

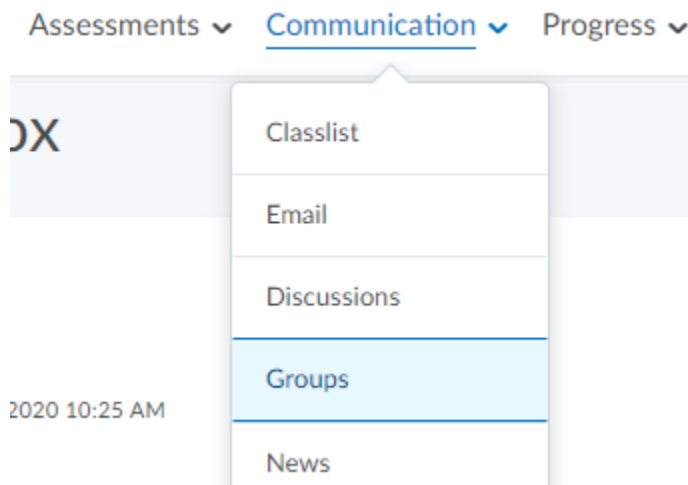
Updating Groups

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**.



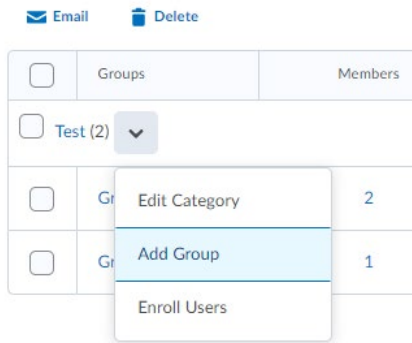
3. On the Manage Groups page, from the **View Categories** dropdown list, select the category you want to add a group to.

Categories

View Categories

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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 *

Group Code *
 ⓘ

Description

Rich text editor toolbar: Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Font Family, Font Size, Color, Background Color, Table, Link, Unlink, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Font Family, Font Size, Color, Background Color, Table, Link, Unlink.

Rich text editor content area.

Rich text editor footer: Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Font Family, Font Size, Color, Background Color, Table, Link, Unlink.

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