How to Create Groups

This tutorial shows how to manually create groups in a Sakai project or course site. After you have created groups, you can utilize the group-aware tools such as Resources, Assignments and Announcements.

1. Login at [http://sakai.unc.edu](http://sakai.unc.edu) and select the tab for the project or course site that you want to use.

2. Select “Site Info” from the left side.

3. Select “Manage Groups” from the tool menubar.

4. Select “Create New Group”.

5. Add a name for the group and then select which site members should be added to the group.

6. When you have finished, select “Add”.

7. Repeat these steps for each group that you would like to create. You can change the group name or membership by selecting “Edit”.