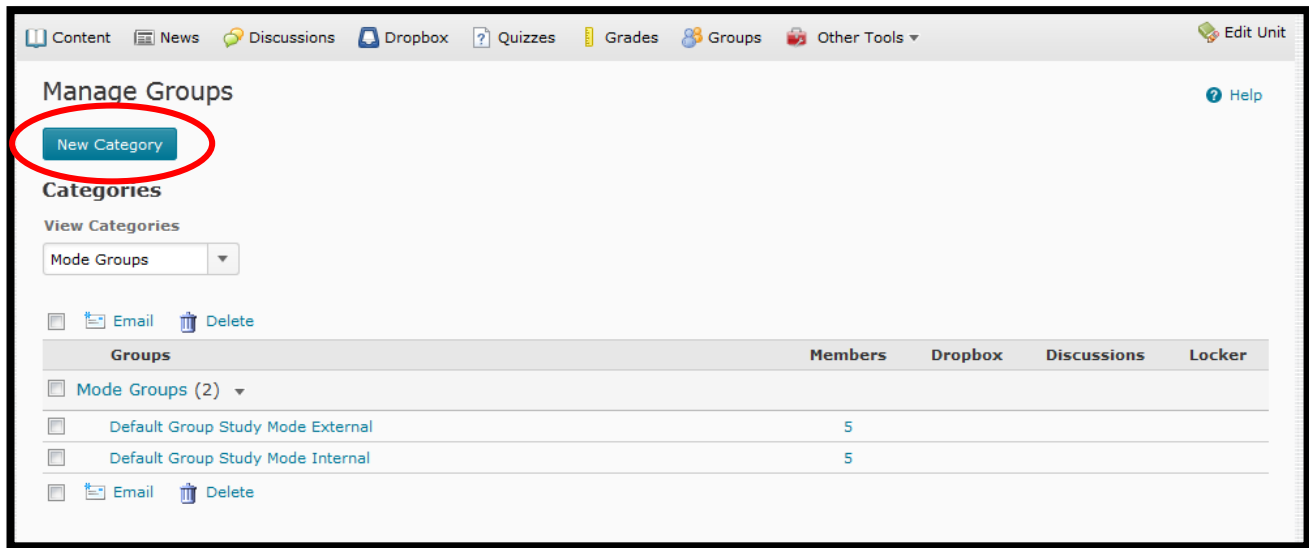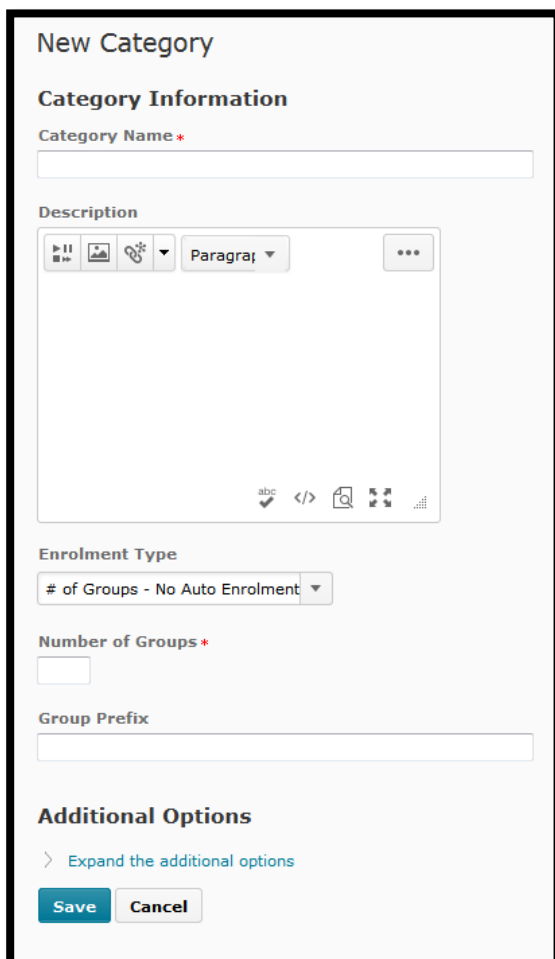# Creating Empty Groups for Manual Enrolment by You

To create groups first head to the Groups tool in the MyLO toolbar.

You will then need to click on the blue "New Category" button as circled below.

When you click the button you will see a new window as shown below.

The first item is the Category Name – this is the name of the SET of groups you are creating, this is the name that appears in the dropbox of the groups tool. Call it something specific and relevant to the set of groups you are about to create, for tutorials you should add the campus to the title.

The description field is optional.

The important thing is the dropbox for 'Enrolment Type'.

The option you want is the first one in the list, circled below:
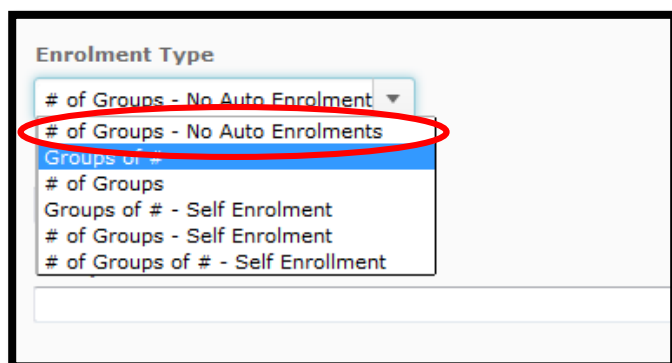
This allows you to specify how many groups you initially want to create. You can add as many members to these groups as you want. When you select this option you will see a field asking 'Number of groups' and Group Prefix which is a default initial name for all of the groups. There is another document that goes into 'additional options' for now click save and move onto the document titled "Editing Group Names and Members".