

# Create a Community Group

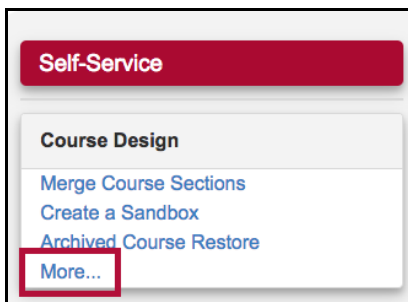
Last Modified on 02/24/2023 3:47 pm CST

Show Video Walkthrough

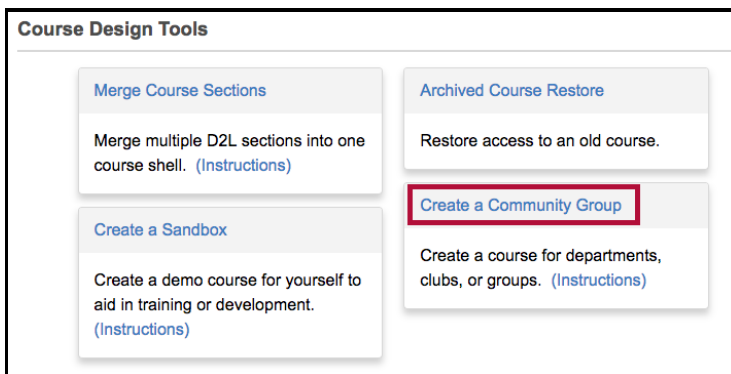
1. Log in to D2L.
2. Click the **[VTAC Support]** link on the navbar.



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



5. In the window that opens, click **[Create a Community Group]** under **Course Design Tools**.



6. 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**



LSC:Online

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- 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.

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