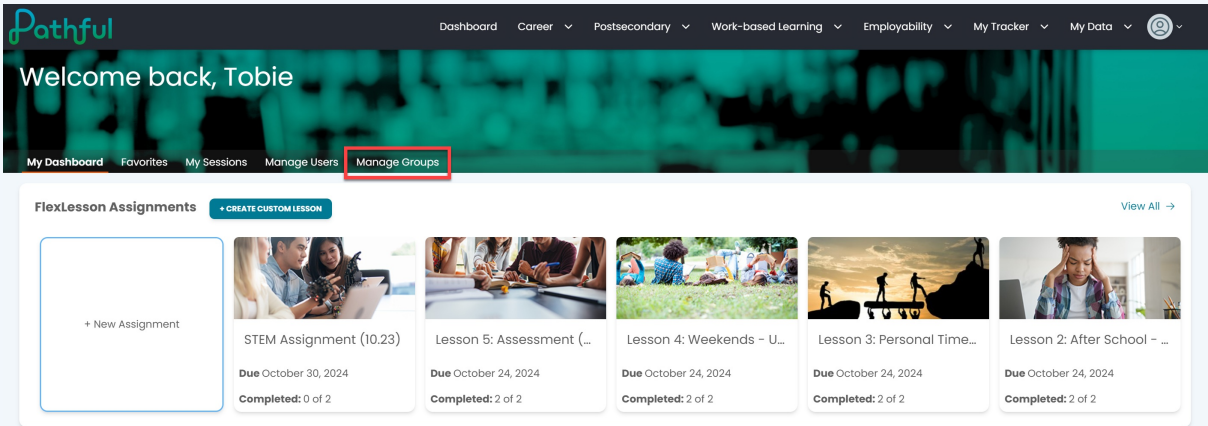


Add or Remove Group Members

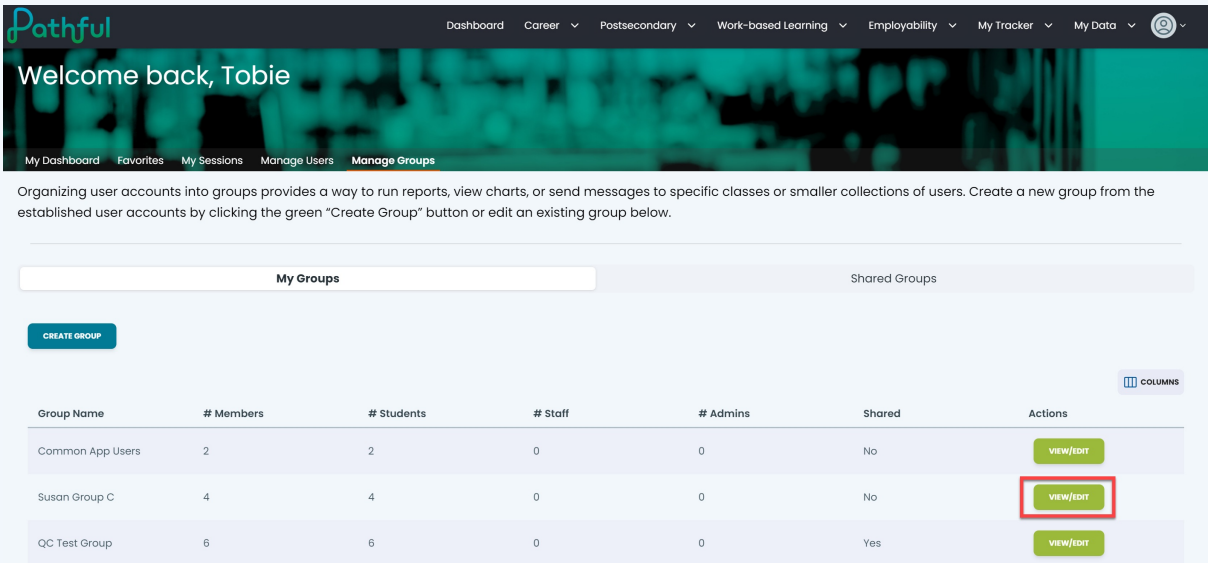
Last Modified on 10/24/2024 7:10 am EDT

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, and My Data. Below the navigation bar, a welcome message reads "Welcome back, Tobie". A secondary navigation bar contains tabs for "My Dashboard", "Favorites", "My Sessions", "Manage Users", and "Manage Groups". The "Manage Groups" tab is highlighted with a red rectangular box. Below the navigation bar, there is a section titled "FlexLesson Assignments" with a "+ CREATE CUSTOM LESSON" button and a "View All" link. This section displays a grid of assignment cards, each with a thumbnail image, a title, a due date, and a completion status.

2. Locate the desired *Group*.
3. Under the **Actions** column, select **View/Edit**.



The screenshot shows the "Manage Groups" page in the Pathful dashboard. 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, and My Data. Below the navigation bar, a welcome message reads "Welcome back, Tobie". A secondary navigation bar contains tabs for "My Dashboard", "Favorites", "My Sessions", "Manage Users", and "Manage Groups". Below the navigation bar, there is a section titled "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." Below this text, there is a "CREATE GROUP" button and a "COLUMNS" button. Below these buttons, there is a table with the following 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

The "VIEW/EDIT" button for the "Susan Group C" row is highlighted with a red rectangular box.

4. Select the trash can icon on the row of the user you want to remove.

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

Group Name: Susan Group C

Group Owner: Tobie Alonso

EDIT EXPORT USERS DELETE

COLUMNS

First Name	Last Name	Username	Main License	User Type	Email	Actions
Cameron	Carter	SusanStudent13	QC License 1 - Full	User		
Dominique	Daylen	SusanStudent14	QC License 1 - Full	User	dd@pathful.com	
Eden	Elliot	SusanStudent15	QC License 1 - Full	User	ee@pathful.com	
Finley	Fritz	SusanStudent16	QC License 1 - Full	User	ff@pathful.com	

5. Select **Edit** to add new users to the group.

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

Group Name: Susan Group C

Group Owner: Tobie Alonso

EDIT EXPORT USERS DELETE

COLUMNS

First Name	Last Name	Username	Main License	User Type	Email	Actions
Cameron	Carter	SusanStudent13	QC License 1 - Full	User		
Dominique	Daylen	SusanStudent14	QC License 1 - Full	User	dd@pathful.com	
Eden	Elliot	SusanStudent15	QC License 1 - Full	User	ee@pathful.com	
Finley	Fritz	SusanStudent16	QC License 1 - Full	User	ff@pathful.com	

6. Apply the filters to help you locate the user(s) you want to add.

7. Select the user(s).

8. Save.

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

Groups **Users** Staff/Admin

Search for users Showing 25 of 28 Results

Shared Groups

<input type="checkbox"/>	Last Name	First Name	Username	Main License	Grade
<input checked="" 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

