Create a Community Group
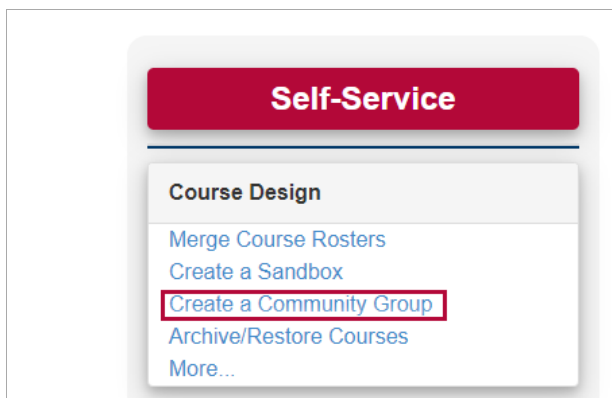
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1. Log in to D2L.

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.

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.