Create Group Category

Access the Groups Tool
1. From the Course Home page, click on the Groups link in the Course Administration widget.

Creating Groups
1. From the Manage Groups page, click the New Category icon.
2. Enter a Category Name.
3. Enter a Description of the category. (optional)
4. Select an Enrollment Type.
5. Specify the Number of Groups to create or the Number of Users per group depending on the Enrollment Type you chose.
6. Select Auto-Enroll New Users if you want users to be enrolled in groups automatically.
7. Select Randomize users in groups if you want users to be placed in groups randomly. If this option is not chosen, users are placed alphabetically based on the classlist.
8. Select Setup Discussion Areas if you want to associate discussion areas with the groups in the category.
9. Select Setup Locker if you want to associate locker areas with the groups in the category.
10. Select Setup Dropbox if you want to associate dropbox folders with the groups in the category.

NOTE: For more information about each item, click the .

SEE SCREEN SHOT ON NEXT PAGE
NOTE: Items with a * are required.
NOTE: For more information about each item, click the ?.
11. Click the **Create** button when finished selecting options.

12. Click ![Category List](image) to return to the **Manage Groups** page.

13. The **Manage Groups** page will show you the Category and Groups that belong to that Category.
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Editing Categories and Groups

1. From the Manage Groups page, click on the name of the group or category you want to edit.
2. Update the appropriate fields.
3. Click **Save**.

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Adding Groups to Existing Categories

1. Select the **Category** name you would like to add a group to from the **View Categories’** drop-down
2. Click the **Add Group** icon to the right of the Category name.
3. Update the **Group Name** if you want it to be different from the one provided.

4. Update the **Group Code** if you want it to be different from the one provided.

5. Enter a **Description** for the group, if desired.

6. Click **Add**.

**Deleting Categories and Groups**

1. From the **Manage Groups** page do one of the following:
   - Select the check box beside the group or category you want to delete.
   - Select the check box at the top of the list to select all groups and categories.

2. Click the **Delete** icon.
Modifying Group Enrollment

1. From the Manage Groups page, click the Enroll Users icon.

2. Select whether you want to Display ‘All Groups’ or a specific group.

3. If desired, enter information in the Search For field to search for a specific user.

4. Enroll users or adjust enrollment using the check boxes in the Enroll Users grid.

   **Tip**: If you do not see all users on one page, change the ‘per page’ drop-down to the appropriate number. It is set to display only 20 users by default.

5. Click Save when you are finished.