Quick Start Guide to: Setting up Group Dropboxes

**Prerequisite:** Before creating Group Dropboxes 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](http://help.d2l.arizona.edu/GRPNew).

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

**Step 2:** Type a name for your dropbox 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](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](http://help.d2l.arizona.edu/DBXRestrict)
- Release Conditions: [http://help.d2l.arizona.edu/DBXRC](http://help.d2l.arizona.edu/DBXRC)
- Special Access: [http://help.d2l.arizona.edu/DBXSA](http://help.d2l.arizona.edu/DBXSA)