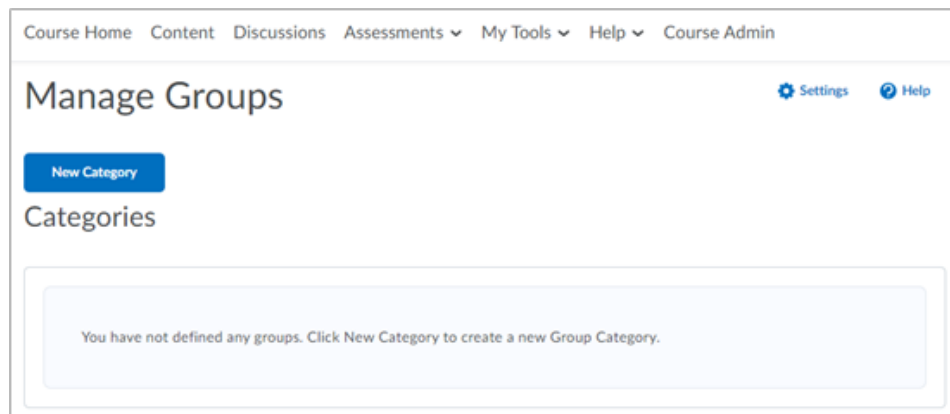# Setting up Group Categories

Setting up Group Categories is the first step towards creating groups of students in Brightspace that can be used for group projects, discussions and more. To set up group categories:

1. Navigate to the Groups Tool by selecting Course Admin Tab and scrolling down to select Groups

2. Select "New Category"

3. Give the Category a name and a description if desired.

4. Chose an Enrollment Type from the dropdown menu. This will determine how the groups are created.
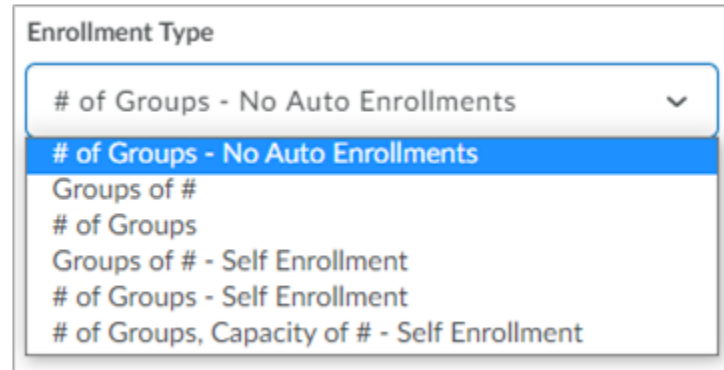
   a. "**# of Groups – No Auto Enrollments**" allows you to chose the number of groups you would like, and enrolls students manually into groups. This requires editing if students add/drop the class.
   b. "**# of Groups**" will let you choose how many groups you want, and divide up your classlist evenly.
   c. "**Groups of #**" will let you choose how many students you want in each group, and divide the students into these groups.
   d. **Self enrollment** options allow students to pick which group they want to be in.
   e. The options not labeled Self Enrollment will automatically populate once created.

   *Note: it is **NOT** possible to change Enrollment Type after the fact. If you change your mind after the groups are created, you will have to start from scratch again.*

5. If Self Enrollment Groups have been chosen there is also the option to set a time frame for student sign up under Advanced Properties. If "Allocate unenrolled users after Self Enrollment Expiry Date" is selected, then students who have not signed up by the Expiry Date will be randomly assigned to groups.

6. Once the desired settings have been selected, click Save. This will bring you back to the main screen where your newly created category and groups will be displayed.

7. For instructions on how to provide student access to the groups tool (i.e. for self-enrollment or finding fellow group members) please see our help resource document Making the Groups Tool Accessible.

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