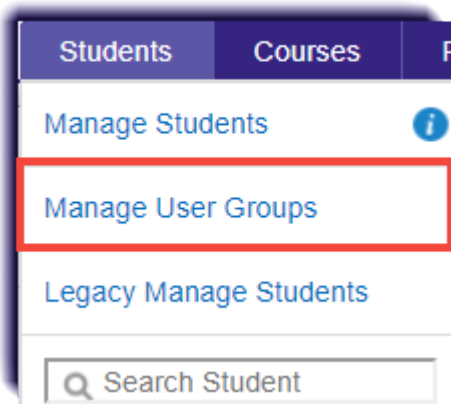


Creating a User Group from the Manage User Groups Page

Use this page when you want to create a user group. User groups allow educators to organize student accounts, making it easier to manage the student roster. All educators can create and manage their own user groups in ways that make sense for them. User groups are only seen by the educator that created them, and therefore cannot be shared with other educators.

1. Under the **Students** tab, select **Manage User Groups**.

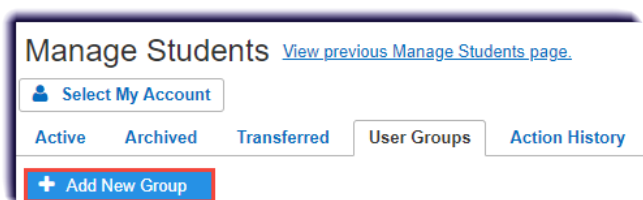


ALTERNATIVE METHOD

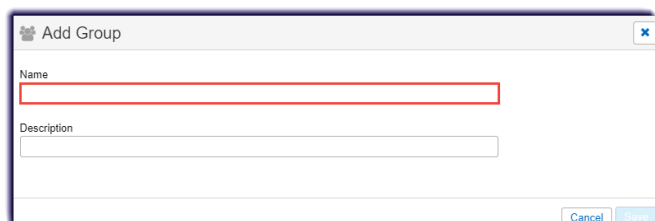
Click the **Manage User Groups** button from the homepage.



2. Click **Add New Group**.



3. Enter a Group Name. A description is optional.

A screenshot of the 'Add Group' form. The form has a title bar with a close button. It contains two input fields: 'Name' and 'Description'. The 'Name' field is highlighted with a red rectangular box. At the bottom of the form are 'Cancel' and 'Save' buttons.

4. Click **Save**.



5. A confirmation screen will state the changes have been made. Click **OK**.

