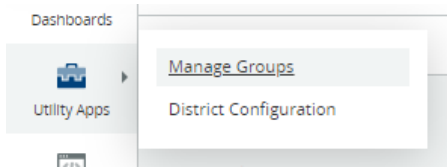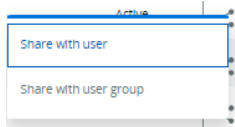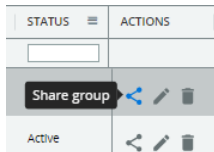# Sharing Student Groups

## Sharing with Individual Users

1. Click "Manage Groups" in Utility Apps.

2. Select the group you want to share and click the share icon in the "Actions" column. Select "Share with user." (You can also select "Share with user group" if you have user groups created- see below).

3. Find the user you want to share with, and in the Permission column click the current status in the "Permission" column (generally it will be "None" unless you have already given them permission to a group). Choose the kind of permission you want the user to have. **Read-only** will allow them to use the student group as a filter, but they will not be able to edit it. **Collaborative** will give them editing rights to the group.
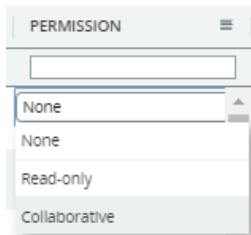

4. Once you have set the permissions for the users, click "Save."

After saving, you will see the "Visibility" column in your group management table change to "Shared with others."

As soon as the settings are in place, the user will be able see the shared user group in their filter and in their list of groups in the group manager. As a filter, the new group will be preceded by an (S) to indicate that the group has been shared, and under the group name in parentheses will be the account number or name from the user who shared it.

(S) - NCL 2ndary 330
(TBI)- 2/12/24
(0627200/5879)
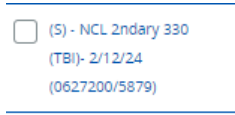
Creating and Sharing with User Groups

If you frequently share groups with the same set of people, it makes sense to create a user group of those people so you can share once, rather than having to share multiple times.

1. Follow step 1 above.
2. Select the group you want to share and click the share icon in the "Actions" column. Select "Share with user."

Active

Share with user

Share with user group
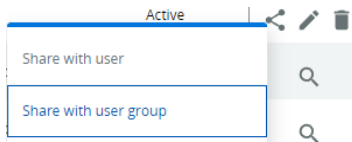
3. If you have user groups already created, follow steps 3-5 above. If you need to create a new user group, follow the steps below.

4. Click the "New User Group" button.

Sh
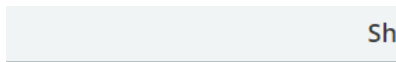
New User Group

GROUP NAME   ≡   GROUP TYPE

5. Create a name for the user group and give it a permission level (see step 3 above).

Add New User Group   ✕

Name

Group name here

Permission

⦿ None
◯ Read-only
◯ Collaborative

6. To add a user to the group, begin typing their name in the "Find Users" box. As you type, users will display. Click on the user you want to add to the group. Do this for each user you want to add to the group.

Find users

rex	× ▲
Rex Tschetter	

5010504/tventura	Teresa Ventura	tventura@stancoe.org	✓
5010504/jcampbell	John Campbell	jcampbell@stancoe.org	✓

7. Click save and the user group will be available to share with. User groups can be managed similarly to student groups

Share Group with User Groups   ✕

New User Group

GROUP NAME ☰	GROUP TYPE ☰	GROUP OWNER ☰	PERMISSION ☰	ACTION
Group name here	Shared Cohorts	5010504/jbrem	None	✎ 🗑
test group	Shared Cohorts	5010504/jbrem	None	✎ 🗑

Updated 5/2/24