
Brightspace: Group creation with over 50 students

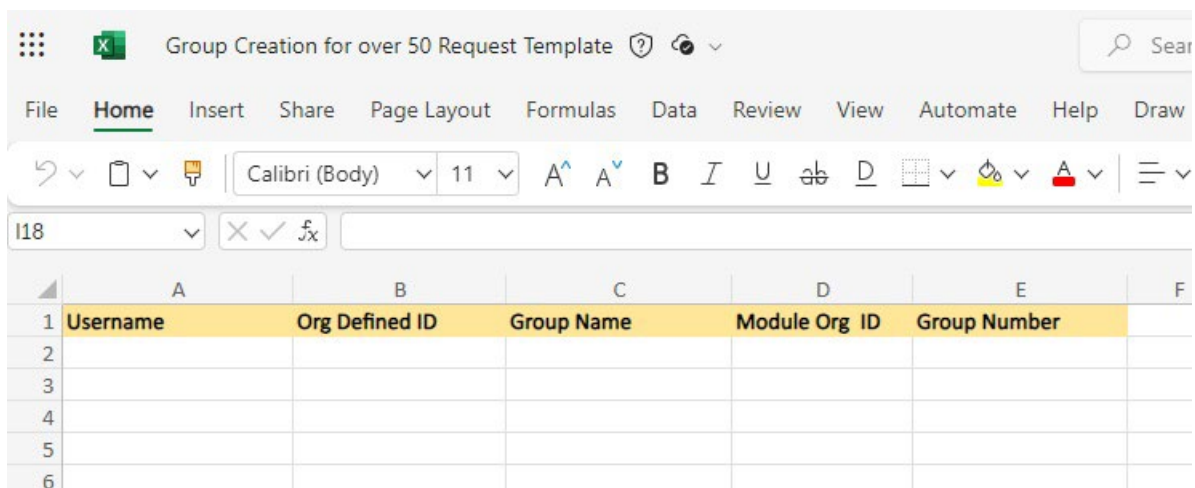
To create groups in your class if your class has more than 50 students

Request ITD assistance in creating groups through [TopDesk here](#).

Important:

- a) The lecturer needs to have the groups created on his/her site on Brightspace before submitting the request to add the **50+** students to the groups.
- b) To create the groups please follow the steps outlined on the Knowledge Base [here](#)
- c) Once the groups are created on the module on Brightspace, the lecturer will need to download the *Group Creation for over 50 student* template and fill it in with the required information, and then upload it for processing.

Download the [Group creation with over 50 students](#) request template.



| | A | B | C | D | E | F |
|---|----------|----------------|------------|---------------|--------------|---|
| 1 | Username | Org Defined ID | Group Name | Module Org ID | Group Number | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

Figure 1 Over 50 Group Creation - blank template.

Fill out the template as follows –

- Enter the **Username**, this is the ID number of student.

- Enter the **Org Defined ID**, this is the student email.
- Enter the **Group name**, this is the name you give your groups e.g., Lab Group.
- Enter the **Module Org ID**, the number not the name. This is the number at the end of the URL on your module e.g. <https://learn.ul.ie/d2l/home/6685> - it is the **6685** at the end that is required.
- Enter the Group Number the student needs to be assigned to.

| | A | B | C | D | E |
|---|----------|----------------------------|------------|---------------|--------------|
| 1 | Username | Org Defined ID | Group Name | Module Org ID | Group Number |
| 2 | 22040400 | 22040400@studentmail.ul.ie | Lab Group | 6685 | 1 |
| 3 | 00000000 | 00000000@studentmail.ul.ie | Lab Group | 6685 | 2 |
| 4 | 00000007 | 00000007@studentmail.ul.ie | Lab Group | 6685 | 3 |
| 5 | 10000004 | 10000004@studentmail.ul.ie | Lab Group | 6685 | 4 |

Figure 2 Over 50 Group Creation example.

- Click the Attachment button and upload the completed Excel Form.
- Press Submit to submit your file for processing.
- Requests will be processed as quickly as possible.

Group Creation with over 50 students Request *

* Required fields

Figure 3 Over 50 Group Creation - Submitting your template.

- ITD will inform you when your groups are ready.

Note: If your class has less than 50 students you should create groups manually using the Groups tool under Class Organisation (green nav bar) in your module. Information on this is available on the Knowledge Base [here](#)