

Create a Group

Last Modified on 10/24/2024 7:17 am EDT

1. From your **Dashboard**, select the **Manage Groups** tab.

The screenshot shows the Pathful dashboard interface. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, My Data, and a user profile icon. Below the navigation bar is a header area with the text 'Welcome back, Tobie'. Underneath the header is a secondary navigation bar with tabs: My Dashboard, Favorites, My Sessions, Manage Users, and Manage Groups. The 'Manage Groups' tab is highlighted with a red box. Below the navigation bar is a section titled 'FlexLesson Assignments' with a '+ CREATE CUSTOM LESSON' button and a 'View All' link. The main content area displays a grid of assignment cards. Each card includes a thumbnail image, a title, a due date, and a completion status. The first card is a '+ New Assignment' button. The other cards are: 'STEM Assignment (10.23)' due October 30, 2024, 'Lesson 5: Assessment (...)' due October 24, 2024, 'Lesson 4: Weekends - U...' due October 24, 2024, 'Lesson 3: Personal Time...' due October 24, 2024, and 'Lesson 2: After School - ...' due October 24, 2024. All cards show 'Completed: 2 of 2'.

2. Select **Create Group**.

This screenshot is similar to the previous one, but the 'Manage Groups' tab in the secondary navigation bar is now selected and highlighted. The main content area below the navigation bar is empty, indicating that the user has navigated to the 'Manage Groups' page.

Organizing user accounts into groups provides a way to run reports, view charts, or send messages to specific classes or smaller collections of users. Create a new group from the established user accounts by clicking the green "Create Group" button or edit an existing group below.

The screenshot shows the 'Manage Groups' page. At the top, there are two tabs: 'My Groups' and 'Shared Groups'. Below the tabs is a '+ CREATE GROUP' button, which is highlighted with a red box. Below the button is a table with columns: Group Name, # Members, # Students, # Staff, # Admins, Shared, and Actions. The table contains three rows of data:

Group Name	# Members	# Students	# Staff	# Admins	Shared	Actions
Common App Users	2	2	0	0	No	view/edit
Susan Group C	4	4	0	0	No	view/edit
QC Test Group	6	6	0	0	Yes	view/edit

3. Enter a **Group Name**.
4. Select **Create Group**.

The screenshot shows a 'Create new group' dialog box. It has a title bar with a close button (X). Below the title bar is a text input field labeled 'Group Name *'. At the bottom right of the dialog box are two buttons: 'CANCEL' and 'CREATE GROUP'.

5. Choose the license(s) you want to select users from.
6. Select **Users** to add to the Group.

- a. Use the tabs to switch between **Groups, Users, and Staff**.
 - b. Previously created groups can be added to a new group.
 - c. Staff members can be part of a group. For example, the staff member is an additional manager on an assignment.
7. Decide if you want this to be a shared group. If yes, select the share checkbox.
 8. Select **Save**.

Pathful Dashboard Career Postsecondary Work-based Learning Employability My Tracker My Data

Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

← BACK TO MANAGE GROUPS SAVE CANCEL

Group Name: Susan Group C

Group Owner: Tobie Alonso

Share:

Choose Licenses Filters

QC License 1 - Full x

Groups Users Staff/Admin

Search for users Showing 25 of 28 Results

Shared Groups

	Last Name	First Name	Username	Main License	Grade
<input type="checkbox"/>	Student	Donna	DonnaStudent10	QC License 1 - Full	Grade 10
<input type="checkbox"/>	Baggins		EricStudent10	QC License 1 - Full	-
<input type="checkbox"/>	Karlsen	Frederika	SusanStudent10	QC License 1 - Full	Grade 10

Selected Users (4) CLEAR ALL

Users Staff/Admin

- Cameron Carter | SusanStudent13
- Dominique Daylen | SusanStudent14
- Eden Elliot | SusanStudent15
- Finley Fritz | SusanStudent16