How to Create a Group
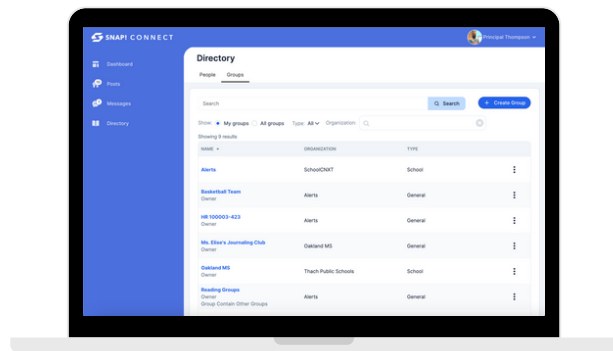
School, grade, and section groups will be imported for you. However, you can create additional groups using the steps below:

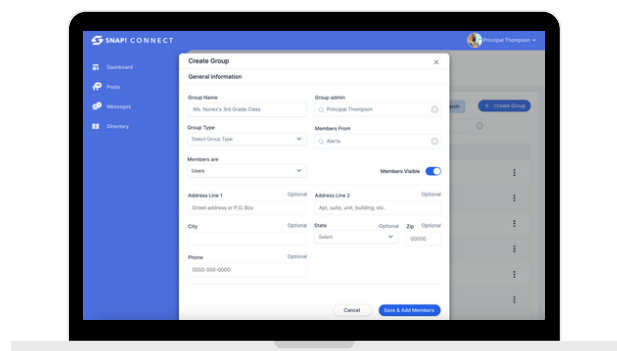## Creating a group on the web app

Step One

Select "Directory" from the left-hand navigation menu bar. Click "Groups" at the top of the page. Click **+ Create Group** .

Step Two

Add a group name. Click **Save & Add Members**

Notes:
- The "Group Owner" will default to you. This can be changed, if necessary.
- "Members From" will default to your school. This can only be changed if you work at multiple schools or at the district level.
- "Member Visibility" can be changed to "Hidden" if you don't want the members of the group to see who else is included.
- "Members Are" will default to users. This can be changed to "Groups" if you want to create a collection of groups that already exist in Snap! Connect (e.g., Putting all Chemistry sections in one group).

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Step Three

Use the filters at the top to choose the users of the group. You can filter to a group within the school to which you are attached (i.e. a grade level or class). You can also filter by role type.
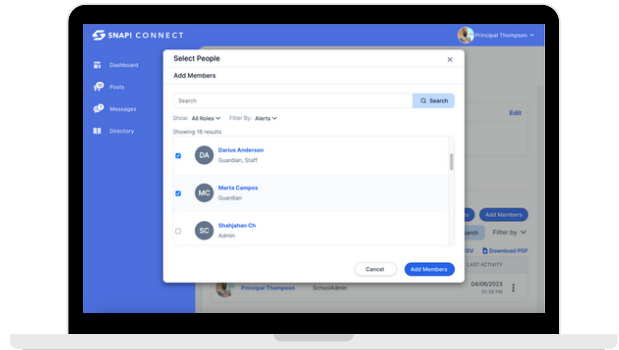
Note: When you create a group of students, their guardians will automatically be attached to the group.
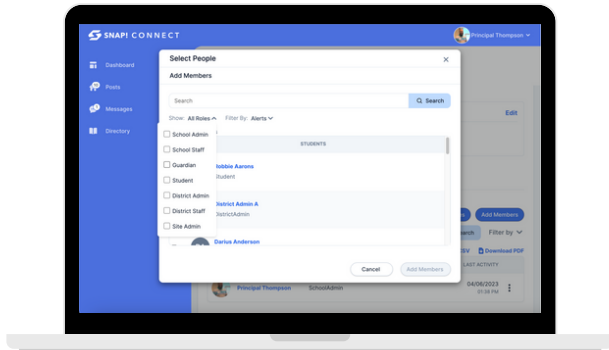

Step Four

You can then scroll through users or type a name in the search bar. You can search for and select multiple users, even if they are not all visible on the screen at once. Check the box next to the name of each user you want to add to your group.

Click **Add Members** .

Step Five

You can click Edit to change Default Permissions if you want to change what users of different role types can do within the group. These cannot go outside of the permissions of the group above it hierarchically (i.e. the school). Note: Default Permissions do not typically need to be changed. Click **Save Changes** .
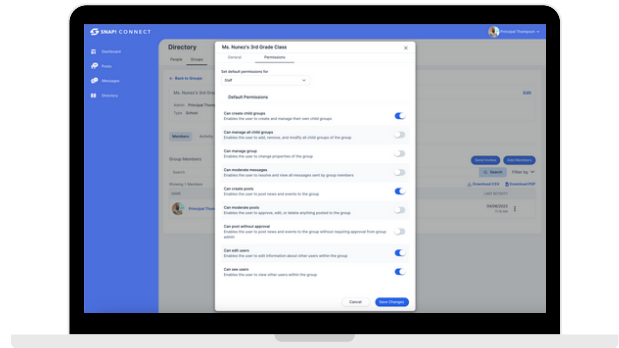
Notes:
- You can now publish posts to and re-invite this group.
- This group will not be automatically updated.
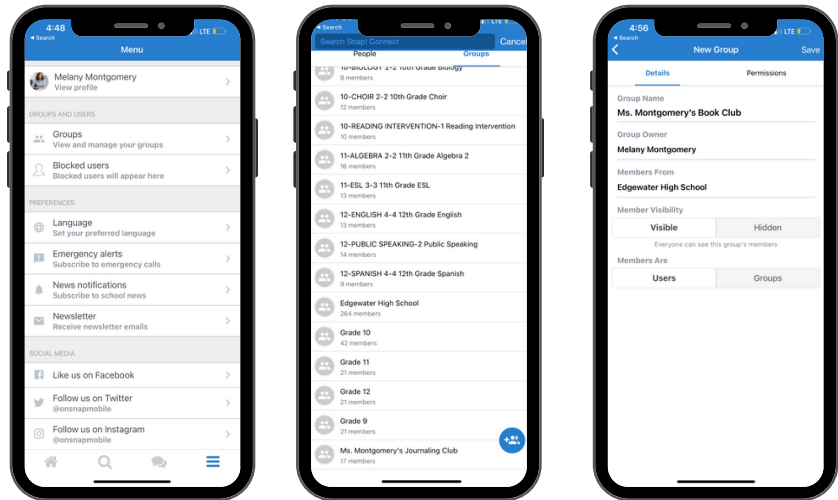
Creating a group on the mobile app

Step One

Tap ≡ to go to Menu.
Tap Groups.

Step Two

Tap 👥 to add a group.

Step Three

Add a Group Name.

Notes:
- The "Group Owner" will default to you.
- "Members From" will default to your school. This can only be changed if you work at multiple schools or at the district level.
- "Member Visibility" can be changed to "Hidden" if you don't want the members of the group to see who else is included.
- "Members Are" will default to users. This can be changed to "Groups" if you want to create a collection of groups that already exist in Snap! Connect (e.g., Putting all Chemistry sections in one group).
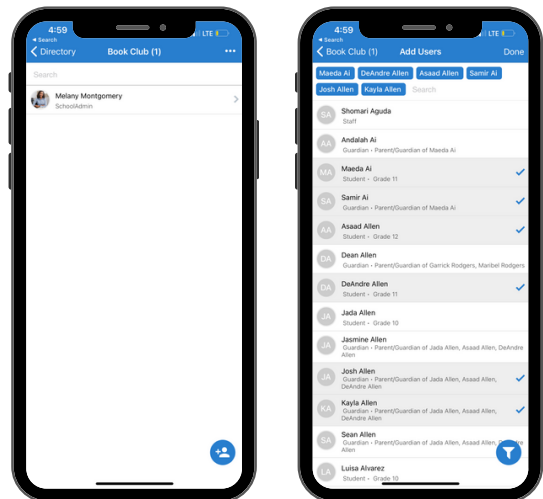
Step Four

Tap 👥 to add members to your group.

Step Five

Tap 🔽 to filter by role type. Note: You can only filter by group on the web app.

Use the search bar at the top or scroll the list of names to find the users you want to add and tap their names. You will see them appear highlighted in blue at the top of the screen. You can tap as many names as you'd like.

Step Six

Tap Done.

Notes:
- You can now publish posts to and re-invite this group.
- This group will not be automatically updated.

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