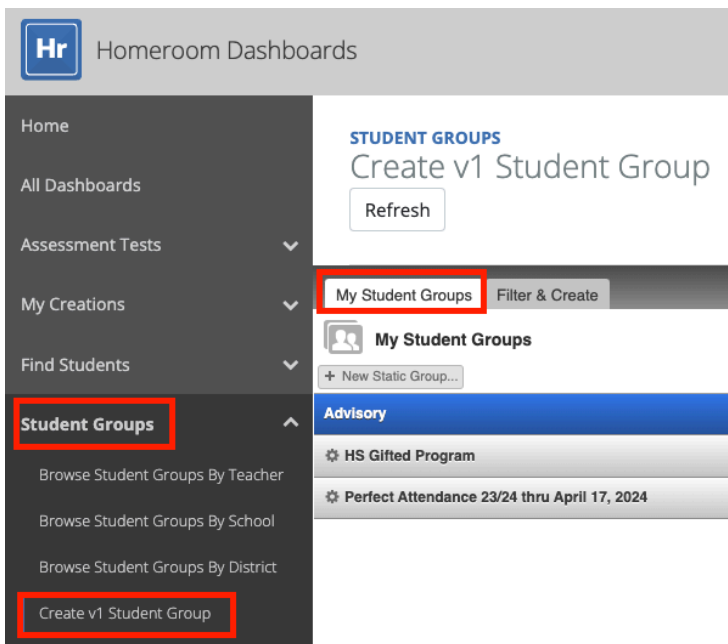


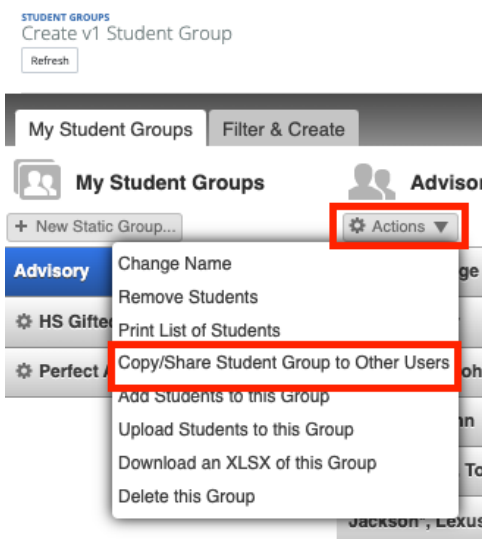
## Copy/Share Student Groups to Other Users

The groups in the **My Student Groups** tab are not visible to anyone else. However, you can copy or share your groups with other users.

1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
2. Select a Static or Smart Group from the **My Student Groups** tab.



3. Select the **Actions Gear** to the right and choose **Copy/Share Student Groups to Other Users** from the dropdown menu.

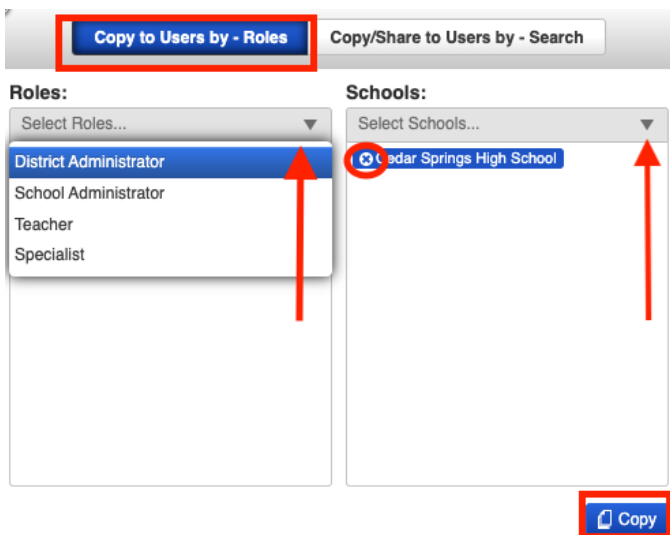


4. You will see a window with two options.

## Copy To Users by Role

Here, groups can be copied to all roles within a school(s) based on their Homeroom permissions. Recipient(s) will have their copy of the group that they may edit or delete without impacting the originator's copy. **Please Note:** When you copy/share a group, the recipient must have access to the same set of students to see the entire group.

1. Click the **Copy to Users by - Roles**.
2. Select the Role from the **Select Roles** dropdown menu on the left-hand side.
3. Select the School(s) from the **Select Schools** dropdown menu on the right-hand side.
4. Click the "X" to delete or remove a Role or School.
5. Select **Copy** in the bottom right corner.
6. Once copied, the duplicate group will appear the next time the receiving user logs into Homeroom.

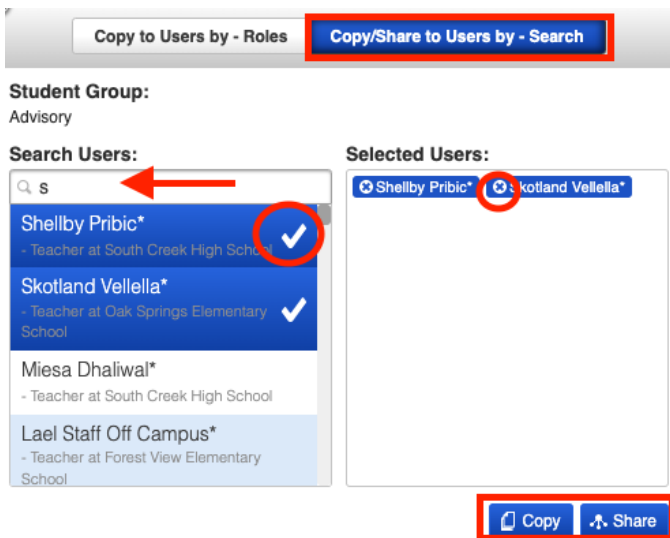


## Copy/Share to Users by Search

Here, groups can be copied to a list of specific users chosen by the group creator. **Please Note:** When you copy/share a group, the recipient must have access to the same set of students to see the entire group.

1. Select the **CopyShare to Users by - Search** tab.
2. Type a letter or keyword next to the **magnifying glass** and hit return. You will see a list of users populate.
3. Select one or more users from the list on the left. Once selected, a **checkmark** will appear, and they will be listed on the right side under **Selected Users**.

4. Click the “X” to delete or remove a user.
5. When finished, select **Copy or Share** in the bottom right corner.
  - **Copy:** Here, the recipient(s) will have their copy of the group that they may edit/delete without impacting the originator's copy.
  - **Share:** Here, the recipients will have a shared group that, if edited/deleted, will affect the originator's group.



Copy to Users by - Roles **Copy/Share to Users by - Search**

**Student Group:**  
Advisory

**Search Users:**

Search: s

- Shellby Pribic\* ✓  
- Teacher at South Creek High School
- Skotland Vellella\* ✓  
- Teacher at Oak Springs Elementary School
- Miesa Dhaliwal\*  
- Teacher at South Creek High School
- Lael Staff Off Campus\*  
- Teacher at Forest View Elementary School

**Selected Users:**

- Shellby Pribic\*
- Skotland Vellella\*

**Copy** **Share**