






Copying users into your groups area

How to copy groups, links and individuals into your groups area

Copying Groups and/or Links

1. From your digitalbrain homepage click onto  Groups from the toolbar.
2. Look along the breadcrumb trail to find the name of the account you wish to take the groups from.



3. Click onto the account name to be taken to the folder listing for that account.
4. Click onto  Groups. This will display the groups for your organisation. The **staff** and **pupil** groups will hold ALL users. Links will be displayed with a  Link icon.
5. Select (tick to left) the groups, links or individual users to be copied. Note that the system will only copy items displayed within the same screen so users, groups and links from inside different group folders will need to be copied and pasted separately.
6. Click onto the **copy** button from the options above the folder listing.
7. Return to your own groups, by clicking the person  on the toolbar.
8. Click groups  from the homepage toolbar to the left of the window.
9. Click **paste** to insert the copied objects into your group's area.