

Copy/Share Student Groups to Another User

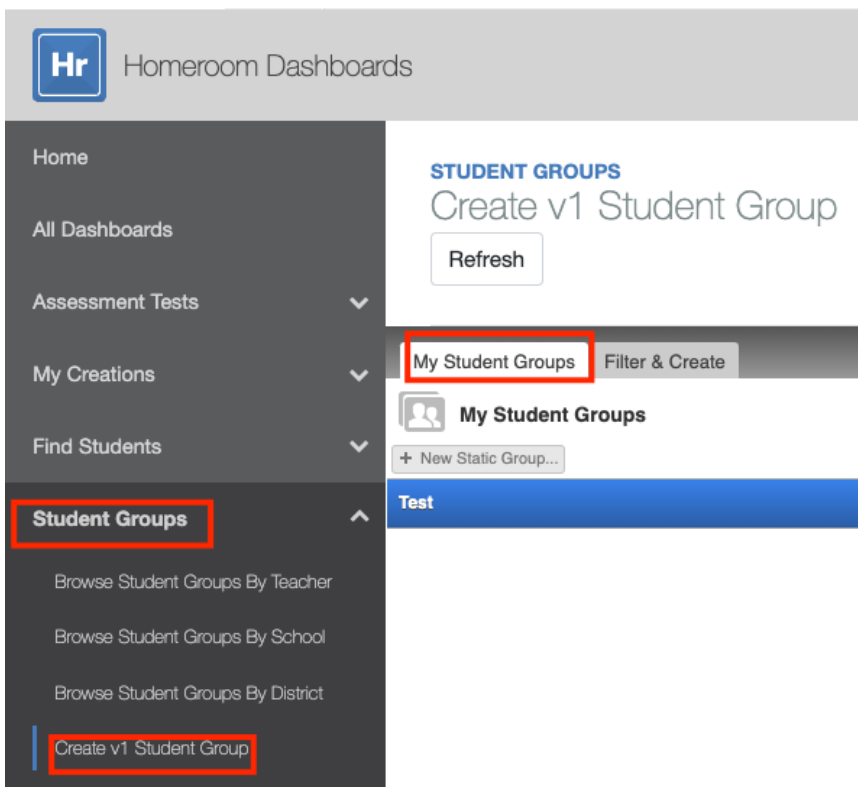
The groups in the Student Groups widget comprise your unique collection of groups and are not visible to anyone else. However, you can share or copy your groups with other Homeroom users. Please Note: when you copy/share a group, the recipient must have access to the same set of students to see the entire group.

COPY - The recipient(s) will have their copy of the group that they may edit/delete that does not impact the originator's copy.

SHARE - The recipients will have a shared group that, if edited/deleted, will affect the originator's group.

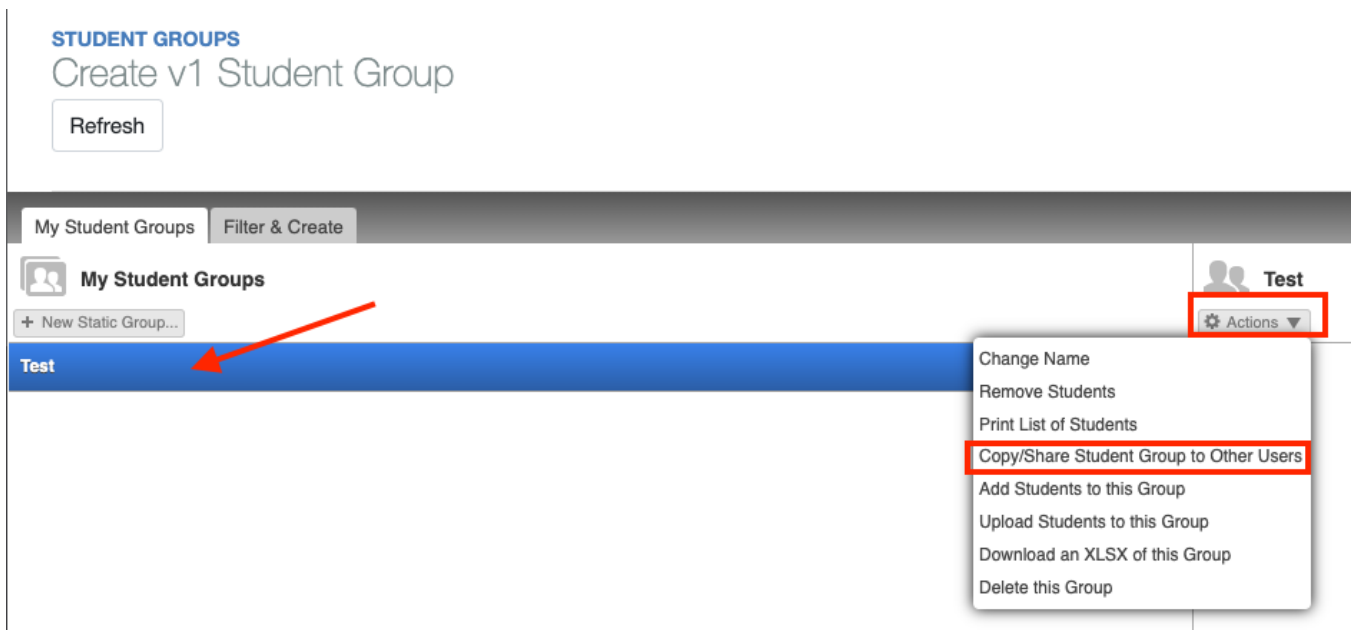
HOW TO COPY/SHARE A STUDENT GROUP

On your Homeroom Dashboard, navigate to **Student Groups**, then **Create V1 Student Group** in the left-hand navigation screen and select the **My Student Groups Tab**.



The screenshot shows the Homeroom Dashboard interface. The top header includes the 'Hr' logo and the text 'Homeroom Dashboards'. A dark navigation sidebar on the left contains the following items: 'Home', 'All Dashboards', 'Assessment Tests', 'My Creations', 'Find Students', 'Student Groups' (highlighted with a red box), 'Browse Student Groups By Teacher', 'Browse Student Groups By School', 'Browse Student Groups By District', and 'Create v1 Student Group' (highlighted with a red box). The main content area displays the 'STUDENT GROUPS' widget. At the top of the widget, it says 'Create v1 Student Group' with a 'Refresh' button below it. Below this is a tab labeled 'My Student Groups' (highlighted with a red box) and a 'Filter & Create' button. Under the 'My Student Groups' tab, there is a 'My Student Groups' header with a group icon, a '+ New Static Group...' button, and a list of groups, with the first group 'Test' highlighted in blue.

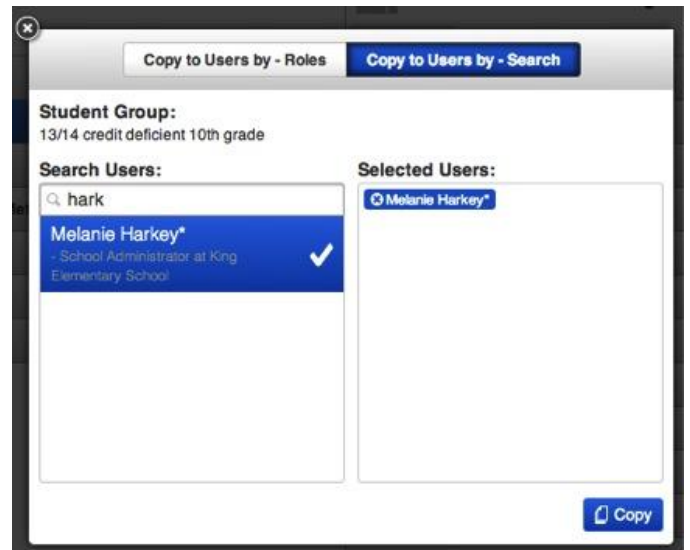
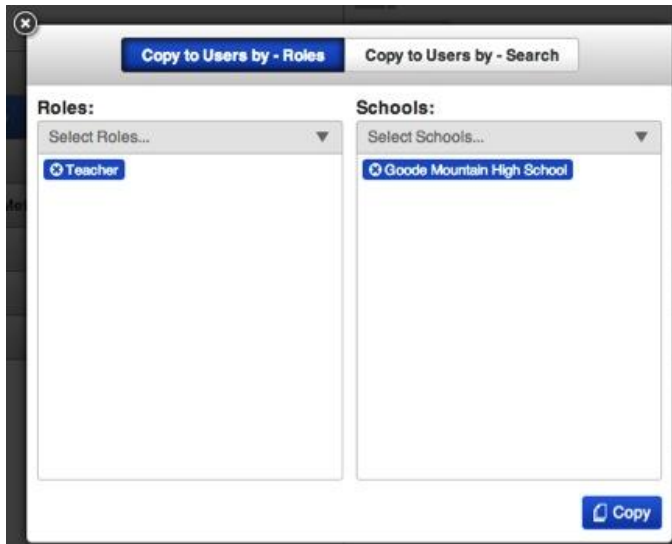
Choose the group to share from the **My Student Groups** List. Once selected, choose the **Actions Gear** on the right-hand side of the widget. A drop-down menu will appear. Choose Copy/Share Group to other Users.



There are two options for copying a group.

Copy To Users by - Roles: Groups can be copied to all roles within a school or schools based on their Homeroom Permissions.

Copy/Share to Users by - Search: Groups can be copied to a list of specific users chosen by the group creator.



Once copied, the duplicate group will show up the next time the receiving user logs into Homeroom.