

Groups: Create a New Category

1. Select **Edit Course**.
2. Select **Groups**.
3. Select **New Category**.
4. Enter a **Category Name**.
5. *Optional*: Enter a **Description**.
6. Select an **Enrollment Type** then enter number of groups/users.
7. *Optional*: Select **Additional Options**
 - a. Select **Set Up Discussion Areas**.
 - b. Select **Set Up Locker**.
 - c. Select **Set Up Dropbox**.
8. Select **Create**.

Note: Selecting **Set Up Discussion Areas** and/or **Set Up Dropboxes** will result in additional steps below.

- a. To **Create Restricted Discussion Areas**: Select a forum from **Forums** dropdown or **New Forum** link then **Create and Next**.
 - b. To **Create Dropbox**: Enter **Name** and (*optional*) other **Folder Properties, Attached Files, and Submission Options**, then select **Create**.
9. Select **Done**.

Create Group for Existing Category

1. Select **Edit Course**.
2. Select **Groups**.
3. Select category from **View Categories** dropdown.
4. Select **Create New Group** icon next to the selected category.
5. Enter **Group Name**.
6. *Optional*: Enter a **Group Code** and/or **Description**.
7. Select **Add**.

Rename a Group or Category

1. Select **Edit Course**.
2. Select **Groups**.
3. Select category from **View Categories** dropdown.
4. Select the link for the group or category to be renamed.
5. Enter the new **Group Name** or **Category Name**.
6. Select **Save**.

Enroll Users in a Group

1. Select **Edit Course**.
2. Select **Groups**.
3. Select category from **View Categories** dropdown.
4. Select **Enroll Users in Selected Groups** icon next to the category name.
5. Checkmark desired group column for each user.
6. Select **Save**.

View Group Members

1. Select **Edit Course**.
2. Select **Groups**.
3. Select category from **View Categories** dropdown.
4. Select number in **Members** column for desired group.

View Group Locker Files

1. Select **Edit Course**.
2. Select **Groups**.
3. Select category from **View Categories** dropdown.
4. Select **Group Files** in **Locker** column for desired group.