



2

After creating a set of groups, you can make the following changes: rename a category, add or remove groups within a category, and/or rename individual groups.

However, student enrollment cannot be modified. To make enrollment changes, you must create a new set of groups and delete the old one. For more details, see [Creating Groups](#).

C

1. Click Course Tools on the purple navigation bar, then select Groups.
2. Select the category on the View Categories dropdown menu. (If there is only one category, it will be selected by default.)
3. The category and a list of its groups is displayed. Click the dropdown arrow next to the category name.
4. Click Edit Category.
5. Change the name of the category in the "Category Name" field.
6. Click Save.

A

1. Click Course Tools on the purple navigation bar, then select Groups.
2. Select the category on the View Categories dropdown menu. (If there is only one category, it will be selected by default.)
3. Select the dropdown arrow next to the category name.
4. Click Add Group.
5. The "Add Group" pop-up window will open.
6. (Optional) Change the name of the group in the Group Name field.
7. Click Save. The new group will appear in the list of groups within the category.

D

1. Click Course Tools on the purple navigation bar, then select Groups.
2. Select the category on the View Categories dropdown menu. (If there is only one category, it will be selected by default.)
3. The category and a list of its groups will be displayed. Select the checkbox to the left of the name of the category or group to be deleted.
NOTE: If a category is deleted, all of its groups will also be deleted.
4. Click Delete.
5. A confirmation dialog box will appear. Click Delete Groups/Categories to proceed. Once confirmed, the dialog box will close, and the selected category and/or group will be removed.

C

1. Click Course Tools on the purple navigation bar, then select Groups.
2. Select the category on the View Categories dropdown menu. (If there is only one category, it will be selected by default.)
3. The category and a list of its groups is displayed. Select the name of the group.
4. The "Edit Group" page will open. Edit the group name in the Group Name field.
5. Click Save. The new group name will appear in the list of groups within the category.