# Making the Groups Tool Accessible

The groups tool within Brightspace is very useful for both discussions and group assignments. It is also commonly used as a 'sign-up' sheet or as a way to allow students to form working groups. Making the group tool accessible to students is as critical a step as setting up the groups.

As an instructor, to locate Groups, click on the 'Course Admin' tab and select Groups.
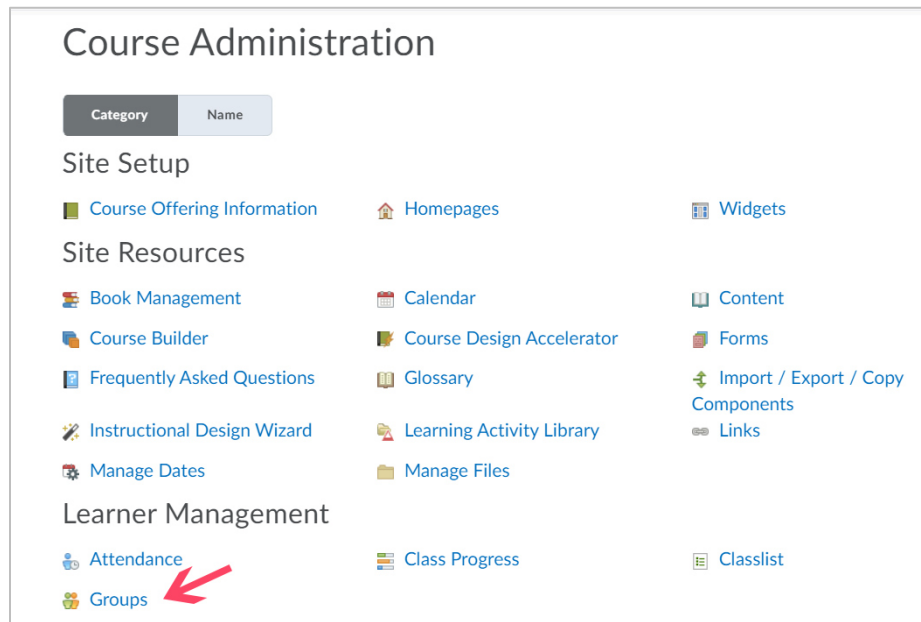
Instructors can also access the Groups tool through the Groups widget, after it has been added (steps included below). The Groups widget is the primary way for students to access groups.
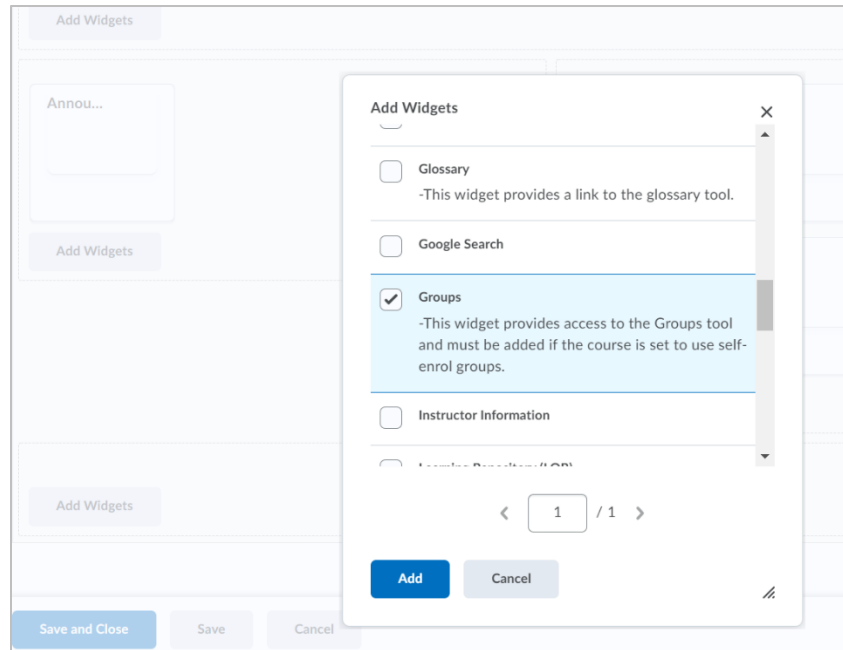
To add the Groups widget to the course homepage:

1. Scroll to the bottom of the course homepage and in the bottom right corner, click the square with three dots. Select 'Edit this Homepage' from the menu that pops up.
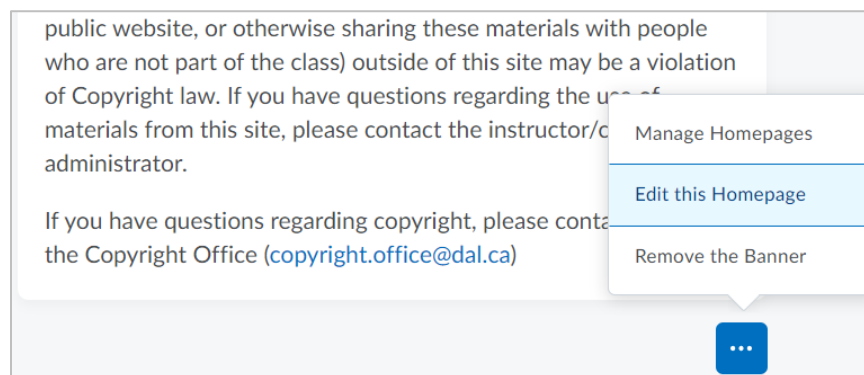
2. Select 'Add Widgets' to the desired panel of the homepage. Scroll down until you find the 'Groups' widget and select the box beside it. Click the blue 'Add' button.


3. Once the widget has been added to the homepage, hit 'Save and Close'. The widget should now appear on the course homepage and students will then be able to access groups from here. From this entry point, students can sign up for groups, or view the groups (along with the other members) they are enrolled in.
4. If self-enrollment groups have been created, a link can also be added to an announcement or in a module description to direct students directly to group sign up. Begin by creating a new announcement or selecting the module description the link will be added to.
5. Select the 'insert quicklink' button in the html editor.
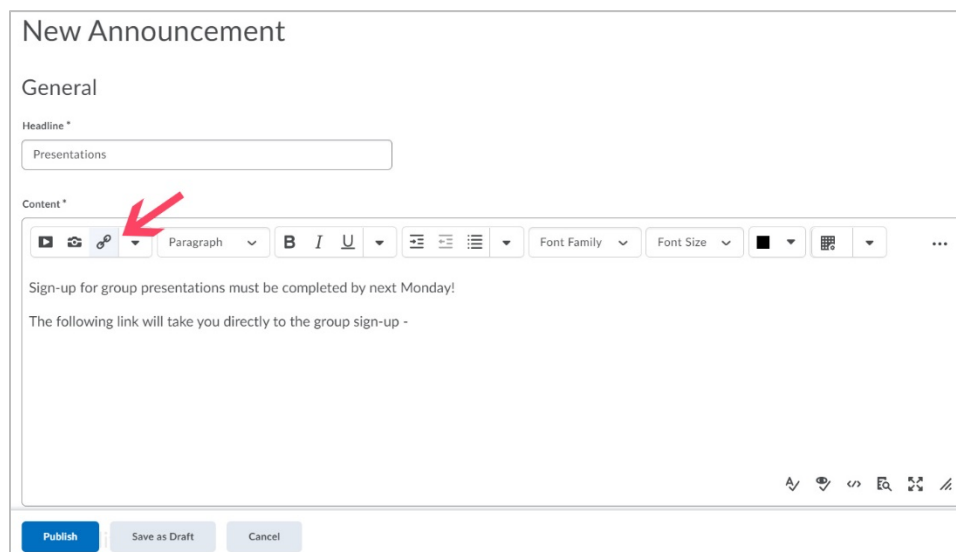
6. Scroll down to the 'Self Enrolment groups' option and select a group to add a link to.
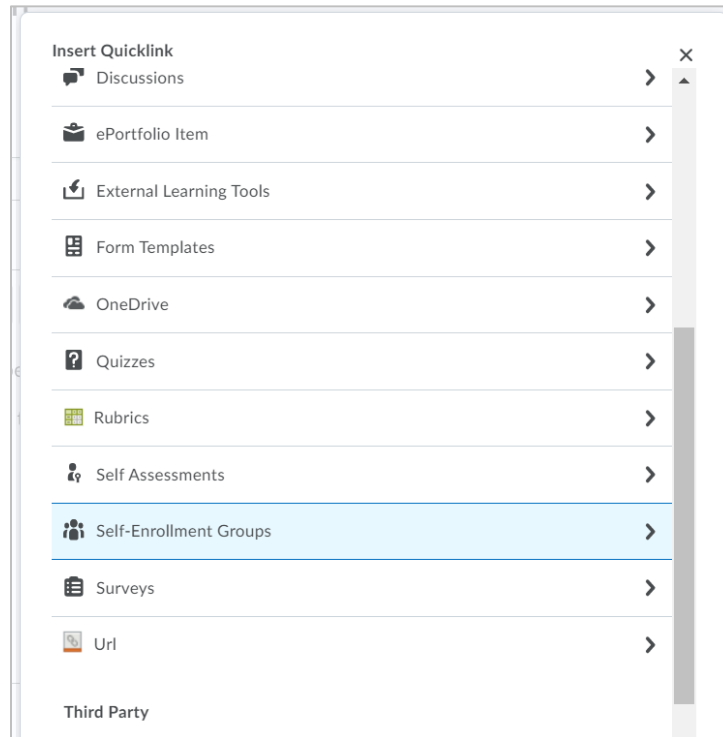
7. Once the announcement is published or the module description is saved, students will be able to use the link to sign up for a group.