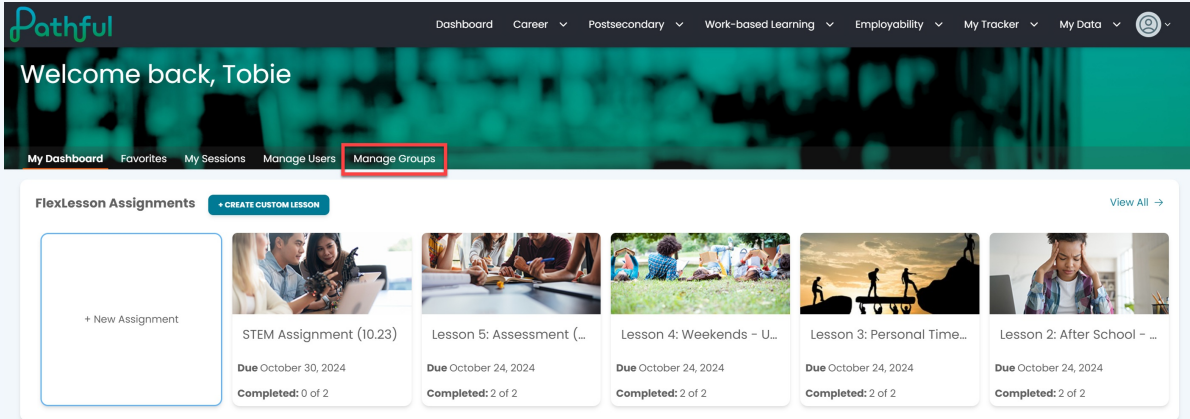


# Locate a Shared Group

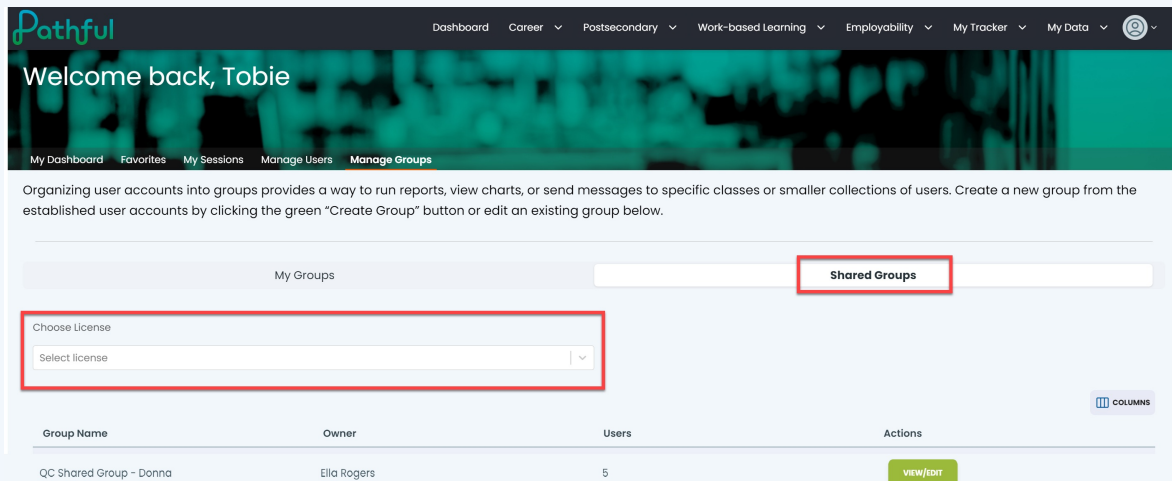
Last Modified on 10/24/2024 7:30 am EDT

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



The screenshot shows the Pathful dashboard with the 'Manage Groups' tab highlighted in red. The dashboard includes a navigation bar with 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. Below the navigation bar is a 'Welcome back, Tobie' message. The main content area is titled 'FlexLesson Assignments' and features 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.

2. Select the **Shared Groups** tab.
  - a. If you own the shared group, the group will be under the **My Groups** tab.
3. If you can access multiple licenses, select the desired license to filter the table.



The screenshot shows the Pathful dashboard with the 'Shared Groups' tab selected and highlighted in red. Below the navigation bar is a 'Welcome back, Tobie' message. The main content area is 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 is a table with two tabs: 'My Groups' and 'Shared Groups'. The 'Shared Groups' tab is selected and highlighted in red. Below the tabs is a 'Choose License' dropdown menu, which is also highlighted in red. The dropdown menu shows 'Select license' and a downward arrow. Below the dropdown menu is a table with columns: 'Group Name', 'Owner', 'Users', and 'Actions'. The table contains one row: 'QC Shared Group - Donna', 'Ella Rogers', '5', and a 'VIEW/EDIT' button.

Group Name	Owner	Users	Actions
QC Shared Group - Donna	Ella Rogers	5	<a href="#">VIEW/EDIT</a>