

## *Quick Start Guide to:* Setting up Group Assignment Folders

**Prerequisite:** Before creating Group Assignment Folders you must first create your groups. For more information about setting up groups in D2L visit our help pages at: <http://help.d2l.arizona.edu/GRPNew> .

**Step 1:** Create your new Assignment Folder by clicking the **New Folder** button.

**Step 2:** Type a name for your Assignment Folder in the **Name** field. In the **Folder Type** section place a bullet next to **Group submission folder** and select the desired Group Category from the drop down menu. For more information about the options available on the Dropbox Properties page visit our help pages at: <http://help.d2l.arizona.edu/DBXNew> .

**Step 3:** Click the **Restrictions** tab to configure your desired Start, Due and/or End dates. You may also use the **Special Access** section on this page to give alternate Start, Due and/or End dates to individuals requiring special accommodations for the assignment. For more information about the Restrictions page visit the following help pages:

Availability Restrictions:

<http://help.d2l.arizona.edu/DBXRestrict>

Release Conditions:

<http://help.d2l.arizona.edu/DBXRC>

Special Access:

<http://help.d2l.arizona.edu/DBXSA>