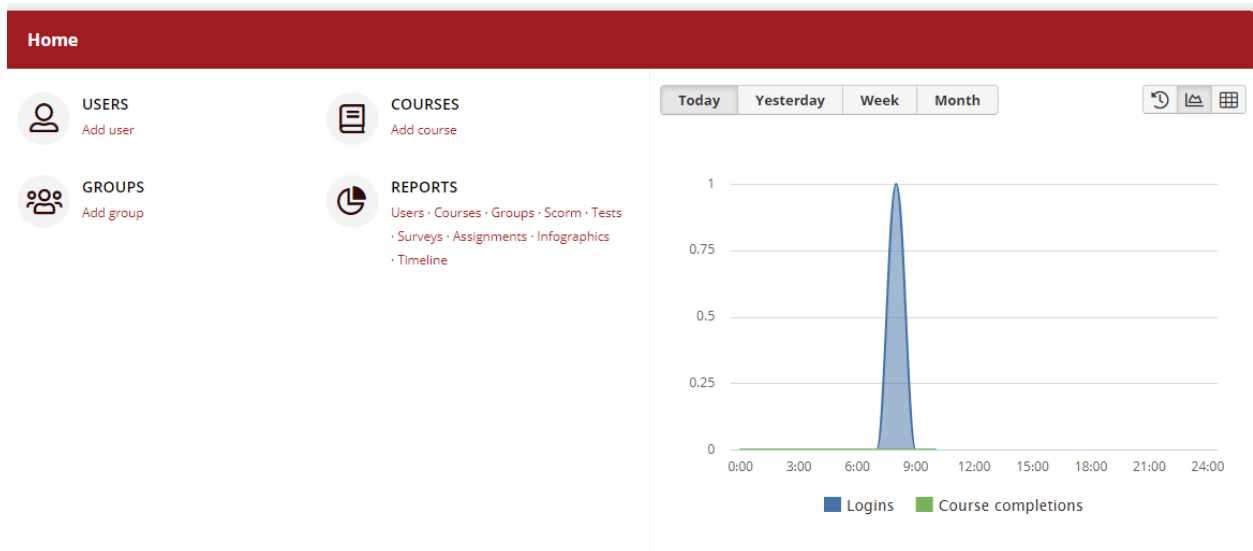# Adding Groups

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"

Fill out the name and description

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

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

Follow these steps until all the groups are added and every group has a Branch Manger 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 leaners and name the groups is up to you.
Please only use letters and numbers on the group names.