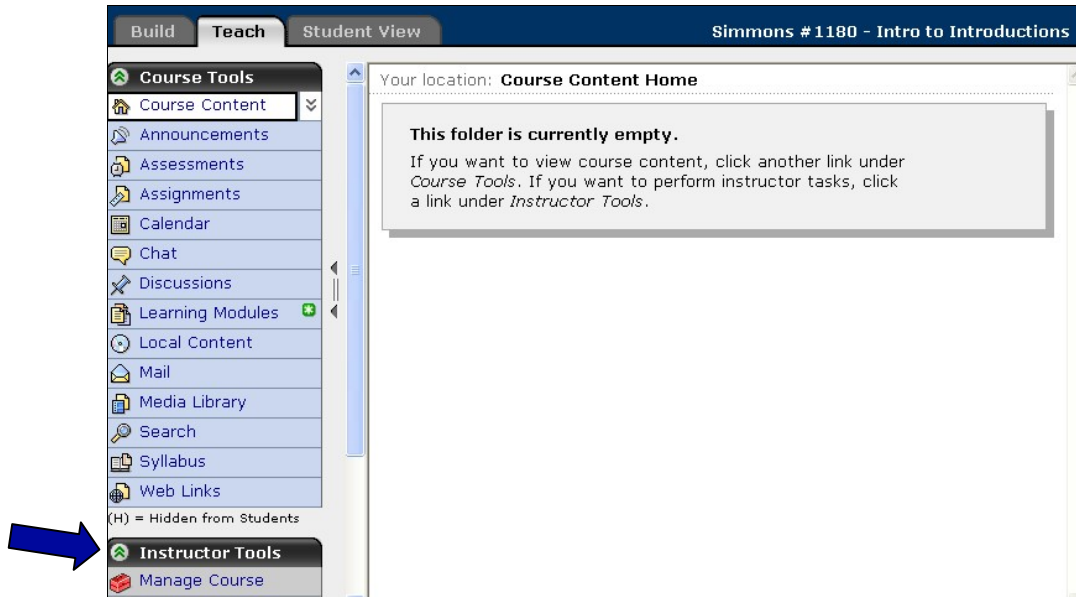
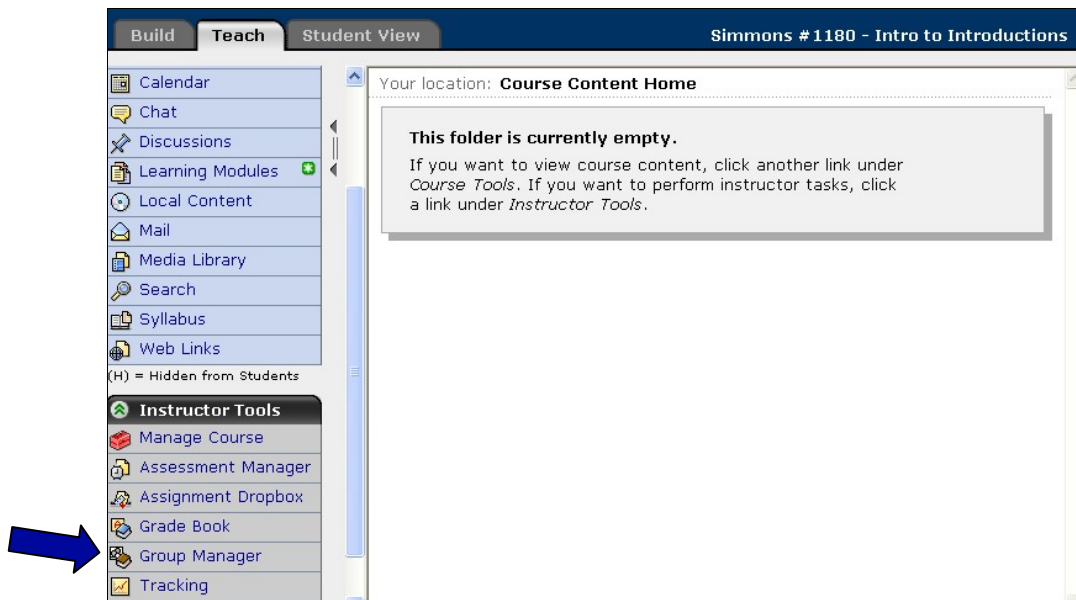


How to Add a Group

1. From the **Teach** tab, scroll down (if needed) to **Instructor Tools**.

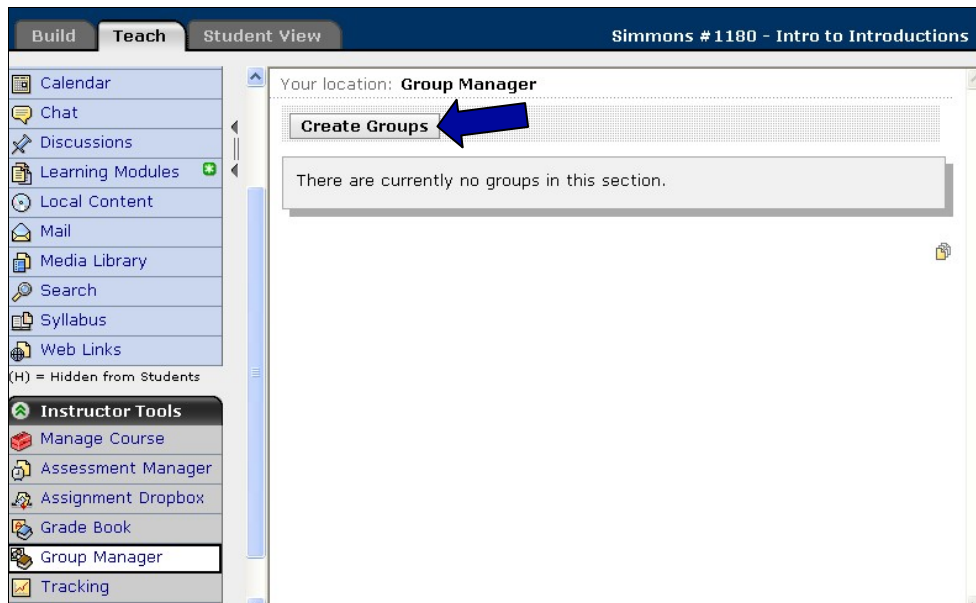


2. Select the **Group Manager** link.



How to Add a Group

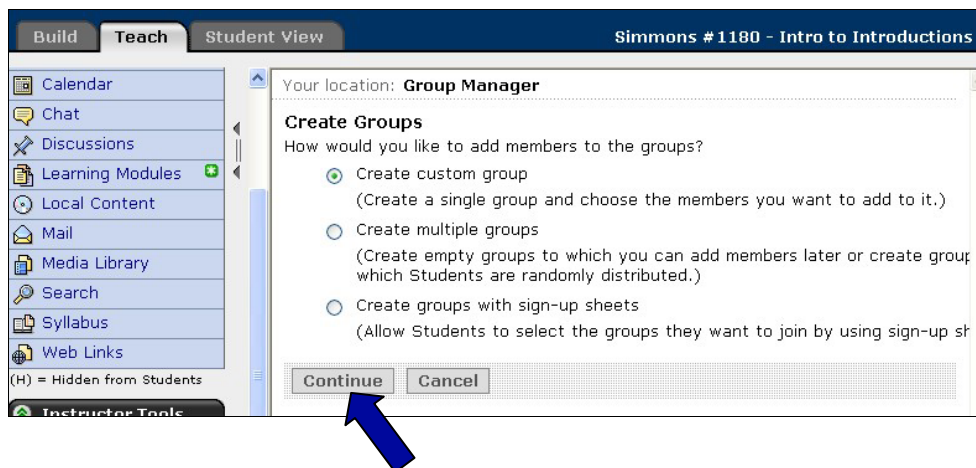
3. Select the **Create Groups** link.



4. Descriptions of the three options are as follows:

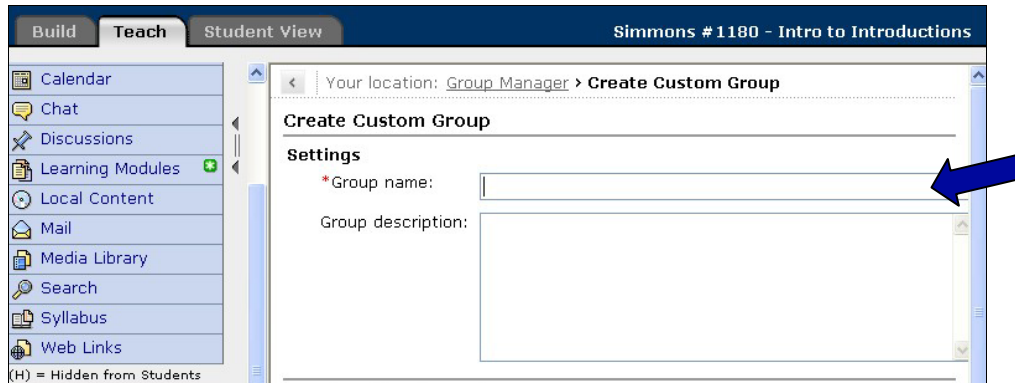
- 1) **Create custom group** – You create a group and manually add members
- 2) **Create multiple groups** - Same as the first option, but with more groups. You may also add students to groups randomly
- 3) **Create groups with sign-up sheets** – You create groups, and students sign up for their desired group

Select an option and click **Continue**.

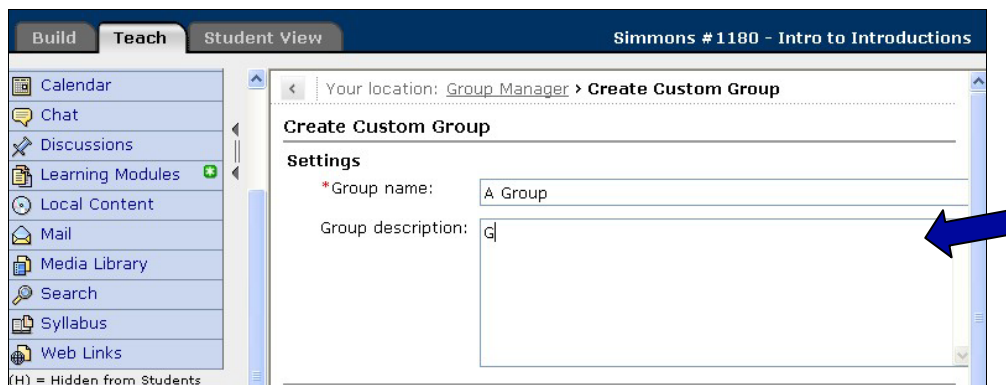


How to Add a Group

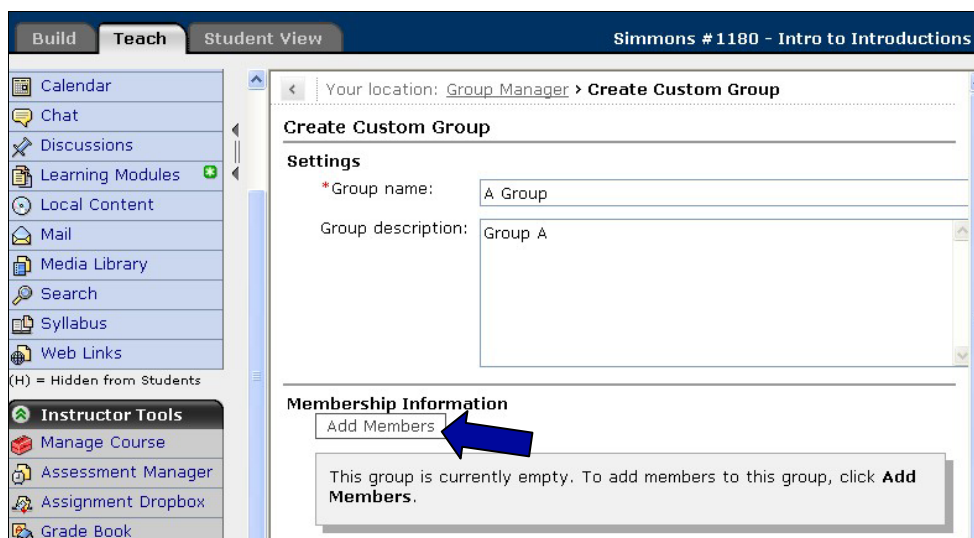
5. Enter a **Group name**.



6. Enter a **Group description**.

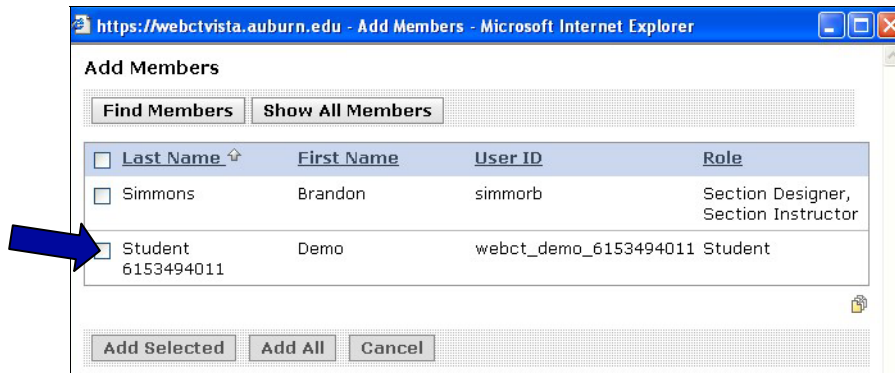


7. Select the **Add Members** link.

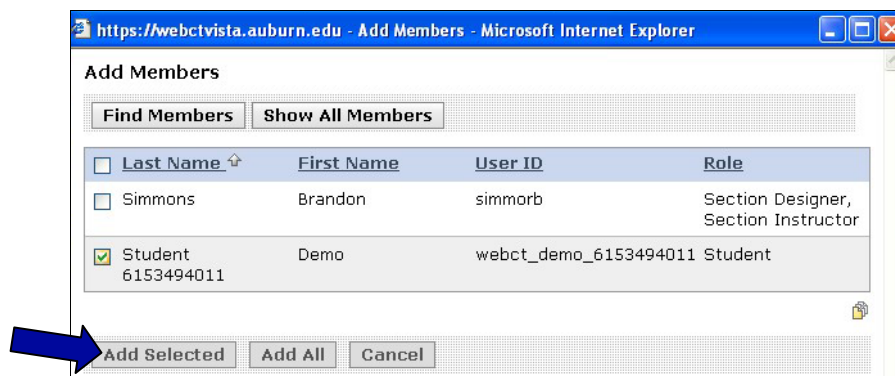


How to Add a Group

8. Select the student(s) you wish to add by clicking the corresponding check boxes.

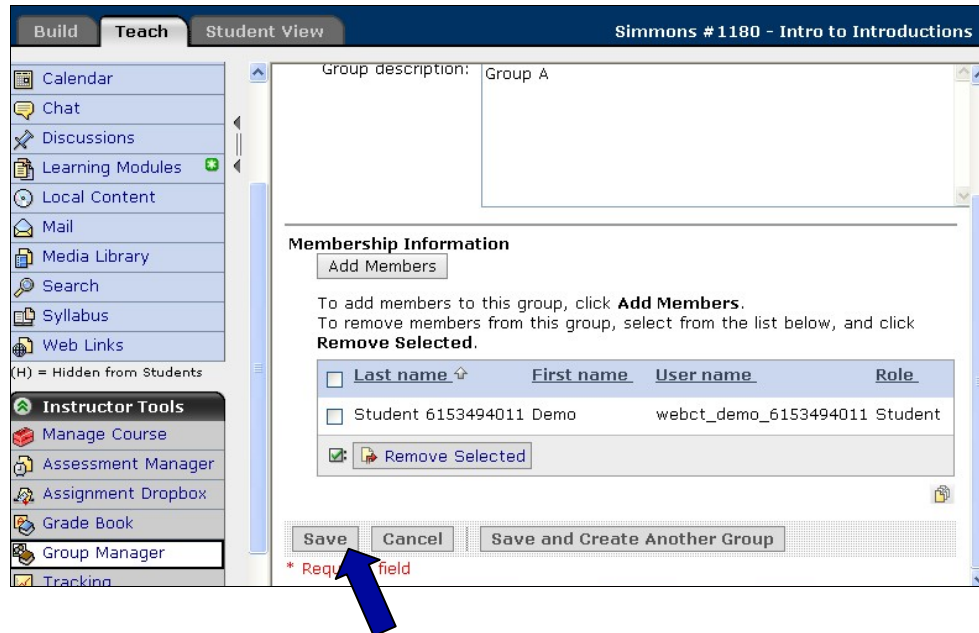


9. Click the **Add Selected** button.



How to Add a Group

10. Scroll down and click the **Save** button.



11. You may view your group on the homepage.

