Create a Community Group

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To Access the Form: Scroll down to the red button under **Ready to fill out the form?** .

Alternatively, you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

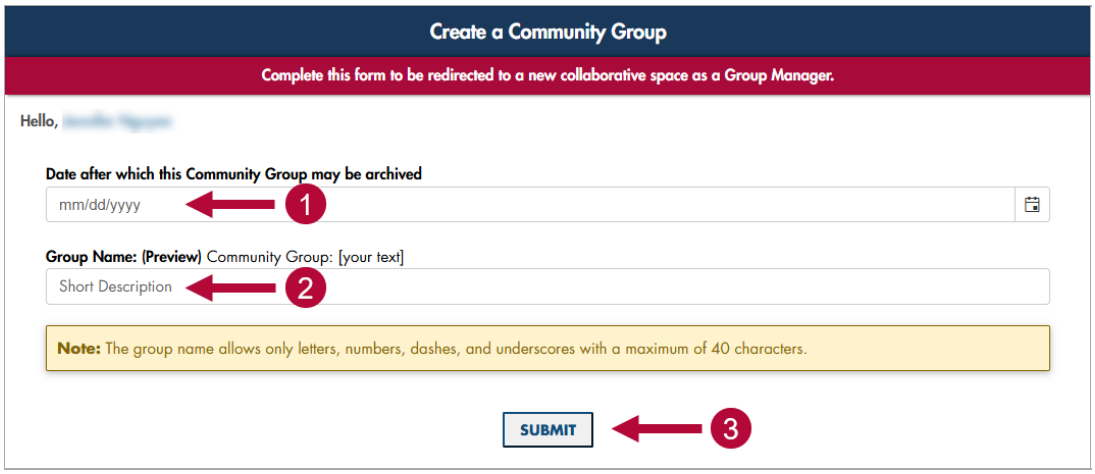
A **Community Group (CG)** is a collaborative space where multiple users can work together on course-related content, much like a sandbox but designed for group engagement. Unlike sandboxes, which are for individual use, CGs allow for the addition of multiple users, facilitating shared course design or other collaborative activities. Who can access a Community Group is determined by the **Group Manager** of the Community Group.

The **Create a Community Group** form creates a CG while enrolling you in as the **Group Manager**. On the form, the **End Date** and **Group Name** fields are required to be filled out before the form can be submitted.

1. Enter a **Date** after which the Community Group will be archived
2. Enter a **Group Name** that will appear after the words **“Community Group:”**

   NOTE: Do not repeat "*Community Group:*" in the title field, as it is automatically generated. Check next to **(Preview)** to see exactly how the Community Group title will appear.

3. When finished, click **[Submit]**.



Ready to fill out the form?

Click below to get started

Create a Community Group Form