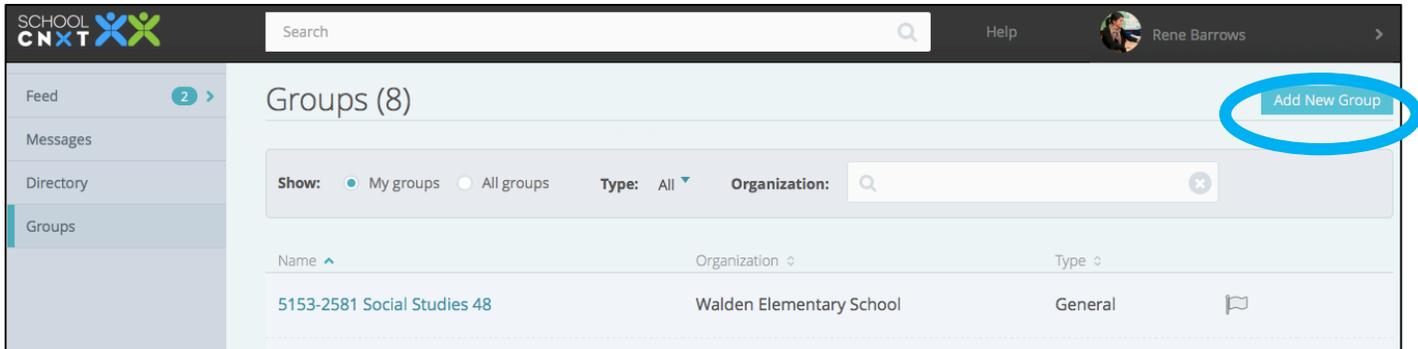**SCHOOL CNXT**

You can use the web to create a group.

1. Click the Groups tab on the left-hand navigation menu.
2. Click the teal Add New Group button.

3. On the details page, add a group name. You can also edit the member visibility (whether or not others can see the group members) and whether the users of the group will be other groups (i.e. – create a "master group" of all geometry classes) or individual users (i.e. – create a group of all students who will need enrichment activities). Other fields do not need to be edited.
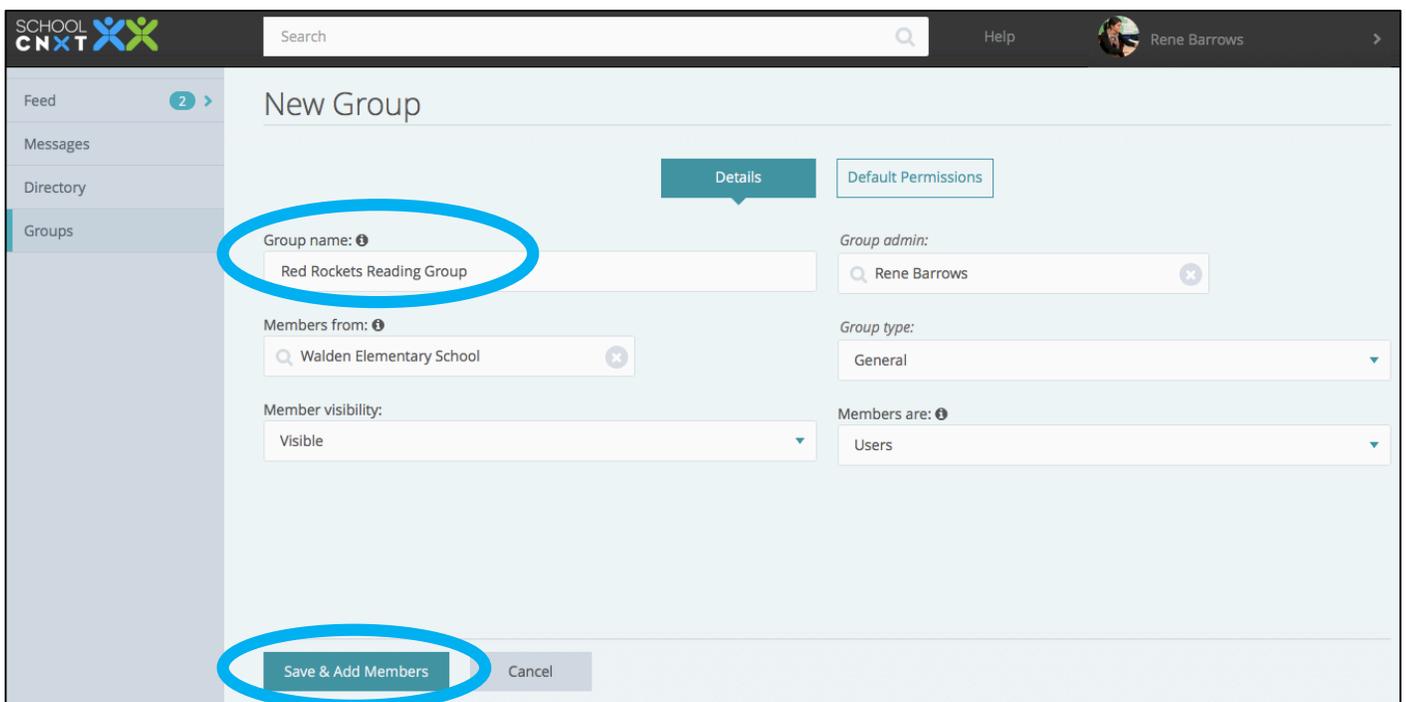
Optional: Click Default Permissions to edit the permissions for each role type. See the end of this guide for more.

4. Click Save & Add Members.

5. Click the teal Add Users button.
6. Check the box to the left of each user you want to add. You can use the search bar to search for specific users, filter by label (role type), or scroll through the pages of users. If you want to add users from a specific group (i.e. – a class or grade level) you can change the Group setting.
Note: If you are creating a group such as a class or extracurricular group, you can create a group of students and will still be able to publish posts to their guardians!
7. Click OK.
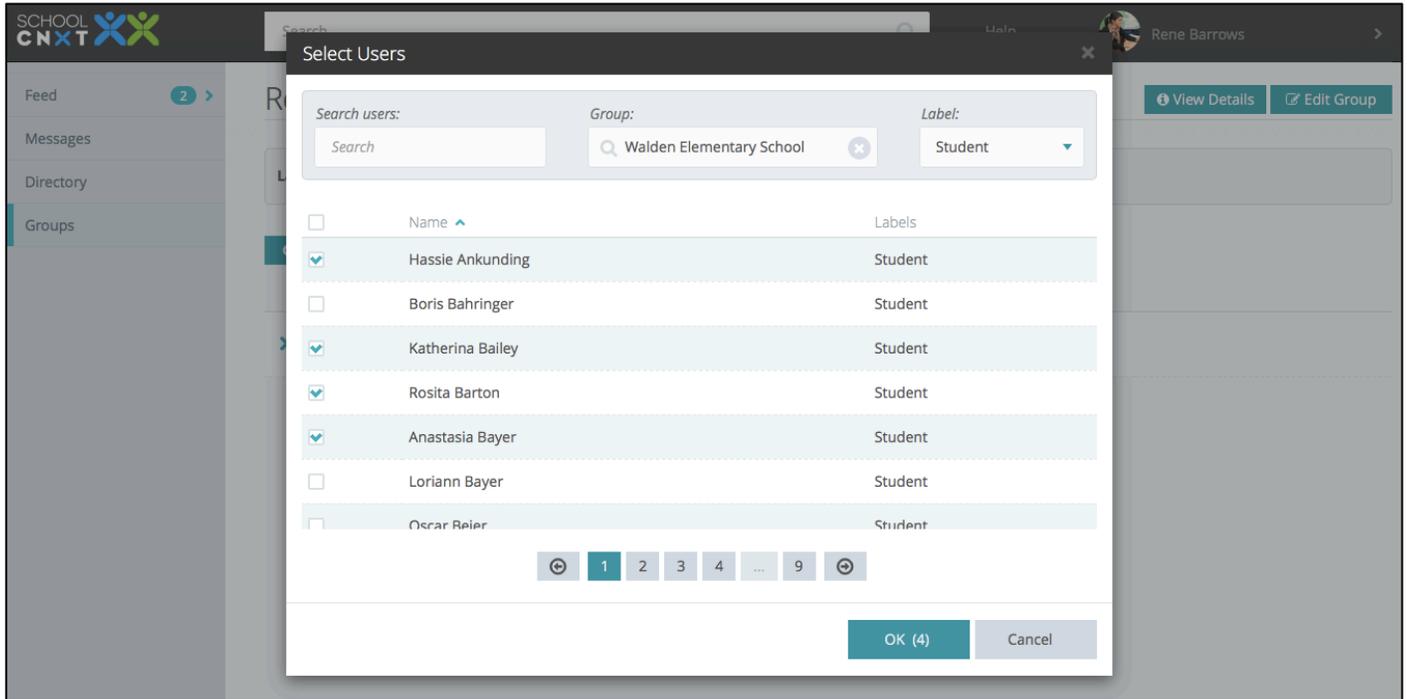
Default Permissions:
These permissions will affect all users of a certain role type will be added to the group.
Therefore, editing these during the creation of the group will affect all users.

1. Click on the Default Permissions tab on the New Group page.
2. Select the role for which you would like to edit the default permissions.
3. Click on the toggle next to each permission you want to change. When the toggle is teal, the permission is turned on.
4. Click Save & Add Members.

SCHOOL CNXT

## You can use the mobile app to create a group.
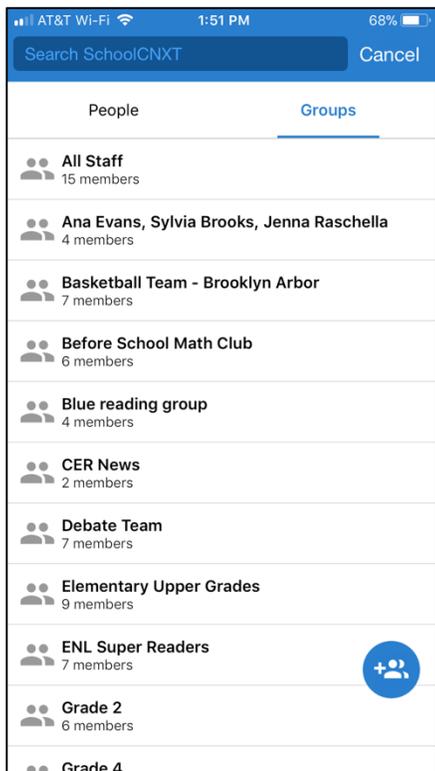
1. Tap the magnifying lens icon on the bottom of your screen to access the Explore page.
2. Tap the magnifying lens to search in the top right-hand corner.
3. Select Groups.
2. Tap the Group icon in the blue circle to add a new group.
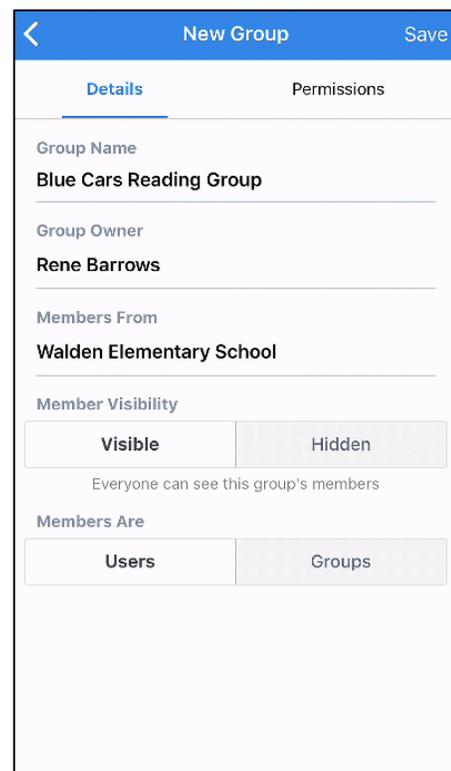
3. Add a title to your group.
4. Set member visibility.
5. Determine whether you want to create a group or individual users or a group of existing groups.
6. Tap Save.

Optional: Click Permissions to edit the permissions for each role type. See the Editing Group Permissions resource for more information.
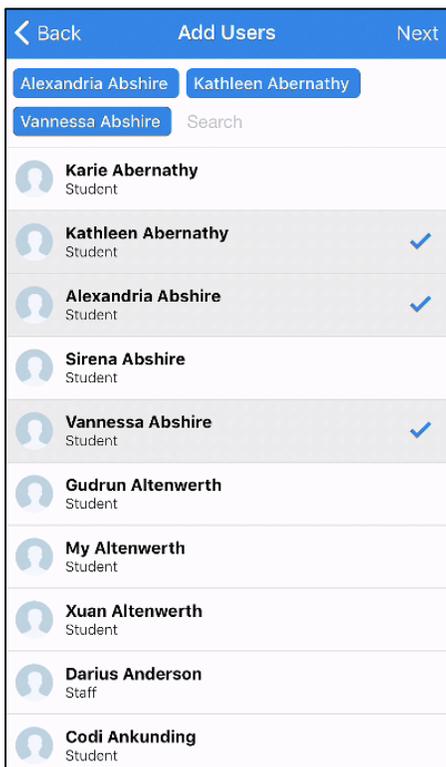
7. To add users, tap the person icon in the blue circle.
8. Tap the names of members you want to add to your group. Use the search bar to search for a specific user.
9. Tap Next.