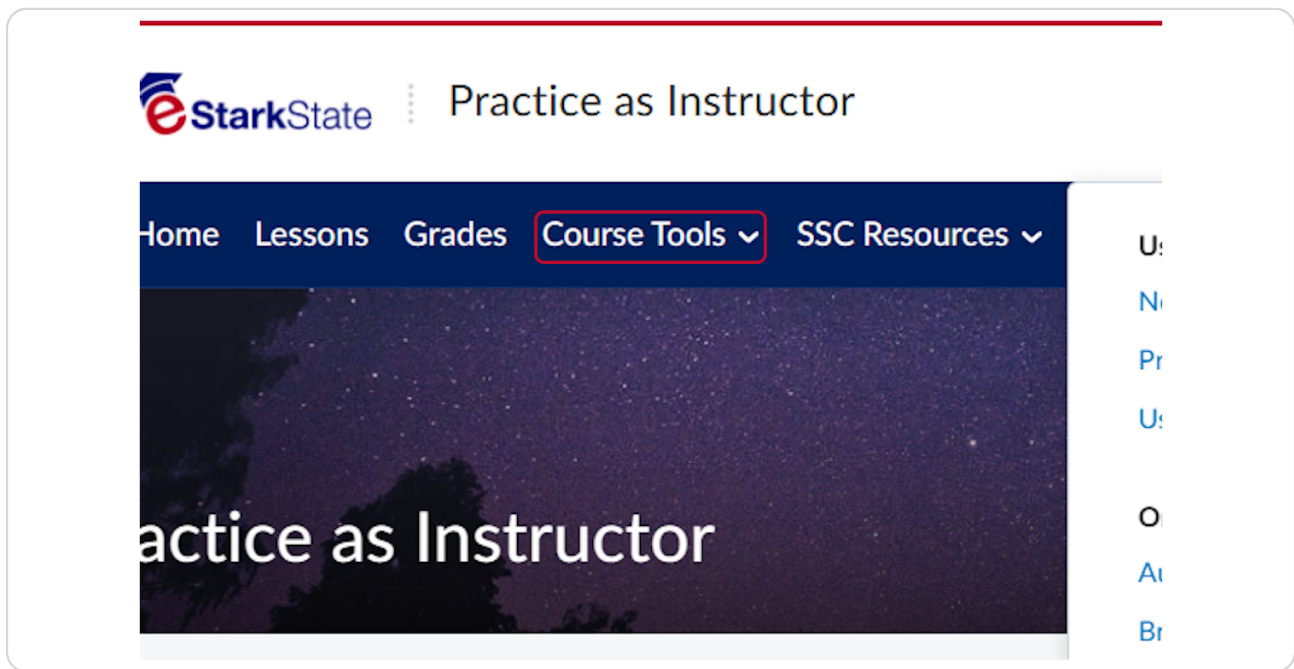


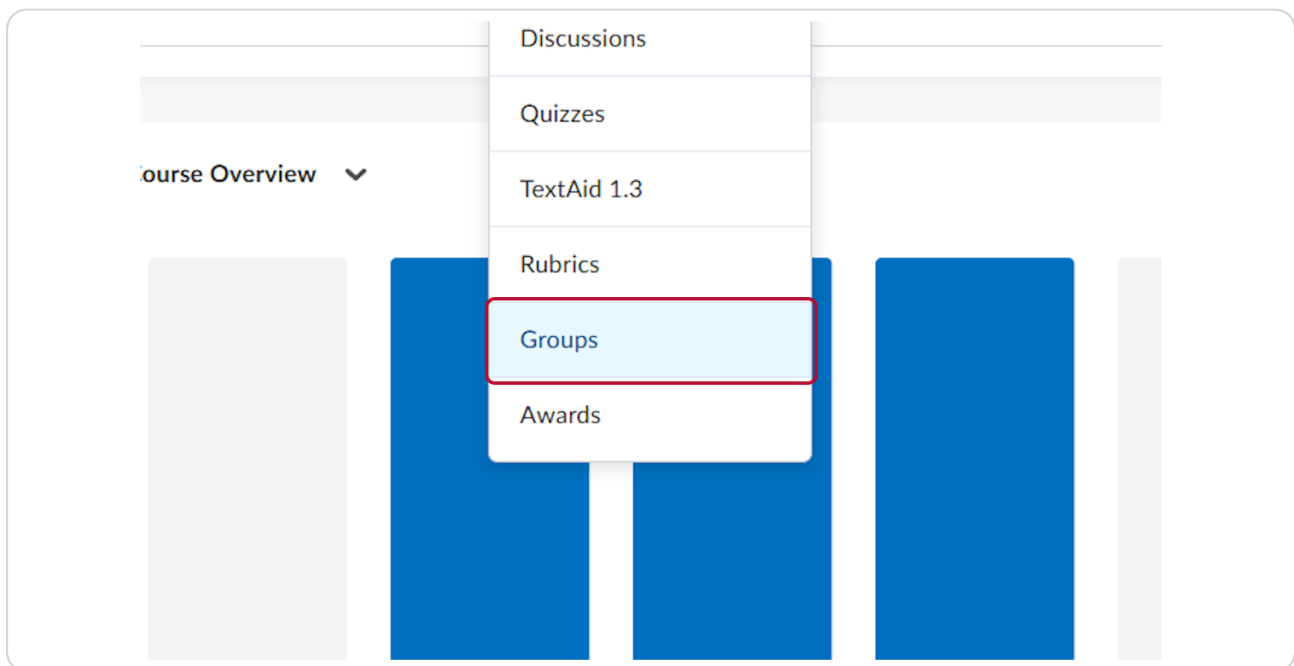
STEP 1

Click on Course Tools



STEP 2

Click on Groups



Click on New Category

[Course Home](#)
[Lessons](#)
[Grades](#)
[Course Tools](#)

Manage Groups

New Category

Recycle Bin

Import

[View Categories](#)

Special Access

Special Access (0) ▼

Add a Category name

[Course Home](#) [Lessons](#) [Grades](#) [Course Tools](#) [SSC Resources](#) [Awards](#)

New Category

Category Information

Category Name *

Name Your Category Here

Description

[illegible]

STEP 5

Select the Enrollment Type

</> ↺ ↻

Enrollment Type

Groups of #

Number Of Users *

Restrict Enrollments To *

No restrictions

STEP 6

Add the number of students for each group

Enrollment Type

Groups of #

Number Of Users *

3|

Number Of Users is required

No restrictions

Group Prefix

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