How do faculty create a class group in Microsoft Imagine Academy?

Note
Before creating a class group your students must login and create an account following these instructions.

Note
A group is a collection of users that you can treat as a single entity when assigning learning plans. This can streamline the process of assigning training to multiple users, as well as acquiring reporting data on a specific set of users.

Tell Me

1. Contact the IT Service Desk to have your account elevated to an Instructor role.
2. Follow these instructions to login to Microsoft Imagine Academy
3. Click on the Classroom link

4. Click on the Online learning dashboard link

5. Click Groups then Add group
6. Enter **Group Name** and **Description**, click **Save**

7. Click **Add members**

8. Make sure **Users** is selected

9. Use Search or Filter to refine the list of members, and check the box to the left of the ones you want in your group. You can enter any portion of a name, unique ID, or email address to return the desired search results.

10. After you have selected all the members, click **Edit assignment**, make sure **Assign** is selected, and click **Apply**.

11. Click **OK**

**Related FAQs**

- How do faculty and students get access to Microsoft Imagine Premium?
- What is Microsoft Imagine Academy and who can use it?
- How do faculty create a class group in Microsoft Imagine Academy?
- How do faculty assign resources to a class group in Microsoft Imagine Academy?
- How do I access Microsoft Imagine Academy curriculum resources for use in my classroom?