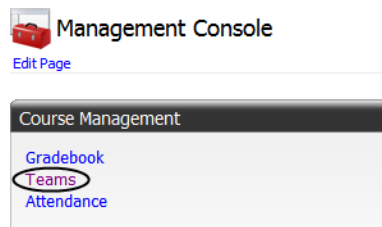


Create Teams Manually

1. Select **Manage** on the **Map** menu.
2. Under **Course Management** select **Teams**.



3. From your list of choices under **Teams Editor** choose **Add a Team**.

Teams Editor

[Add a Team](#) [Unassigned Users](#) [Random Team Generator](#) [Rebalance Generated Teams](#)

4. On the **New Team** page, enter the title of the team in the **Team** field. In most cases the remaining fields can remain at the default settings.

New Team
Team Settings

General Settings

Team

Description

Homepage

Project URL

Hidden

Disabled


Team Tools

File Sharing

Quota MB

5. Select **Save**. The **Add Team Members** page will appear.
6. Select the students you want on the team and click the **Add Selected** button.

Team
Add Team Members

 = already a member

	Name	Login Name	Teams
<input type="checkbox"/>	1. Admin, CDPE	cdpe_admin_2009_sum	CDPE
<input type="checkbox"/>	2. Bean, Scott	scott_bean	Students
<input type="checkbox"/>	3. Flodin, Lindsay	lflodin	Students
<input type="checkbox"/>	4. Funke, Wendy	wdonnell	Students
<input type="checkbox"/>	5. Garrett, Karen	klgarrett	Students
<input type="checkbox"/>	6. Hickey, Laurie	laurieh	Students
<input type="checkbox"/>	7. Kure, Jeff	kure	Students
<input type="checkbox"/>	8. Mackessy, Mike	mackessy	Exam 1 M Mackessy, Students
<input type="checkbox"/>	9. Quaglietta, Glenda	glendaq	Students
<input type="checkbox"/>	10. Snook, Jeff	snook	Students

7. Select **Done** when complete.