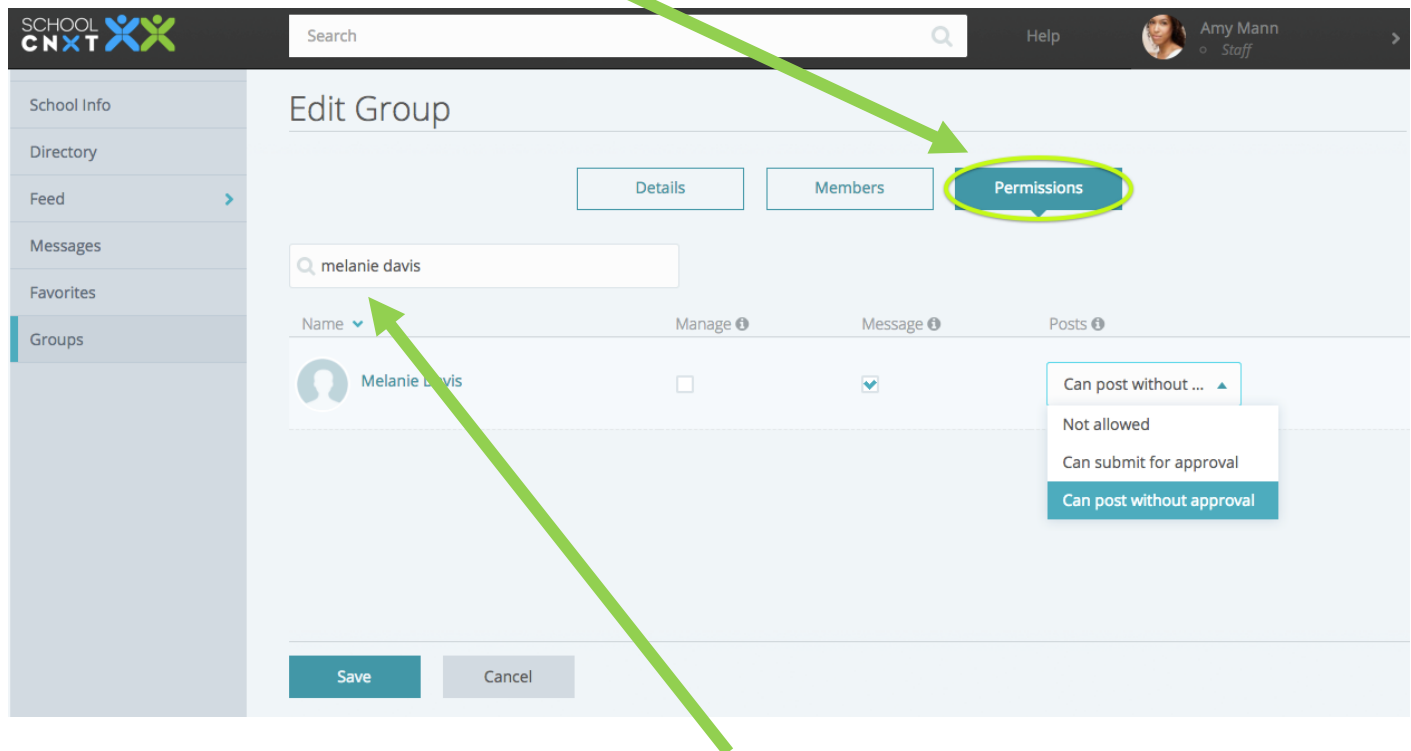




Editing group permissions will let you give privileges to certain members of a group you own. Changing these permissions will only affect the user for the group you are

1. On the web app, go to *Groups* on the menu bar on the left.
2. For a group of which you are the owner (indicated by the flag icon), hover over the gear to the right of the group name. Select *Edit*.
3. Click the Permissions tab on the top right.



4. Scroll through the group members, or type the name of user whose permissions you want to edit in the search bar in the middle of the screen.
5. Check the box under *Manage* to allow this user to have access to administrative functions for the group (ie – invite users, view member activity). This is ideal for a co-teacher or paraeducator.
6. Check the box under *Message* to allow this user to initiate a message thread to the group. Please note that any user can respond to messages, but only users with this privilege can begin the thread. This is ideal for a co-teacher or involved room parent.
7. Under *Posts*, click the drop-down menu to indicate if you want this user to be able to post news and events without approval, create posts to submit for approval, or not be allowed to create posts for this group. You may want a co-teacher to be able to post without approval while a room parent may be able to submit posts for approval, for example.