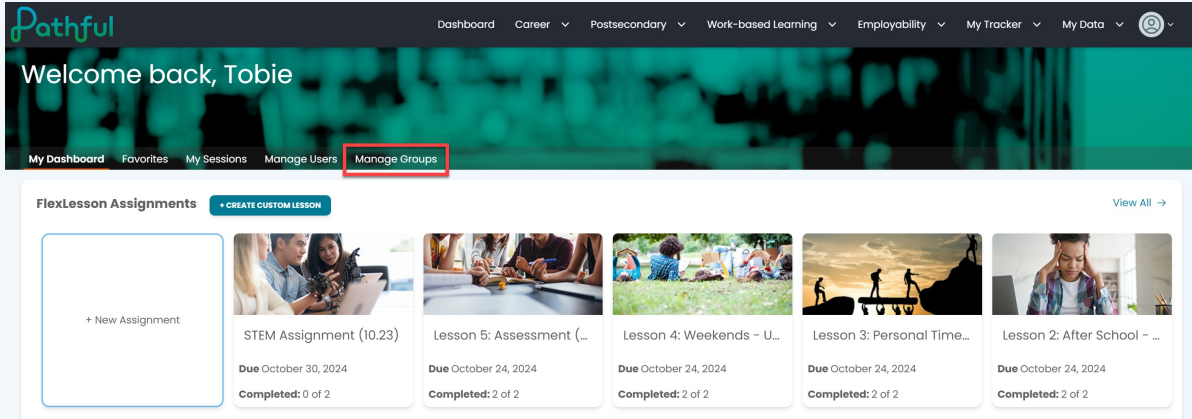


Delete a Group

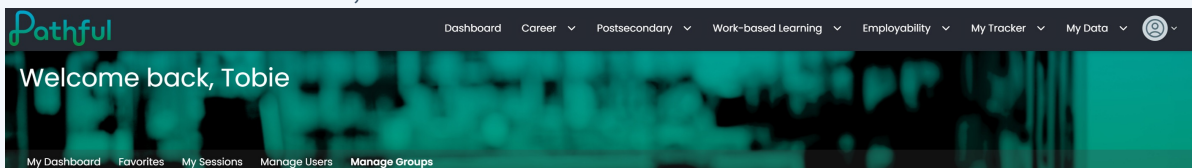
Last Modified on 10/24/2024 7:25 am EDT

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 is a welcome message: "Welcome back, Tobie". Underneath the welcome message is a horizontal menu with tabs: My Dashboard, Favorites, My Sessions, Manage Users, and Manage Groups. The "Manage Groups" tab is highlighted with a red box. Below the tabs is a section titled "FlexLesson Assignments" with a "+ CREATE CUSTOM LESSON" button and a "View All" link. There are five assignment cards displayed, each with a title, due date, and completion status. The first card is "+ New Assignment". The other four cards are: "STEM Assignment (10.23)", "Lesson 5: Assessment (...)", "Lesson 4: Weekends - U...", "Lesson 3: Personal Time...", and "Lesson 2: After School - ...".

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



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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.

My Groups					Shared Groups	
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

4. Select **Delete**.

Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

[← BACK TO MANAGE GROUPS](#)

EDIT

EXPORT USERS

DELETE

Group Name: Susan Group C**Group Owner:** Tobie Alonso

COLUMNS

First Name	Last Name	Username	Main License	User Type	Email	Actions
Cameron	Carter	SusanStudent3	QC License 1 - Full	User		
Dominique	Daylen	SusanStudent4	QC License 1 - Full	User	dd@pathful.com	
Eden	Elliot	SusanStudent5	QC License 1 - Full	User	ee@pathful.com	
Finley	Fritz	SusanStudent6	QC License 1 - Full	User	ff@pathful.com	

- In the Are you Sure pop-up window, select **Yes, Delete It**.
- Select **Cancel** if you prefer to keep the group and not delete it. *Deleting a group is immediate and permanent.*

Are you sure you want to delete Pathful Group A- Shared?

CANCEL

YES, DELETE IT