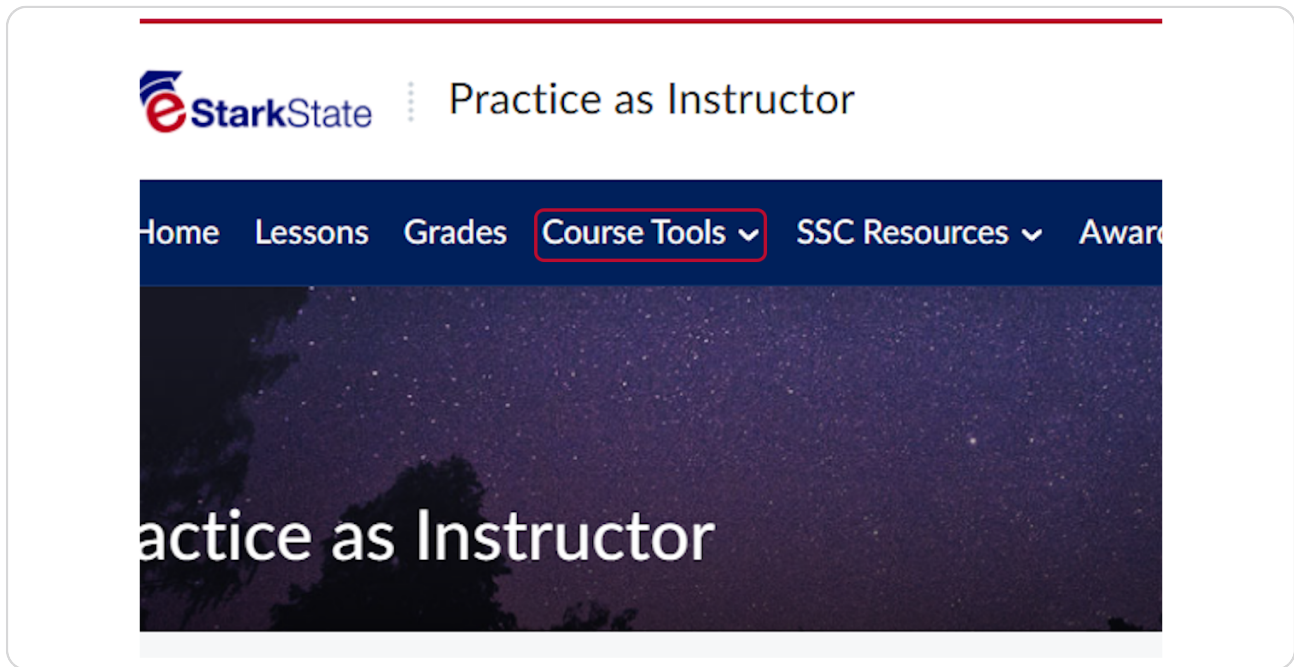


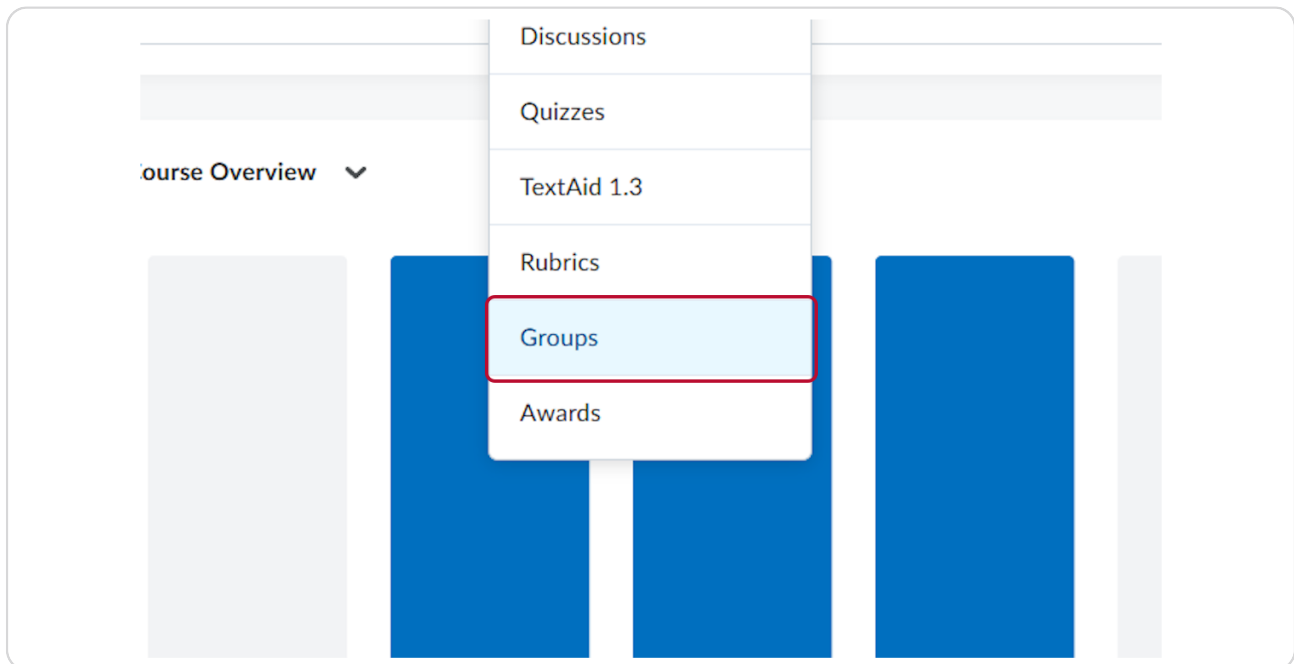
## STEP 1

### Click on Course Tools



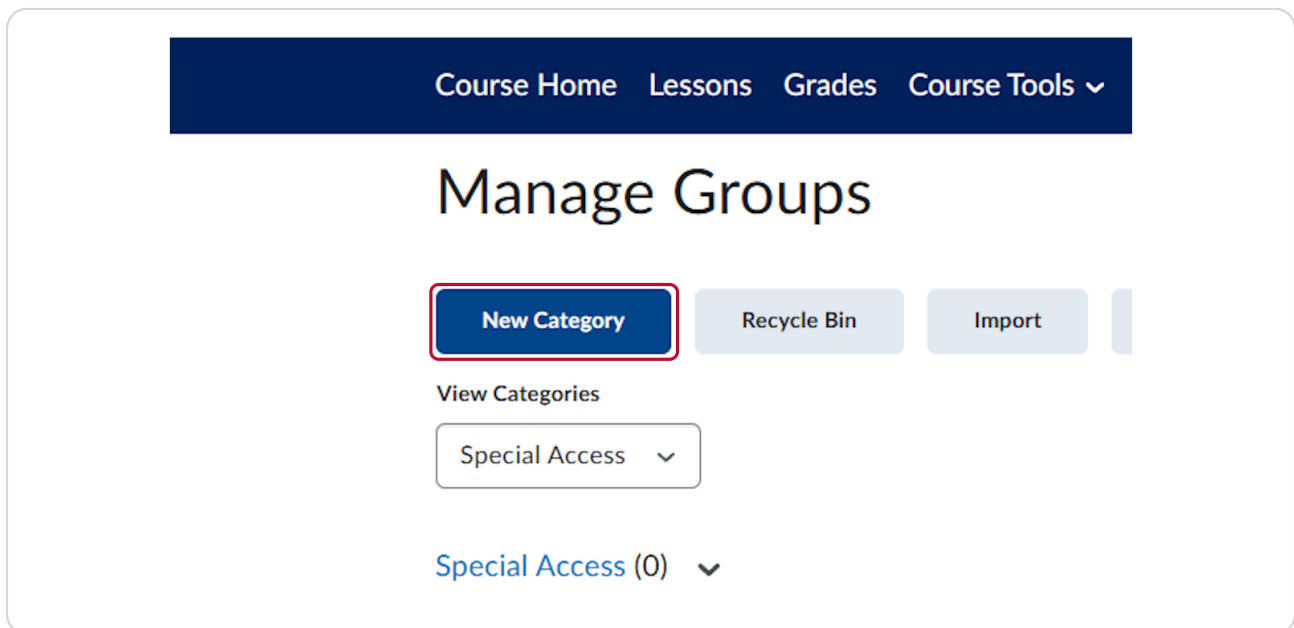
## STEP 2

### Click on Groups



### STEP 3

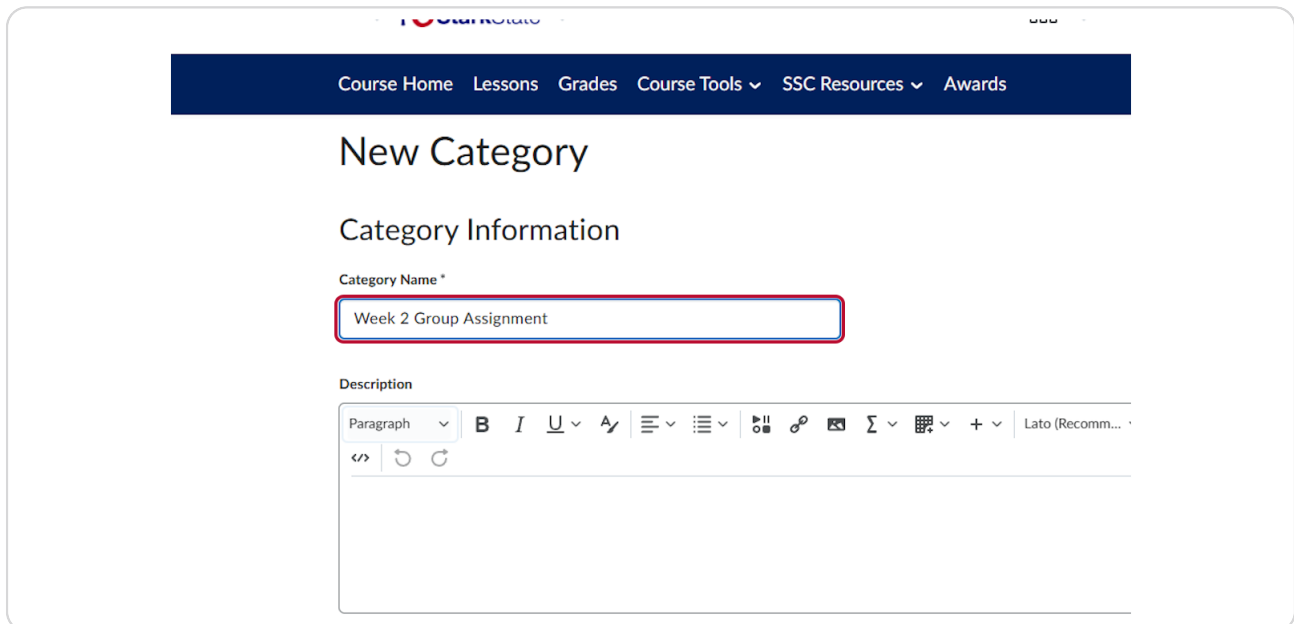
#### Click on New Category



### STEP 4

#### Give the Groups a title

We recommend putting the weeks they will work as a group in the title or the description to make it easy for students to understand.



## STEP 5

### Select the Enrollment Type and Number of Users for the Groups

There are several types:

# of Groups - No Auto Enrollments is used if you want to assign the groups manually

# of Groups is used if you want the system to automatically assign students to groups

# of Groups - Self Enrollment is used if you want students to self-enroll in a group

## STEP 6

### Check Make category and group descriptions visible to group members

☒ Auto-enroll new users ?

☒ Randomize users in groups ?

☒ Make category and group descriptions visible to group members

### Additional Options

▼ Collapse additional options

Create Workspace

☐ Set up discussion areas ?

☐ Set up lockers ?

☐ Set up assignments ?

File submission ▼

## STEP 7

### Click on Save

Create Workspace

☐ Set up discussion areas ?

☐ Set up lockers ?

☐ Set up assignments ?

File submission ▾

**Save** Cancel

## STEP 8

### Click on OK

Information: Group Creation

Your groups are currently being created in the background. This may take a few minutes. You will receive a notification when this is complete.

**OK**