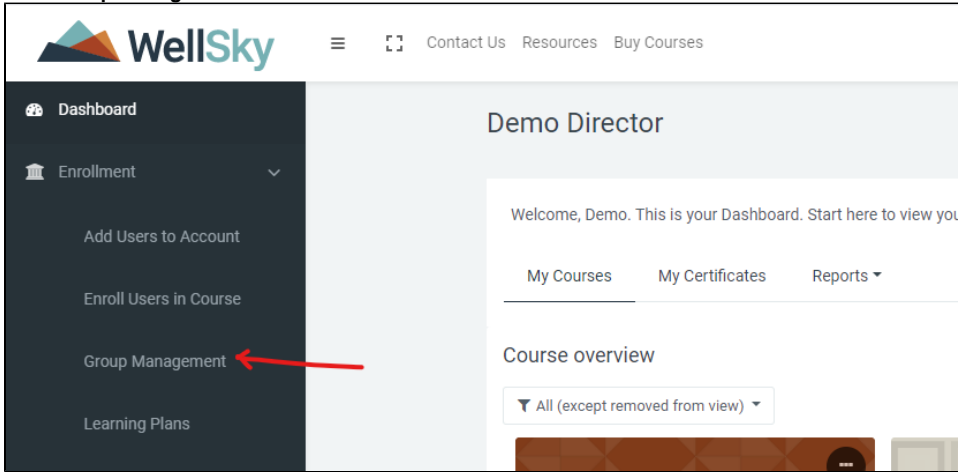


# Enrollment Block: Group - How To Create a New Group

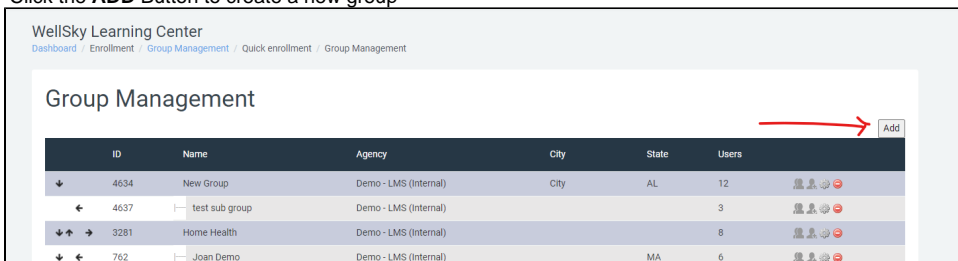
## Step-by-step guide

Under **Enrollment**

1. Click **Group Management**



2. Click the **ADD** Button to create a new group



3. Enter the required fields and click **Submit** to Save.

The screenshot shows the 'Group Configuration' form. The 'Agency' field is set to 'Demo - LMS (Internal)'. The 'Parent' field is a dropdown menu with 'Top' selected. The 'Name' field is labeled 'Group Name' and has a red exclamation mark icon next to it. The 'City' and 'State' fields are empty. At the bottom, the 'Submit' button is highlighted with a red arrow. Below the form, a message reads: 'There are required fields in this form marked ! .'