



Assignments: Creating A Custom Group

Create custom groups to specify your own group names and control the members who are assigned to the groups. When you create a custom group, you can add members when you create it, or you can add members later.

To create a single custom group:

1. From the Teach Tab, under Instructor Tools, click **Group Manager**. The Group Manager screen appears.
2. Click **Create Groups**. The Create Groups screen appears.
3. Select *Create Custom Group* and click **Continue**. The Create Custom Group screen appears.
4. In the *Settings* section, enter the *Group name*. You can also enter a *Group description* if you'd like.

A screenshot of the "Create Custom Group" form. The form is titled "Create Custom Group" and is divided into two main sections: "Settings" and "Membership Information".
In the "Settings" section, there is a required field for "Group name" containing the text "Cultural Anthropolgy Group A". Below it is a "Group description" field containing the text "Group A's research topic is the influence that language has on gender roles within a culture."
The "Membership Information" section contains an "Add Members" button. Below the button, a message states: "This group is currently empty. To add members to this group, click **Add Members**."
At the bottom of the form, there are three buttons: "Save", "Cancel", and "Save and Create Another Group". A red asterisk and the text "* Required field" are located at the bottom left of the form.

5. If you want to add students to the group, click **Add Members**. The Add Members screen displays a list of members.
6. Select the check box next to the members you want to add and click **Add Selected**.
7. Click **Save**.

