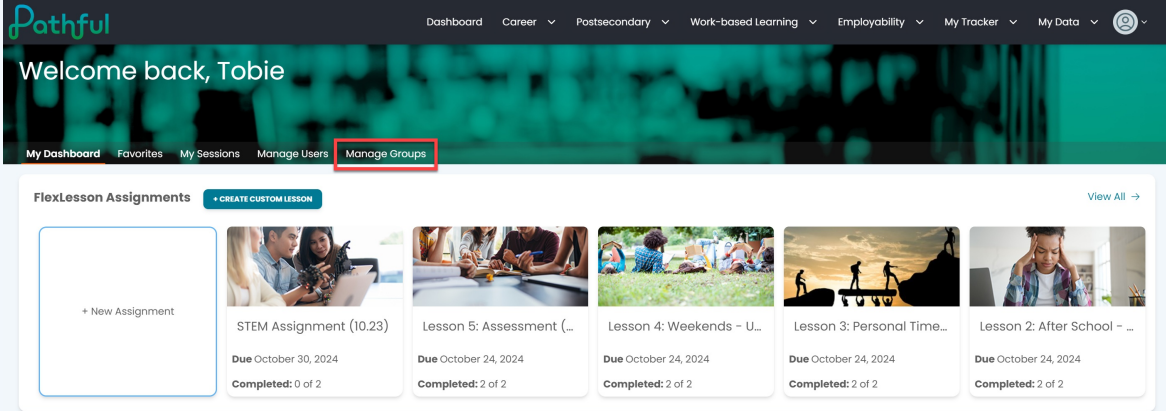


Search for a Group

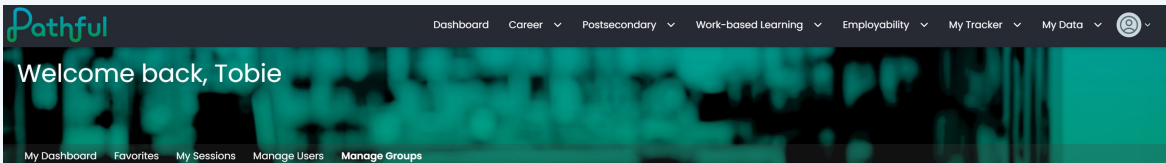
Last Modified on 10/24/2024 7:34 am EDT

1. From your **Dashboard**, select **Manage Users**.



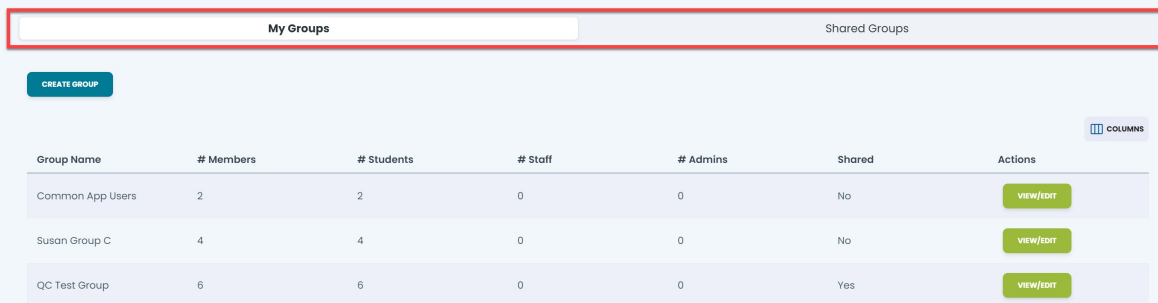
The screenshot shows the Pathful dashboard interface. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar, a welcome message reads "Welcome back, Tobie". A secondary navigation bar contains links for My Dashboard, Favorites, My Sessions, Manage Users, and Manage Groups. The "Manage Groups" link is highlighted with a red box. Below this, there is a section for "FlexLesson Assignments" with a "+ CREATE CUSTOM LESSON" button and a "View All" link. The assignments section displays a grid of assignment cards, including "STEM Assignment (10.23)", "Lesson 5: Assessment (...)", "Lesson 4: Weekends - U...", "Lesson 3: Personal Time...", and "Lesson 2: After School - ...". Each card shows the due date and completion status.

2. Sort by **My Groups** or **Shared Groups**.
3. Select the desired group from the list. *Reminder: If you own a shared group, it will be listed under My Groups.*



This screenshot is identical to the one above, showing the Pathful dashboard with the "Manage Groups" link highlighted in red.

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" interface. At the top, there are two tabs: "My Groups" and "Shared Groups", with "My Groups" selected and highlighted in red. Below the tabs is a "CREATE GROUP" button. A table lists the groups with columns for 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