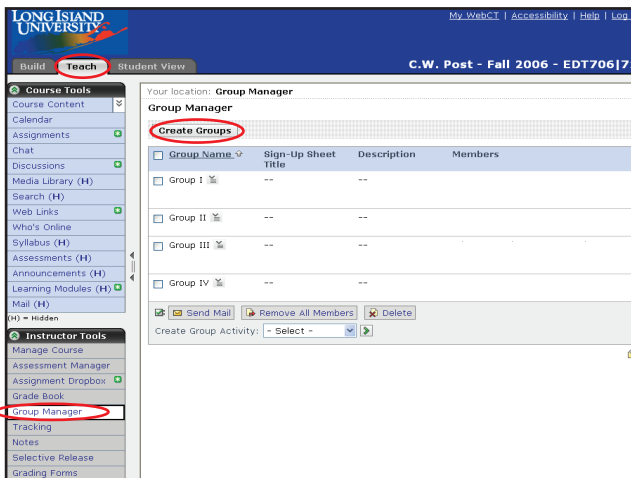


# how to?

## Create Groups

### Creating Groups.....



- 1.) Click on the Teach tab.
- 2.) Click on Group Manager from the left-hand Instructor Tools.
- 3.) Click on Create Groups.
- 4.) Click on the radio button to the left of Create custom group. From this page you can also create multiple groups and groups with sign-in sheets.
- 5.) Click on Continue.
- 6.) Enter a name for your group in the box provided.
- 7.) Enter a Group description if you wish.
- 8.) Click on Add Members.
- 9.) If you wish to add all registered students, click on Add All.
- 10.) To choose individuals click in the boxes to the left of the names that you wish to select.
- 11.) Click on Add Selected.
- 12.) Click on Save.

