Create a Single Group with Manual Enroll

1. From the Control Panel, click Users and Groups | Groups.

2. Then Add Group, click on Create Single Group | Manual Enroll.

3. In Section 1, Fill out the Name and check availability.
4. In Section 2, check the boxes of the **tools** you want available in the group.

5. In Section 3, check the box if you want users to be able to personalize their group space.

6. In Section 4, select the **members** of the group from the list and click the arrow to move them into the group.

7. Click **Submit** when all users have been moved to the list.

The group has now been created.