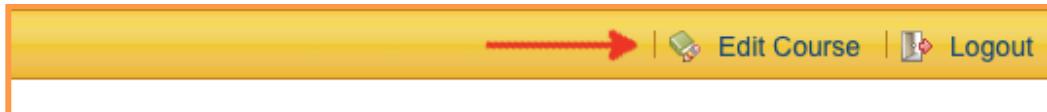


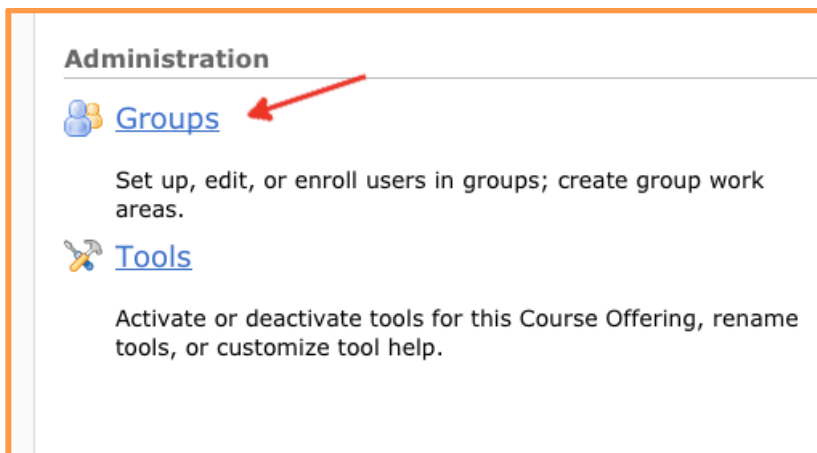
This step-by-step guide will demonstrate how to create and edit categories in the **Groups** tool in Desire2Learn (D2L).

Groups: Manage Categories

1. Select **Edit Course**.

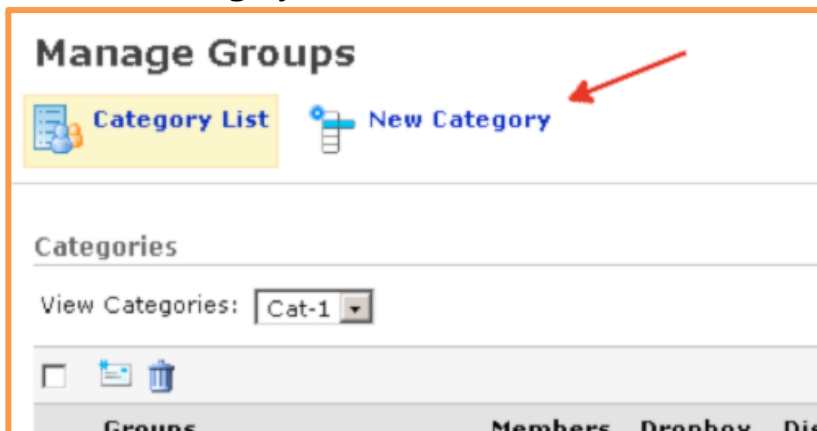


2. Select **Groups**.



Create a Category

3. Select **New Category**.



4. Enter a **Category Name**.
5. *Optional:* Enter a **Description**.

6. Select an **Enrollment Type** from the dropdown menu.
 - a. # of Groups – no Auto Enrollments (the system creates the number of groups and the instructor enroll members manually).
 - b. Groups of # (the system will randomly create groups of the specified size).
 - c. # of Groups (specify the number of groups for the system to create).
 - d. Groups of # - Self Enrollment (specify the maximum number of member per group and enroll themselves).
 - e. # of Groups – Self Enrollment (specify the number of groups to be added and the students enroll themselves).

7. Enter one of the following options (depending on the **Enrollment Type**):
 - a. Specify the **Number of Groups**.

- b. Specify the **Number of Users**.

- i. *Optional:* Select **Auto-Enroll New Users**.
- ii. *Optional:* Select **Randomize users in Groups**.

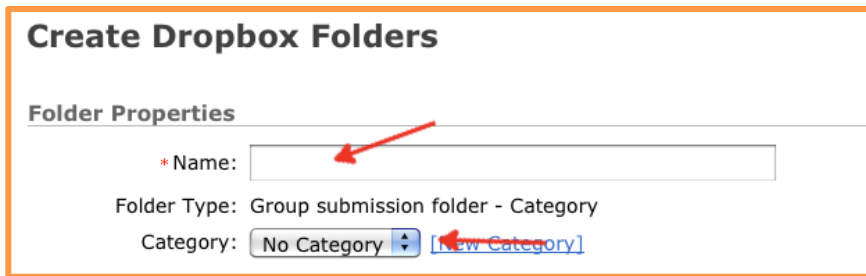
- 8. *Optional:* Select **Set Up Discussion Areas**.
- 9. *Optional:* Select **Set Up Locker**.
- 10. *Optional:* Select **Set Up Dropbox**.

11. Select **Create**.

- 12. Perform the following steps if **Set Up Discussion Areas** was selected:
 - a. Select a parent forum from the **Forums** dropdown menu.
 - b. *Optional:* Select **Add Another** to create additional topics.
 - c. Select **Create and Next**.

- 13. Perform the following steps if **Set Up Dropbox** was selected:
 - a. Enter a **Name**.

b. *Optional:* Select a **Category**.



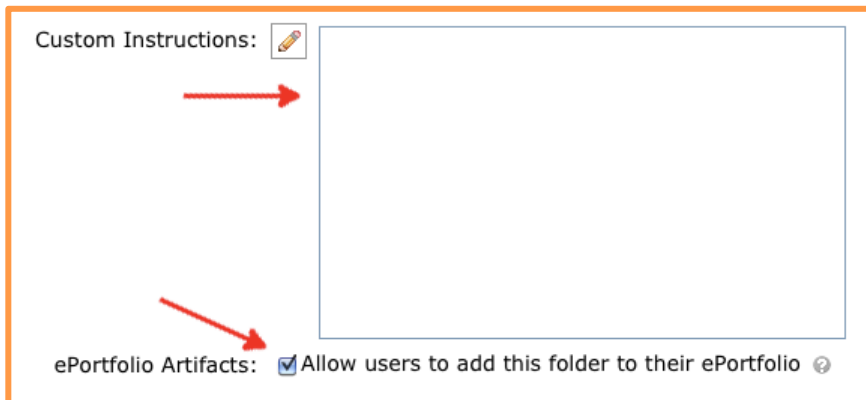
c. *Optional:* Select a **Grade Item**.

d. Enter the total points in the **Out Of** text field.



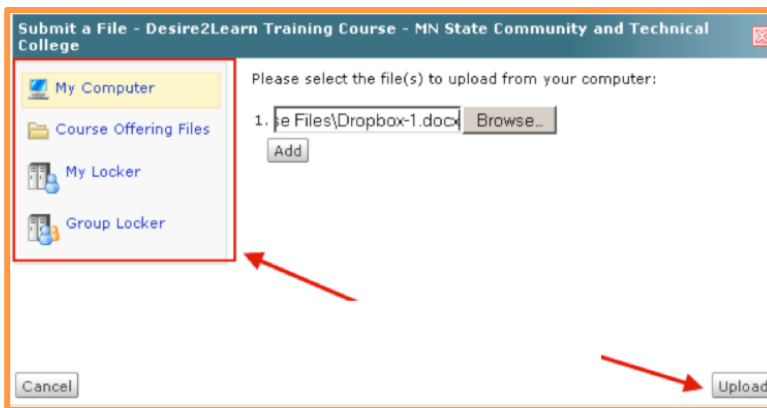
e. *Optional:* Enter **Custom Instructions**.

f. *Optional:* Select **Allow users to add this folder to their ePortfolio**



g. *Optional:* Select **Add a File**.

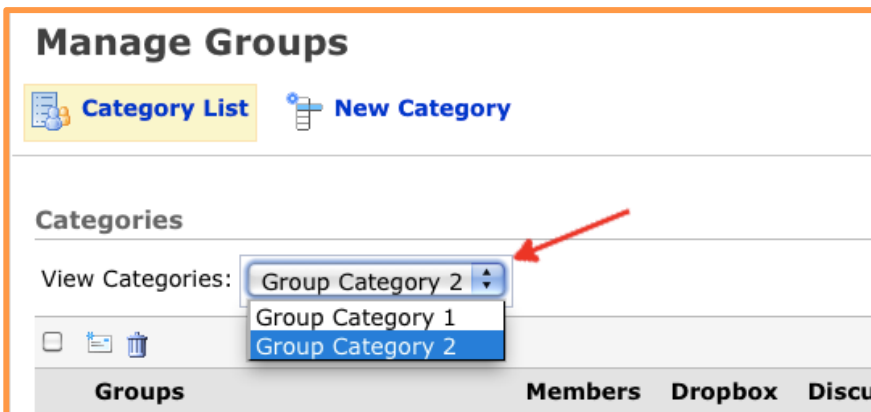
i. Select a file from one of the available locations.



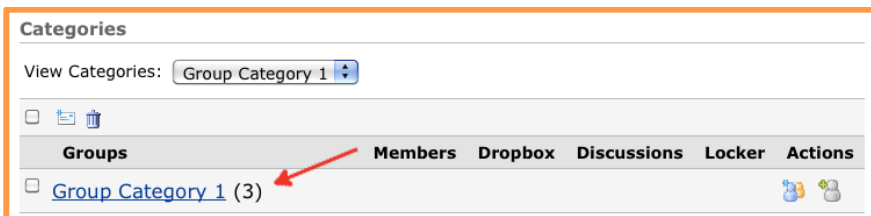
ii. Select **Upload**.

Rename a Category

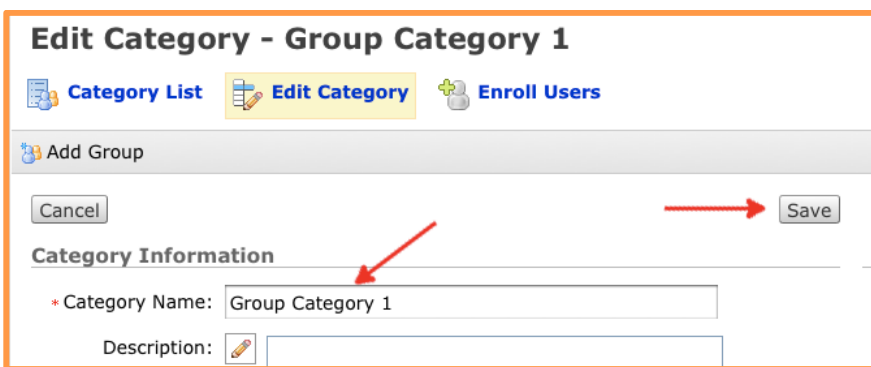
14. Select the desired **Category** from the dropdown menu.



15. Select the title of the category.



16. Enter a new **Category Name**.



17. Select **Save**.