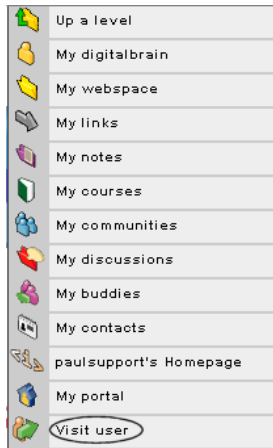


1. Log in with your Digitalbrain username and password
2. Create a new groups by following the help file called 'How to create a group of users' and name it as appropriate.
3. From the **Go to** menu select 'Visit user'



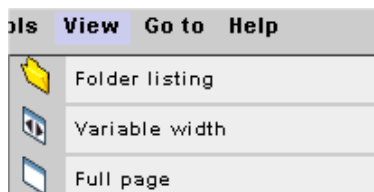
4. Type in the name of the portal (for example your school username) you wish to copy the group from and click **ok**

Visit User

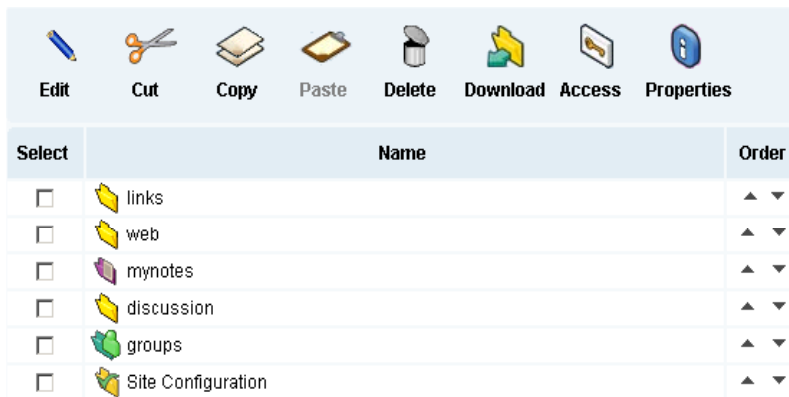
Enter a username to visit their digitalbrain:

ok

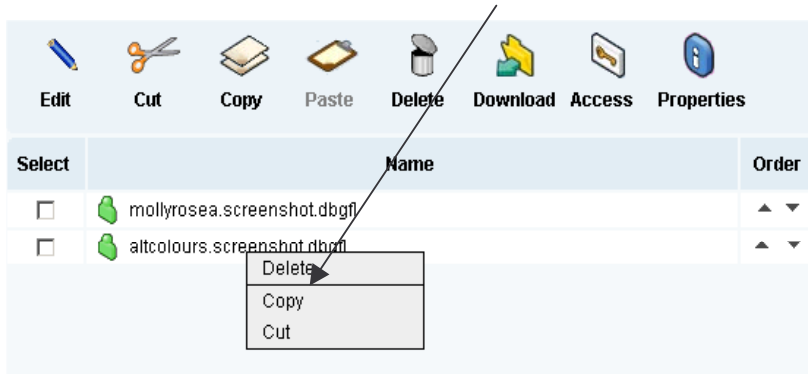
5. Once you are viewing the portal you visited select 'Folder listing' from the 'View' menu.



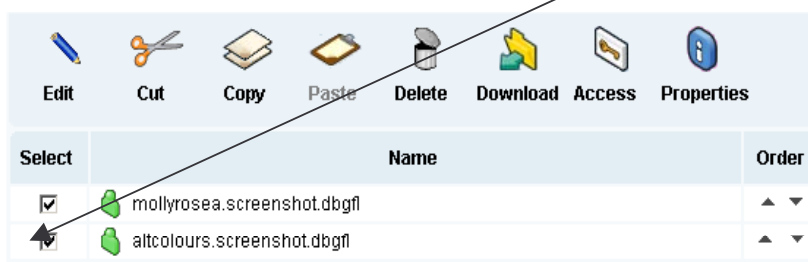
6. From the folder listing click on groups.



7. Click into the appropriate group folder .To individually select a user, right click the usernames you want to copy and select copy. Or:



8. You can select as many accounts as you like by ticking the box to the left



9. Then select Copy from toolbar.
 10. Click the icon on the Digitalbrain toolbar to return to your homepage.
 11. Click **Paste** . The group membership you had copied will now appear in your personal 'groups' folder.