

Share a Group

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You can share a new Group when you create it or share an existing Group.

To share a Group as you create it, refer to [Create a Group](#).

Follow the steps below to share an existing Group:

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 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, there 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 shows a thumbnail image, the assignment name, the due date, and the completion status. The "Manage Groups" tab is highlighted in red.

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

The screenshot shows the Pathful "Manage Groups" page. 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 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. 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 is a table with two tabs: "My Groups" and "Shared Groups". The "My Groups" tab is selected. Below the tabs is a "+ CREATE GROUP" button and a "COLUMNS" button. The main content area displays a table with the following columns: Group Name, # Members, # Students, # Staff, # Admins, Shared, and Actions. The table contains three rows of data. The "View/Edit" button in the Actions column for the "Susan Group C" row is highlighted with a red box.

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 **Edit** on the Group details page.

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

Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

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Group Name: Susan Group C

Group Owner: Tobie Alonso

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	

- Select the **Share** checkbox. This will share your group with other Staff and Admin users on your license.
- Select **Save**.

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

Welcome back, Tobie

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Group Name: Susan Group C

Group Owner: Tobie Alonso

Share:

Choose Licenses

QC License 1 - Full

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"/>	Boggins		EricStudent10	QC License 1 - Full	-
<input type="checkbox"/>	Karlisen	Frederika	SusanStudent10	QC License 1 - Full	Grade 10

Selected Users (4)

Users Staff/Admin

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