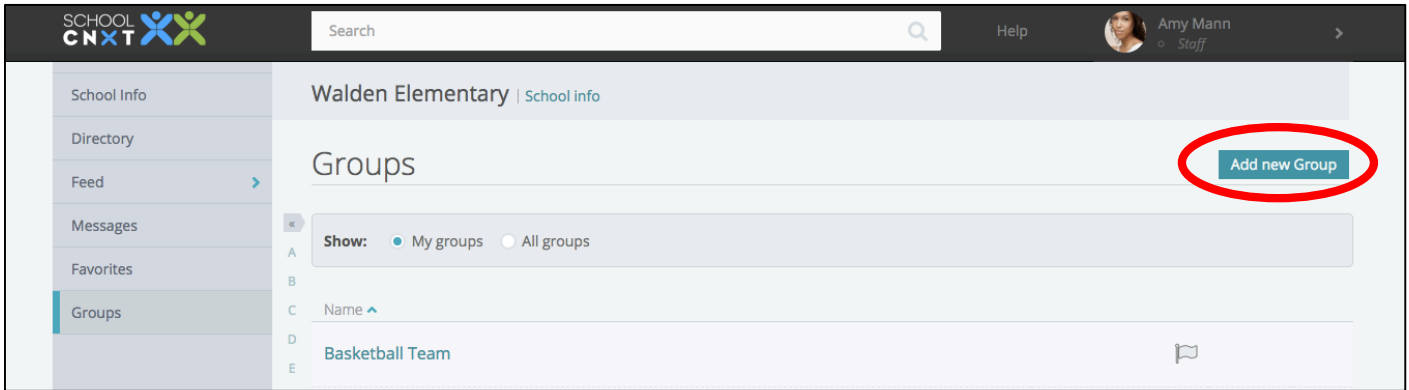


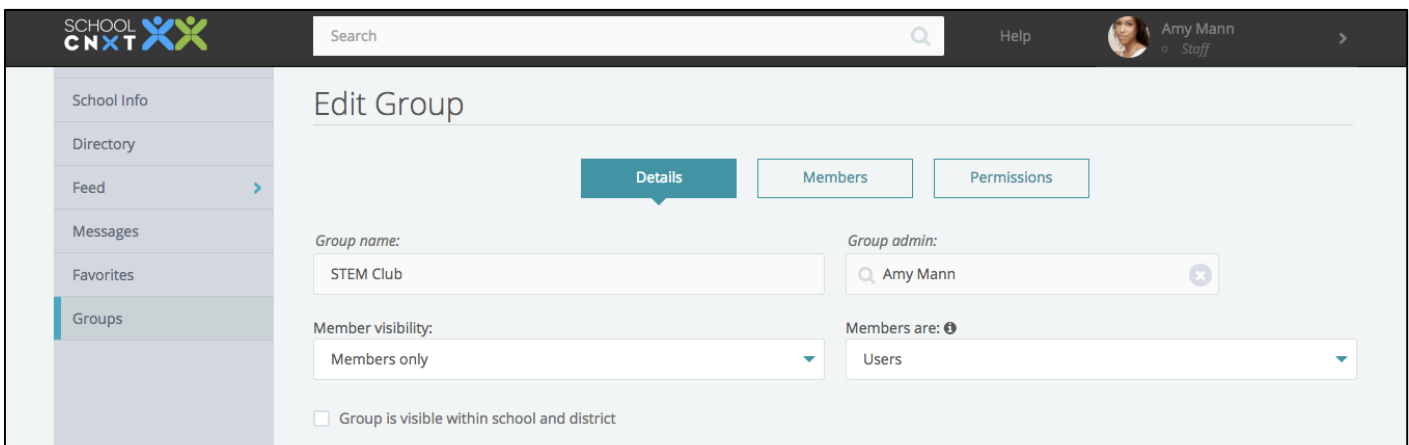


You can use the web to create a group.

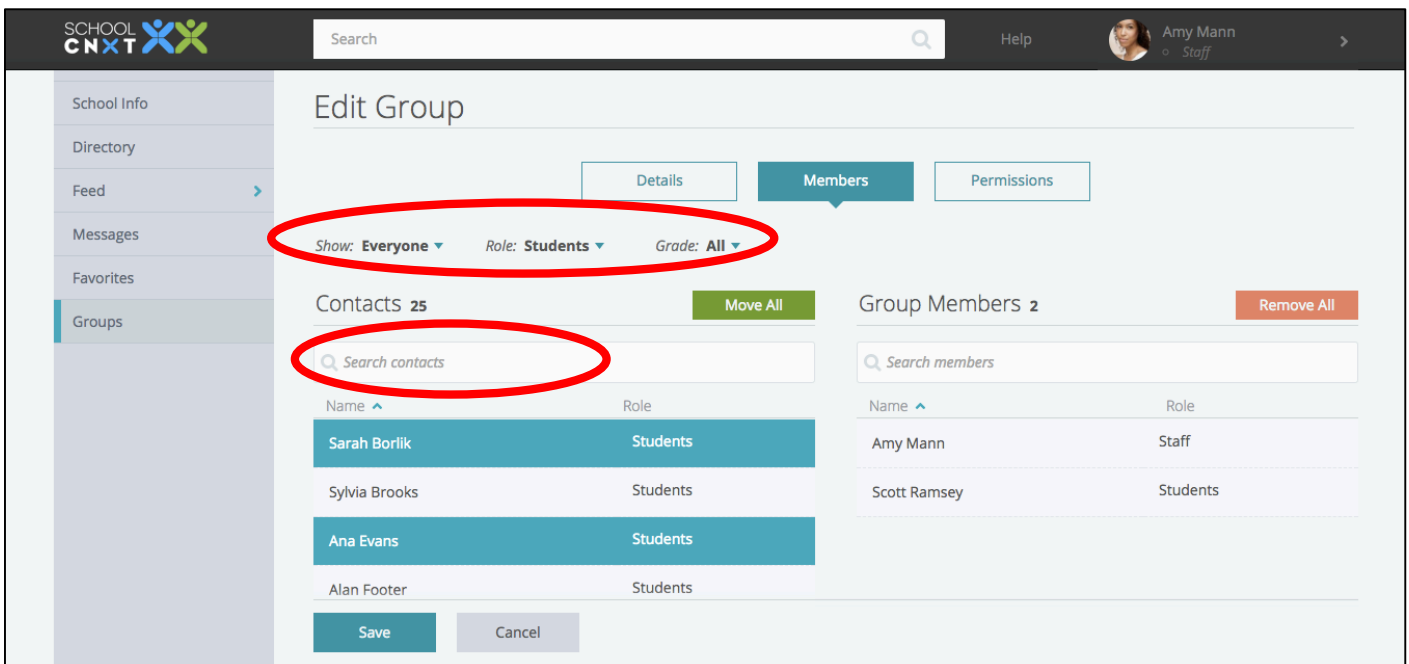
1. Click the Groups tab on the left-hand navigation menu.
2. Click the teal Add New Group button.



3. Add details including a group name, member and group visibility, and whether you want to create a group of users, or a group of other groups that already exist.



4. Add members using the filters and search bar in the middle of the page.

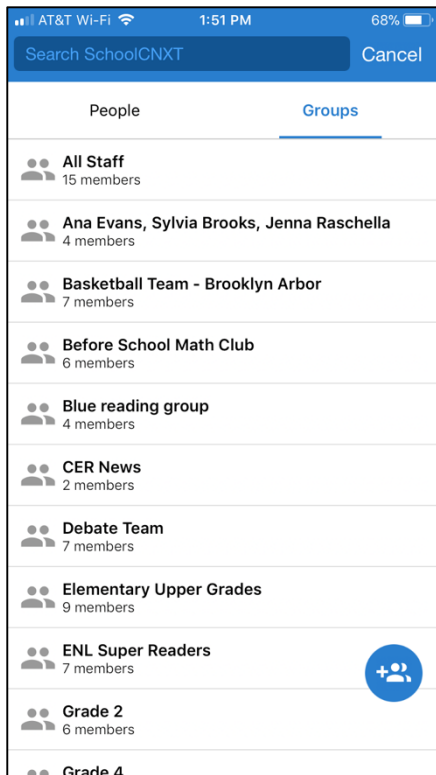


5. Edit the permissions for each user in the group, including their ability to co-manage the group, initiate a message to the group, or post to the group with or without approval.
6. Click Save.

The screenshot shows the 'Edit Group' page in the SchoolCNXT application. The interface includes a sidebar with navigation options: School Info, Directory, Feed, Messages, Favorites, and Groups. The main content area is titled 'Edit Group' and has three tabs: Details, Members, and Permissions. The 'Permissions' tab is active. Below the tabs is a search bar and a table of group members. The table has columns for Name, Manage, Message, and Posts. A red circle highlights the 'Manage', 'Message', and 'Posts' columns for the user Sylvia Brooks. The 'Manage' column has an unchecked checkbox, 'Message' has a checked checkbox, and 'Posts' has a dropdown menu set to 'Can submit for a...'. Other users listed are Rebecca Dimino (Message checked, Posts checked, dropdown 'Can post without ...') and Ana Evans (Manage unchecked, Message unchecked, dropdown 'Not allowed'). At the bottom are 'Save' and 'Cancel' buttons.

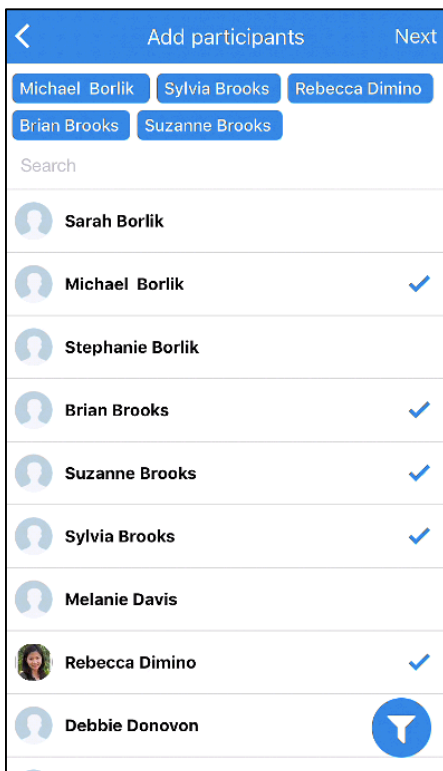
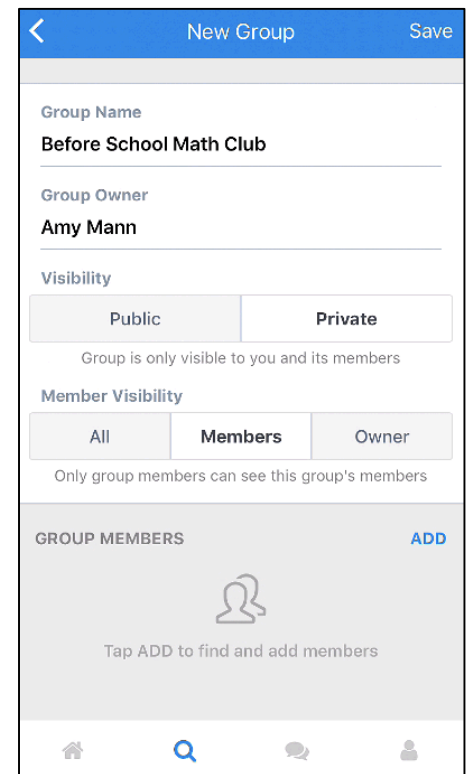
Name	Manage	Message	Posts
Sylvia Brooks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Can submit for a...
Rebecca Dimino	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Can post without ...
Ana Evans	<input type="checkbox"/>	<input type="checkbox"/>	Not allowed

You can use the mobile app to create



1. Tap the magnifying lens icon on the bottom of your screen to access the Explore My Community Page.
2. Tap the magnifying lens to search in the top right-hand corner.
3. Select Groups.
2. Tap the Group icon in the blue circle to add a new group.

3. Add a title to your group.
4. Set the group and member visibility.
5. Tap Add to select members.



6. Use the filter icon in the bottom right-hand corner to filter by role type if desired.
7. Tap the names of members you want to add to your group.
8. Tap Next in the top right hand corner.
9. Tap Save.

Note: Permissions must be edited on the web version of the app.