

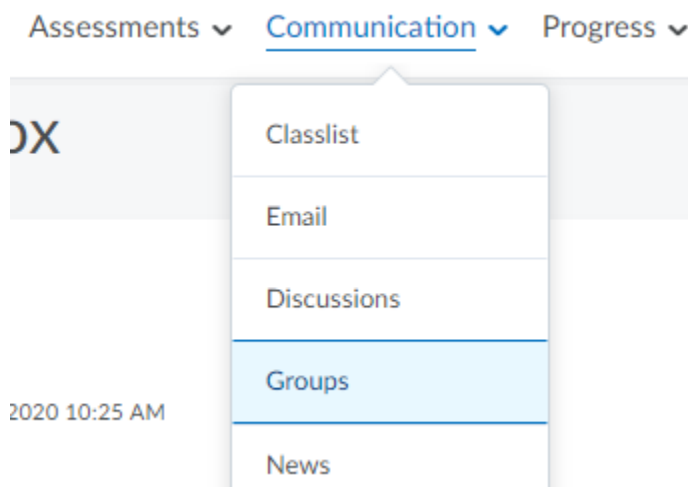
Updating Groups

Why Do I Need This Workflow?

If enrollment in your course increases after the start date, you may need to update the groups. Adding groups to an existing group category is often the job of the instructor/facilitator, and will need to happen when your course enrollment changes. The following workflow takes you through the steps to add a group to accommodate an enrollment increase in your course.

How: Workflow Steps

1. Select **Communication** in the navbar.
2. Select **Groups**.



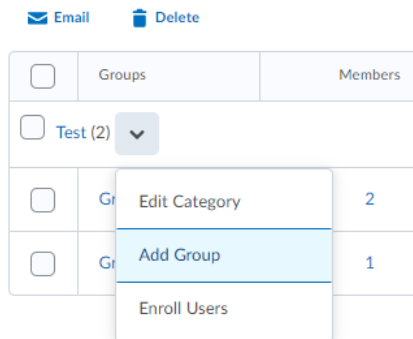
3. On the Manage Groups page, from the **View Categories** dropdown list, select the category you want to add a group to.

Categories

View Categories

Test ▾

4. From the group category's context menu, select **Add Group**.



5. Update the **Group Name** and **Group Code** if desired. Enter a description for the group.
6. Select **Save**.

Add Group - Test



Add Group

Category

Test

Group Name *

Group3

Group Code *

grp_3



Description

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, background color, and table. Below the toolbar is a large text area for the description.

Save

Cancel

