Quick Guide: How to Create Groups Manually

You can create groups to help organize students for collaborative activities. To control group membership you can assign the students manually.

1. Navigate to your course space, then click on People in the Navigation menu. Click the View User Groups button at the top right of the page.

2. Click the + Group Set button at the top right.

3. You will see a box pop up. Name the group set (for instance, Final Projects), click the I’ll create groups manually button, and then click Create Category.
4. Click **+ Group** which adds a group to a Group Set. Name the groups, then click **Save**.

5. Drag and drop students from the **Unassigned** list on the right to the respective groups, or click the plus sign by the students name and select a group to add them to.

Best practice hint: it is most efficient to create groups after “add-drop” period has ended. If you create groups prior to that time, you will need to return to the group area and move newly enrolled, unassigned students into groups.