
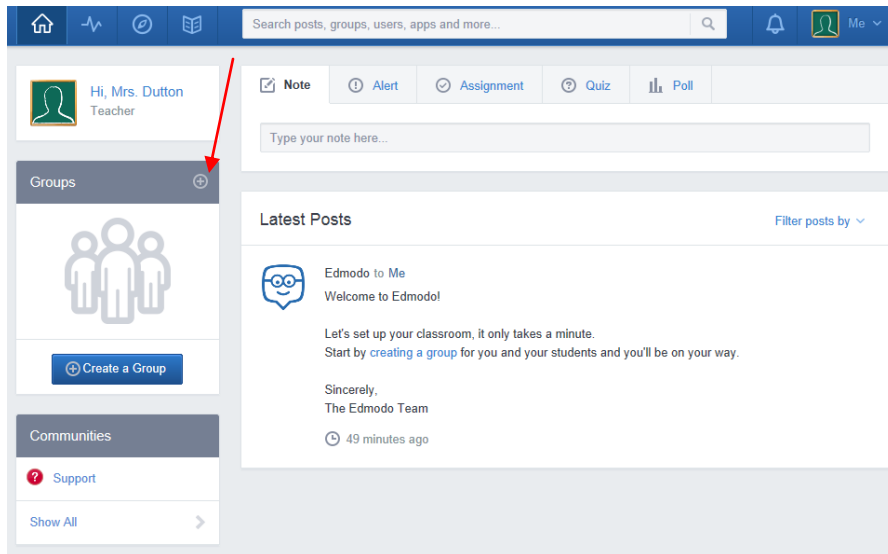


How to Create a Group

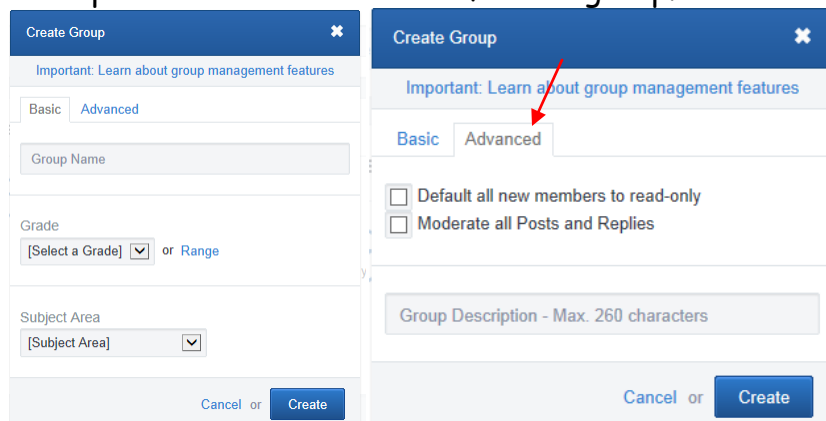
1. From your homepage, click the  on the **Groups** tab on the left hand side of your screen.



2. Select "Create."



3. Enter a group name and select the correct grade and subject area in the pop-up box that appears. Click on the advanced tab to add a group description and to set controls for the group.



4. Click the **Create** button and you will be taken to the group page which will display the temporary 6-digit group code on the communication stream as well as the left side panel. This is the group code that you will need to give your students so they can join your group. Note: The group code will become invalid when the group is automatically locked after 14 days for safety purposes or you can lock it before then.

