

Create a Community Group

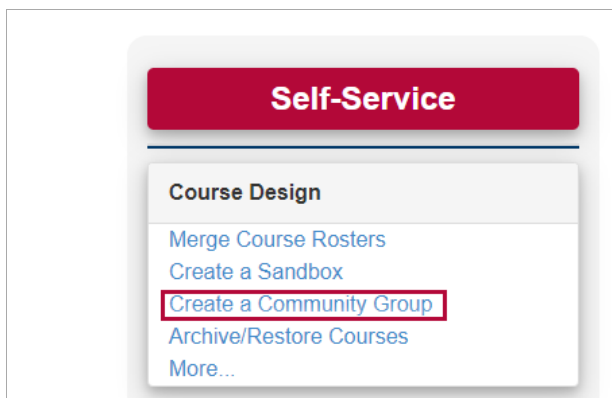
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1. Log in to D2L.
2. Click the **[VTAC Support]** link on the navbar.



3. You will be redirected to the **VTAC Support** page.
4. In the **Self-Service** column under **Course Design** click **[Create a Community Group]**.



5. The **Create a Community Group** form will open.

Create a Community Group

Fill out this form to create a community group and be enrolled as a group manager.

If you have any questions about this form, please see our [help documentation](#) or [schedule an appointment](#) with an instructional technologist.

Short description that will appear at the end of the title (max. 40 chars). Only letters, numbers, dashes, and underscores are allowed.

(Preview) Community Group: Group Name


Group Name ←

End date after which your community group may be archived (mm/dd/yyyy)

mm / dd / yyyy ←

Note: You will be redirected to your new community group when the form finishes processing.

SUBMIT



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- A. Enter a **Short Description** (name) that will appear after the words “**Community Group:**” (You should **NOT** repeat the words “Community Group:” because this will be automatically generated.)

NOTE: You should **NOT** repeat the words “Community Group:” because this will be automatically generated. Check next to **(Preview)** to see exactly how the title of the Community Group will appear.

- B. Enter a date after which the Community Group may be archived.
- C. Submit the form.