

# Create a Community Group

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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**.

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1. On the form, the **Group Name** and **End Date** fields are required to be filled out before the form can be submitted.
2. Enter a **Group Name** that will appear after the words “**Community Group:**”

**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.

3. Enter a date after which the Community Group will be archived. When finished, click **[Submit]**.

## 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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## Ready to fill out the form?

Click below to get started

Create a Community Group Form