GROUPS – DELETE A GROUP OR CATEGORY

Delete groups to distribute learners amongst fewer groups, or delete categories to remove a group set from your course. This tutorial shows how to delete a group and category.

A category is a collection of groups and a group is a collection of learners.

Deleting a Group

Step 1.
On your **Groups tool**, navigate to **Manage Groups.**

Step 2.
Click the **View Categories** drop-down list and **select** the category which contains the group or groups you want to delete.

Step 3.
Select the **checkbox** beside each group you want to delete from the category.

Step 4.
Click **Delete** and a confirmation prompt will pop up. Click on **Delete Groups/Categories** to confirm deletion.
When you delete a group:
- **Learners are either distributed in the remaining groups or need to be re-enrolled manually, depending on the group settings.**
- **Group discussion forums remain available for reference.**
- **Group locker areas and the files they contain are deleted.**
- **Group assignment submission folders and the files they contain are deleted.**

Deleting a Group Category

Step 1.
On your **Groups tool**, navigate to **Manage Groups.**

Step 2.
Click the **View Categories** drop-down list and **select** the category which contains the group or groups you want to delete.

Step 3.
Select the **checkbox** for the category.

Step 4.
Click **Delete** and a confirmation prompt will pop up. Click on **Delete Groups/Categories** to confirm deletion.
When you delete a group category:
- **Group discussion forums remain available for reference.**
- **Group locker areas and the files they contain are deleted.**
- **Group assignment submission folders the files they contain are deleted.**