User Groups

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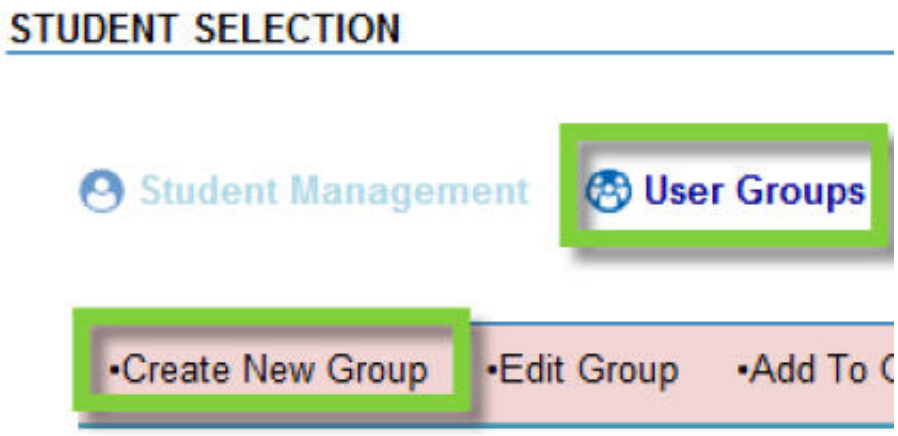
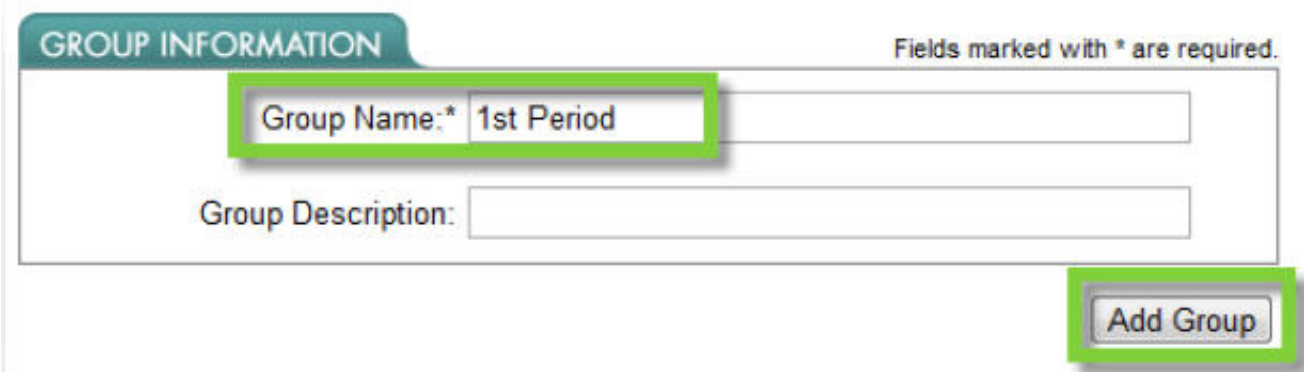
Introduction

User groups allow users to organize student accounts, making it easier to manage the student roster in various places within the Web Administrator. Every user is able to create and manage their own user groups in ways that make sense for them. User groups are only seen by the user that created them and cannot be shared with other users. Each user must create and manage his/her groups. This document provides information on how to create, edit, and delete user groups. It is written with the assumption that the user understands how to access the Web Administrator and select students. For information on performing these tasks, please refer to the corresponding documents.

Creating a User Group

1. From the **Student Selection** page, click on the **User Groups** link near the top of the page.
2. Click on the **Create New Group** link.
3. Provide a name for the group, and if desired, a description
4. Click **Add Group**.



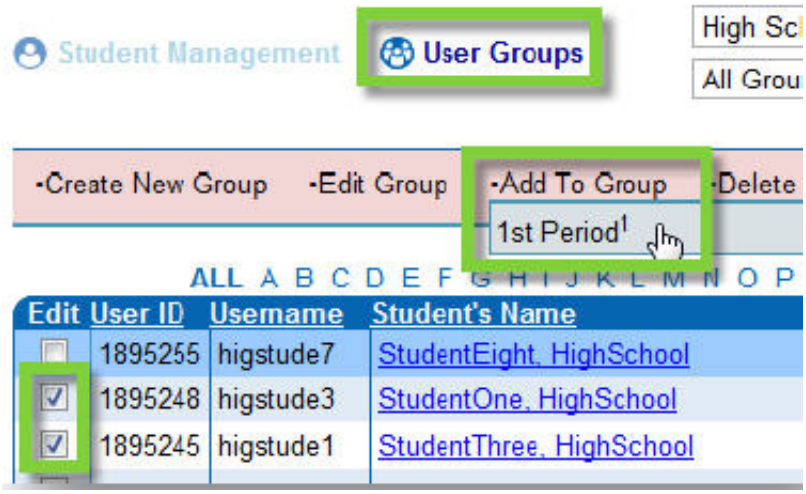


Adding Students to a User Group

1. From the Student Selection page, click on the **User Groups** link near the top of the page.
2. Choose the students to be added to the user group by clicking on their **Edit** checkboxes.
3. Point to the Add to Group link and click on the name of the group they will be added to.

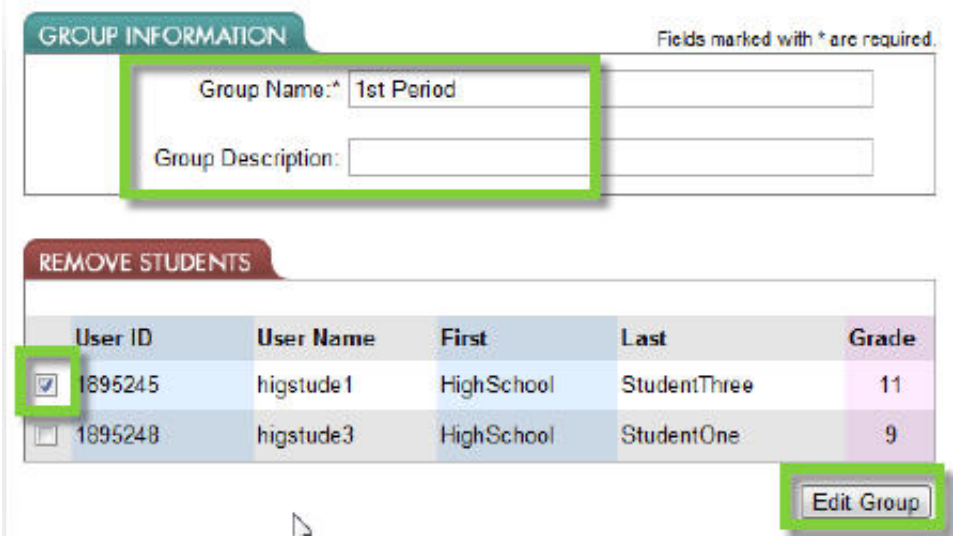
Once a student has been added to a user group, a superscript number that corresponds to the user group will appear next to the student's name.

Please note that students can be added to multiple user groups



Edit a User Group

1. From the Student Selection page, click on the User Groups link near the top of the page.
2. Point to the Edit Group link and then click on the name of the group to be edited.
3. Users can modify the group name or description as needed
4. Click the checkboxes for any students that need to be removed from the user group.
5. Click Edit Group.



Delete a User Group

Please note that all users must be removed from a user group before the group can be deleted.

1. From the Student Selection page, click on the User Groups link near the top of the page.
2. Point to the Delete Group link and click the name of the group to be deleted.