

Create Groups of Users



Groups allow you to assign membership or access control rights to a select group of users. This could be to become members of the staff room community or to access control a page so only pupil from your school can see it.

There are 2 steps to creating new groups of users:

Step 1 - Create a new green groups folder


Step 2 - Add users to the new group folder.

STEP 1 - Create the new group folder:

1. Click the  to go to your homepage.
2. Click the  Groups Folder from the toolbar on the right of the homepage.

if you cannot access the homepage toolbar,

click the **VIEW** drop down menu, choose **Folder Listing** and click into the  Groups Folder.

3. Click the **new** button from the toolbar.
4. Select  Group of Users and click **next**.
5. Enter a name for the new group, e.g. SMT click **done**.

Creating sub group folders

It is possible to create sub groups with an existing group folder. E.g. you could have an 'SMT' group as a sub group of 'Staff' or individual year groups as sub-groups of 'Pupils'

- Click **INTO** the group you wish to create the sub-group within.
- Follow steps 3 to 5 above for creating a new group.




STEP 2 - add users to the newly created groups folder

Users may be added manually, copied from an existing group or linked from another group.



Enter Users Manually

1. Click **into** the new group folder to add the usernames into.
2. Click onto **new** from the toolbar.






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3. Select  Group Membership and click .
4. Enter the **FULL** username (e.g. lisashaw.anyschool) and click .

Copy and Paste Users from an Existing Group

1. Go to the group to copy usernames from (the STAFF or PUPIL group will have all users stored).
2. Click **into** the group to copy users from.
3. Select the users (tick to the left) and click the green  button from the toolbar.
4. Return to the group to paste the users into and click the  button.

Create a Link to a Group

1. Firstly you will need to copy the URL of the group you wish to link to.
2. Locate the group to link to and right mouse click onto the group name and select **copy shortcut**.
3. Go to the group to create the link within.
4. **To create the link** - click the  button from the toolbar.
5. Select  Link and click the  button.
6. Enter a **descriptive name** for the link and click the  button.
7. In the next box, paste in the URL (shortcut) you previously copied by pressing 'Ctrl + V'
8. Click the  button.

A link is represented by a link icon, e.g.  Year 2002.