

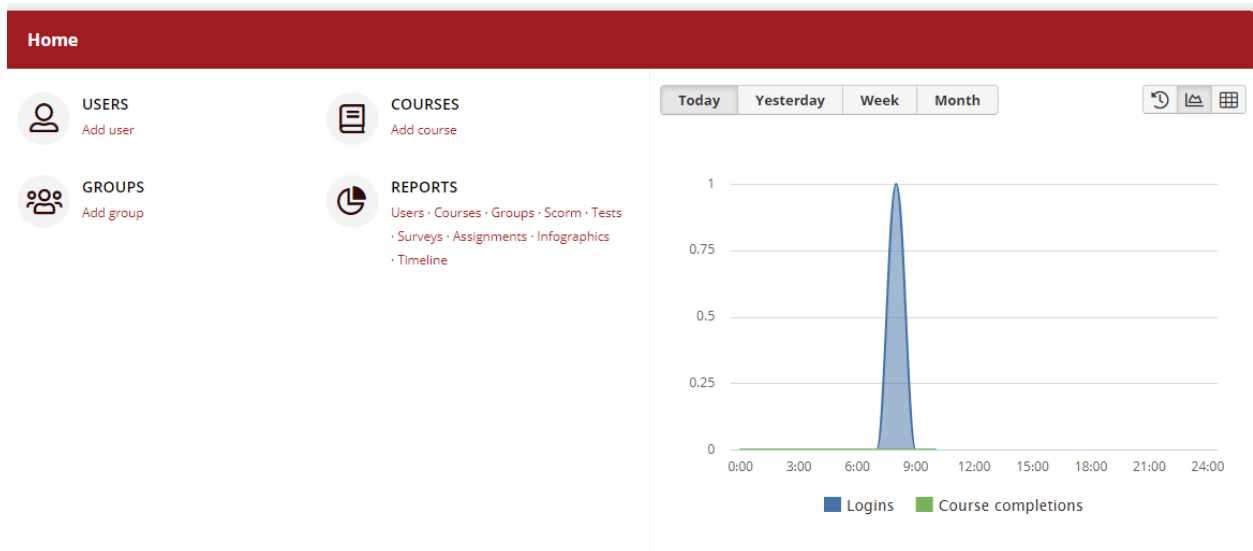
Adding Groups

Groups

Groups can be created to “group” users in a large school. Typically this is used to groups class periods. Reports can be filtered by Groups if groups are going to be added.

To Add a Group

From within the branch, on the home page, go to groups



Click on “Add Group”

The screenshot shows the 'Home / Groups' page with a dark red header. Below the header is a button labeled 'Add group' and a 'Mass actions' dropdown menu. The main content is a table with three columns: 'NAME', 'DESCRIPTION', and 'OPTIONS'. There are two rows of data. At the bottom, there is a '1 to 2 of 2' indicator and a download icon.

NAME	DESCRIPTION	OPTIONS
Health Services Academy	Alliance Piera Barbaglia Shaheen Health Services Academy High School	...
Leadership Academy	Alliance Patti and Peter Neuwirth Leadership Academy	...

Fill out the name and description

Click on "Add Group". Each group name must be unique.

Home / Groups / **Add group**

Name 80

Description

Group key ⓘ

Redemptions ⓘ

Price

Add group ▾ or cancel

Once the group is added, you will be prompted to add the instructor to that group. Clicking on the + under "Options" will add that particular user.

SYNCHRONIZE USERS WITH COURSES	OPTIONS ▾
0/0	+
0/0	+

Add to group

Follow these steps until all the groups are added and every group has a Branch Manager or Instructor added.

Your User Import Sheet and Groups added to your branch must match EXACTLY in the Group name.

How you want to group your learners and name the groups is up to you.

Please only use letters and numbers on the group names.