## Overview

You can use the Groups Tool and Discussions Tool in VIULearn to create Group-restricted discussion topics and Group Assignment Submission Folders. This handout assumes you have already created your groups.

## Create a Group Restricted Discussion and Group Assignment Submission Folder

1. Go to the Groups tool by clicking **Communication** and **Groups**.



1. Click on the Groups Category you want to create the group work areas for.
2. At the bottom of the Edit Category page check the boxes for **Set up discussion areas** and **Set up assignment submission folders**



1. Click the blue **Save** button
2. First, you will set up the discussion area:



* 1. Choose the Forum for your discussion topic
	2. Choose whether you want to create a separate topic for each group (this option may be best if you plan to assign each group different work) or whether you want to put all groups in a single topic where individual discussion threads will be group restricted (this is ideal if you want to grade the group discussion, or if you want to be able to post information relevant to all groups)
	3. Enter a title and description for your discussion topic if available
	4. Click **Create and Next** to move on or **Add Another** to create another discussion topic.
1. Now we will set up the Assignment Submission Folders:



1. Give the Assignment Submission Folder a name
2. You can choose whether or not to associated this Assignment Submission Folder with a category or attach it to a grade item.
3. Include any instructions or attachments
4. Set your submission options
	1. Click the blue **Create** button to create this Assignment Submission Folder and return to the Group Category editing screen, or click **Add Another** to set up additional Assignment Submission Folder
5. You will see a confirmation screen summarizing what has been created. Click **Done**.
6. Make any changes to your Group Category and then click the blue **Save** button.