




Adding Leaders and Members to a Community

Bulding your community membership

Adding Leaders and Members to a Community




You must be a super administrator of a school account, or a **Leader** in the Community Group, in order to add other leaders and members to the **Groups** folder.


1. Log in to your Digitalbrain account.
2. Click on **Communities**  on your homepage, or from the **Go to** digitalbrain menu.
3. Click on the Community you wish to view, from the listing displayed.
4. Click on the group you wish to add users to, from the right-hand menu.
 - Choose from  'Leaders' or  'Members'
5. The following folder view will be displayed.



6. Click  **New**, select **Group Membership**, and click **next**.

Step 1: What would you like to create?

 Group of Users
  **Group Membership**
  Email Address

 Link

cancel

next

7. Enter the user name of the person you want to include in the **Leaders'** group or **Members'** Group. Click **done**.

It is also possible to copy user names from another area (e.g. the school's groups' folders). Simply navigate to the required **Community** group folder, and paste the user names in.