







group_manager2

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To add a new group, type a unique group name in the field next to the **Add Group** button, then click **Add Group**. See notes on [Special Characters](#) allowed when entering the group name.

The group is listed in the **Group Manager** (left grid) with a student count of 0.

	Click  to add or delete students in the group. The Manage My Group page opens. From that page, add students to your group, save, and then click Return to Student Group Manager to return to this page. The Count column is updated to reflect the number of students selected.
	Click  to delete a group. You are prompted to confirm that you want to delete the group. Click OK .