icons - see below).
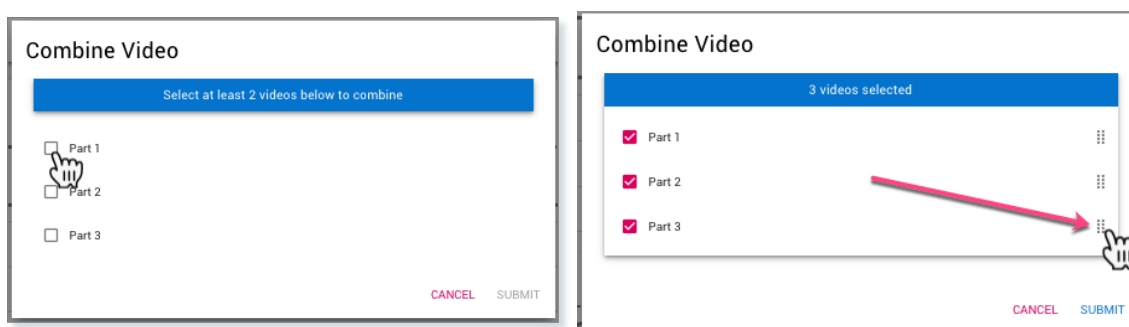
A new combined video will then be added to the work in progress area, which can later be added to the group submission.

Creating and Managing Milestones

Learners can also individually create project milestones from within the work in progress area, adding a target, date/time, and owner for each one. Milestones will then appear on the main group project page (and in the activity log). Examples of milestones include dates for the submission of notes, draft documents, presentation materials, or video recordings. Milestone owners can change their status when they are satisfied that they have been met.

Submitting the Assignment

Once the group is satisfied that all of the materials they need for submission have been added to the work in progress area – and are of sufficient quality – they can begin to transfer the relevant files (recordings, presentation slides, documents and links etc.) to the 'submission' area. This is accomplished by clicking on the star icon next to the respective item.

Or they can click on the menu icon located to the right of each item and click 'add to submission'.
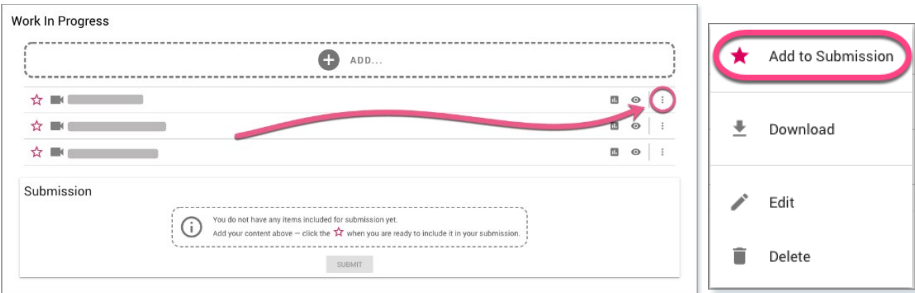
Items added to the submission area accidentally can also be removed this menu option
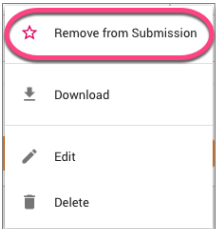
Once all desired videos, links, and files have been moved from Work in Progress to Submission, they can click Submit (only the instructor can reverse submission from the option menu in the gradebook).
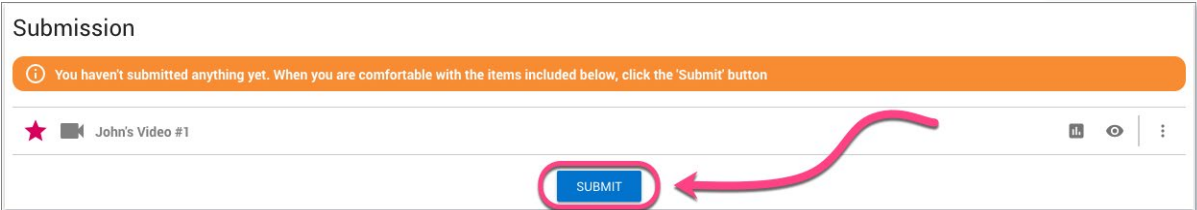
Post-submission

After submission, learners will be presented with a different group project screen in which they can:

1. View their grade
2. Participate in peer review (if enabled) – see here for learner guide to peer review & self-assessment
3. Review and self-assess their own submission (if enabled by the instructor)
4. Request to reset their submission

* learners can also review instructor evaluation (comments and video) here, as well as add their own.

Recording Group presentations in Bongo

In addition to recording videos and screen-shares directly within the group assignment, learners also have the option to schedule group meetings within the virtual classroom (and to record these and add them to their submission, e.g. for a synchronous group presentation).

The LTTC has developed a student-facing guide to this process, which can be found here.

The Brightspace 'Groups' Tool

Setting up groups in Brightspace

The 'groups' tool allows you to organise learners into small groups in each module. Using this tool, you can then create special work areas where learners can discuss, share, and submit work as a group. Groups allow you to restrict discussion topics, content, grade items and other parts of your course based on group membership. You can also create group submission folders that allow learners to submit assignments and receive feedback as part of their assigned groups. The groups tool is accessed through the navbar by selecting 'module tools' > 'Groups' in any module.
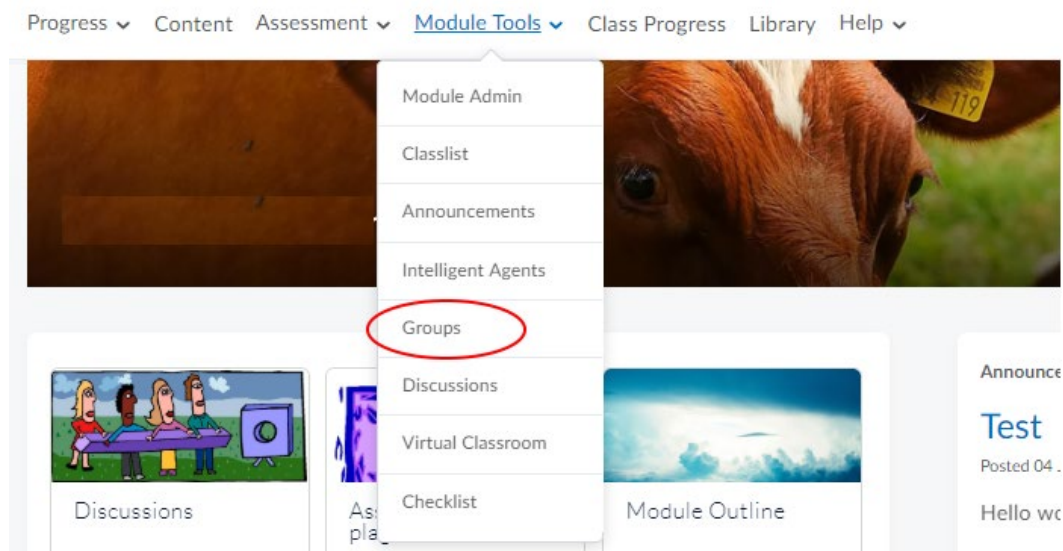
Creating groups

Group Categories

After selecting groups from the drop-down menu, you will be taken to the 'manage groups' page. In Brightspace, groups are organised into **'categories'** which house collections of related groups. For example, if you wanted to divide a class into a number of groups for a group project assignment, you might create a category called 'group project', then set the number of groups it should have. You can set up multiple categories with groups in your module if you want to have more than one set of groups (e.g. groups for weekly discussions, groups for assignments etc.). A 2DL instructional video on creating groups can be found here: https://youtu.be/xNabPZe9d5I

To begin creating groups, then, you must first create a 'new category' on the groups management page.
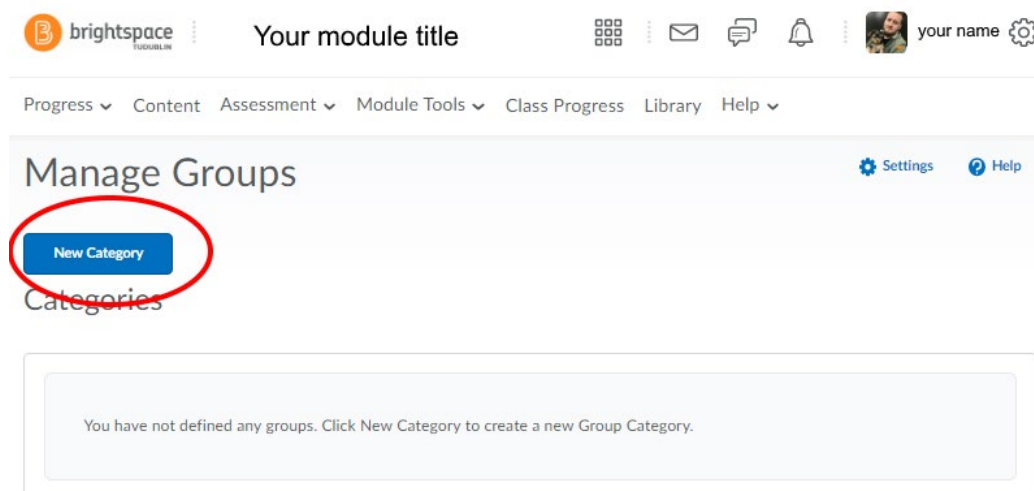
On the next page, you will give your group a name (1) and description (2), select enrolment type (3) and number of users (4), set enrolment restrictions (5), add a distinctive group name prefix (6) and choose from a number of advanced properties and additional options.

Group enrolment types (4) define how learners are enrolled *and* how many groups are created. The options available are:

'# of Groups - No Auto Enrolments'	Select this option if you want to manually enrol students to groups yourself.
'Groups of #'	This option specifies the maximum number of students in each group. Brightspace automatically enrols them on a randomised basis.
'# of Groups'	This will auto-enrol learners into a set number of groups (based on an evenly divided class group rather than a maximum number of learners).
'Groups of # -Self-enrolment'	This will set the maximum number of learners allowed in a single group and allow learners to enrol themselves.
'# of Groups - Self-enrolment'	This will define the number of groups and let learners enrol themselves.
'# of Groups, Capacity of # - Self-Enrolment'	This will define both the number of groups *and* the capacity of each. Learners will self-enrol.
'Single user, member-specific groups'	Though not technically a 'group', this option will allow you to create a special work area for a specific learner. This option might be used to facilitate ongoing one-to-one correspondence between the instructor & a specific learner (e.g. for supervision), or to create a private space for a learner to journal or reflect on a topic.

After selecting your enrolment type, you will then specify the number of groups or users you would like to use. The field for entering this data will change contextually based on the enrolment type you have selected. For example, when you choose the enrolment type 'groups of #' you will be given an option to specify the 'number of users' (1). Conversely, when you choose '# of groups' you will be asked to enter the required 'number of groups' (2).

Enrolment Type

Groups of #

Number Of Users * **(1)**

Enrolment Type

# of Groups

Number of Groups * **(2)**

Similarly, if you select a more complex enrolment type such as '# of groups, capacity of #, self-enrolment' you will be required to enter both the 'number of users' *and* the 'number of groups'.

Enrolment Type

# of Groups, Capacity of # - Self Enrolment

Number Of Users *

(1)

Number of Groups *

(2)

Select the 'restrict enrolments to' drop-down menu if you want to create a subgroup of an existing group or if you want to limit groups to certain sections. For example:

● Let's say, you have created a group of 10 learners entitled 'group project 1'
● Then, you wish to create five subgroups of 'group project 1' , numbering 2 learners each
● Presuming you have already created 'group project 1', you would start by creating a new group called 'group project 1 subgroups'
● After defining the type of group, number of students and capacity, you would then restrict enrolment to members of 'group project 1'. This way, only students already enrolled on 'group project 1' will be able to find and enrol in the groups belonging to 'group project 1 subgroups'.
● When you add this restriction, the name of the overarching group category will be added to the prefix field for your subgroup category, as such*:

Restrict Enrollments To *

Group project 1

Group Prefix

Group project 1 -

* Because subgroups appear in the group list alongside the other groups they relate to (rather than as a subheading) it is important to give your subgroup a name that clearly illustrates its relationship with the larger group.

The group prefix

After having named your group and defined its enrolment type, user/group numbers, and - if applicable – restrictions, you will be required to enter a 'group prefix'. For example, if you specify the prefix 'discussion group', Brightspace will then automatically create groups called 'discussion group 1', 'discussion group 2' and so on. You can also change these names to something more specific once they have been created.

Advanced properties & Additional Options

Under advanced properties, you can set an expiry date for self-enrolment, and select an option that will automatically allocate unenrolled learners after this cut-off.

Advanced Properties

▼ Hide Advanced Properties

Groups Options

☐ Set Self Enrollment Expiry Date ⓘ

| 20/07/2019 | Now |

☐ Allocate unenrolled users after Self Enrollment Expiry Date ⓘ

Under **additional options**, you can select the following:

- 'Set up **discussion areas**': this option will automatically set up a discussion forum for each group.
- '**Set up Lockers':** which groups can use to share files with one another and store them. Much like an ordinary cloud storage application, learners can upload and create files, and create and organise folders. Group members can also be automatically notified of changes made within the locker. If you do not enable this option at this stage, you can create lockers for your groups at a later stage. Course instructors can access all lockers and share files to them. To create a locker manually navigate to 'groups', click on the drop-down next to a group category name and select 'edit category'. Scroll to the bottom of the next page and you will be able to select 'set up lockers' under the 'additional options' menu.
- 'Set up **assignments**': This will set up an assignment submission folder for each group. Under this option, you can also specify whether learners will use file submission, text submission, on paper submission, or be 'observed in person'.

Additional Options

▼ Collapse additional options

Create Workspace

☐ Set up discussion areas ⓘ

☐ Set up lockers ⓘ

☑ Set up assignments ⓘ

| File submission | ⌄ |

TIP: Remember to save your category when you are done using the 'save' **Save** button.

Group Discussions

When you check the 'set up discussions areas' during the group setup process, you will be required to create a discussion forum. In Brightspace discussions are organised in the following way: forums include topics, and topics are made up of threads.

At this stage, you can create a new discussion forum for your groups (1) or choose an existing one from your module (2). By default, a single forum will be created with separate topics restricted to members of each group (3).

However, if you are using an existing discussion forum and topic, you can create group-restricted threads inside an existing topic (4). Note: this topic must be empty of threads and previous group restrictions for this to work.

Additional Options

▼ Collapse additional options

Create Workspace

☑ Set up discussion areas ❓

(2)

Forum * (1)

Essay Plan Discussion ⌄ | [New Forum] ❓

● Create new topic (3)
Create a new topic to restrict with this group category.

(4) ◯ Attach to existing topic
Create a group-restricted thread in an existing topic. **This option is only available for empty topics without previous group restrictions or posts.**

If you select the default discussion forum option (recommended), you will next be taken to the 'create restricted topics' page. Here, you can create one topic per group (1) or create one topic with threads separated by group (2). You must also give your topic a name (3) and, preferably, a description and instructions (4) (these can be edited later).

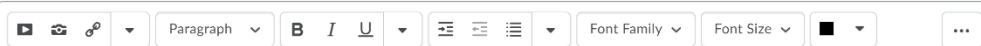## Create Restricted Topics

Category Name

test groups 06032020

◯ Create one topic per group (2 topics total) (1)
Each group has a separate, restricted topic.

● Create one topic with threads separated by group (2)
Groups share one group-restricted thread in a single topic.

Title

test groups 06032020 Group Discussion (3)

Description

[▶ 📷 🔗 ⌄] [Paragraph ⌄] [**B** *I* U ⌄] [⇥ ⇤ ☰ ⌄] [Font Family ⌄] [Font Size ⌄] [■ ⌄] [...]

(4)

Group Assignments

If you have opted to create group assignments, you will be taken to the 'create assignments' page during the setup process. This process is almost identical to setting up a new assignment from within your module. On this page, you can do the following:

- Give your group assignment a name (required)
- Provide a description/instructions
- Add attachments or record audio and video instructions
- Specify the assignment type (individual or group) – group will be selected by default
- Determine the number of files allowed per submission, and if more than one submission is allowed
- Link the assignment to a category and gradebook item
- Add a rubric
- Allow learners to reflect on the assignment in their ePortfolio

Create Assignments

Name *

Instructions

| ▶ 📷 🔗 ▾ | Paragraph ▾ | **B** *I* U̲ ▾ | ⇥ ⇤ ☰ ▾ | Font Family ▾ | Font Size ▾ | ■ ▾ | ⋯ |

Attachments

| Add Attachment ▾ | Record Audio | Record Video |

Submission, Completion and Categorization

Assignment Type

◯ Individual assignment ❔

◉ Group assignment ❔

Group Category | test groups 06032020 ▾ |