

Editing a Group: Teacher Guide

We import your classroom directly from your SIS, but you can edit it from there!


Edit Group Name

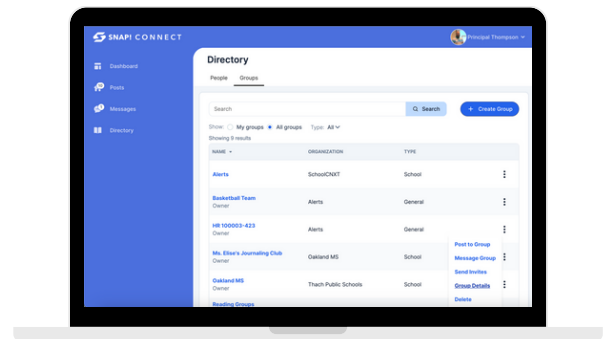
On the Web

Step One

Select Directory from the left-hand navigation menu bar.

Click Groups at the top of the page.

Hover over  and click Group Details.

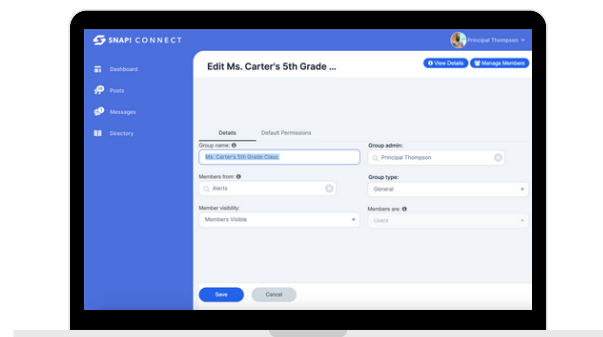


Step Two

Click Edit next to the group name.

Change the group name.

Click .

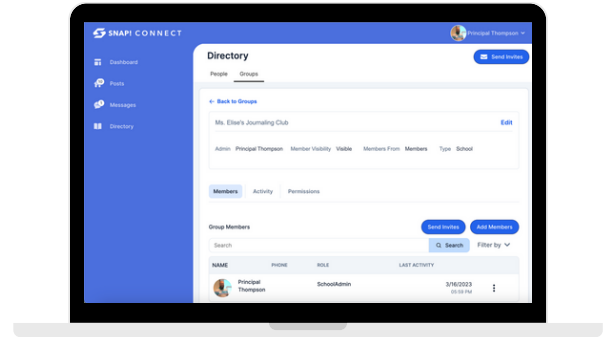


Adding a Staff Member (co-teacher, etc)

On the Web

Step One

Select Directory from the left-hand navigation menu bar.
Click Groups at the top of the page.
Click the name of the group you want to add members to.



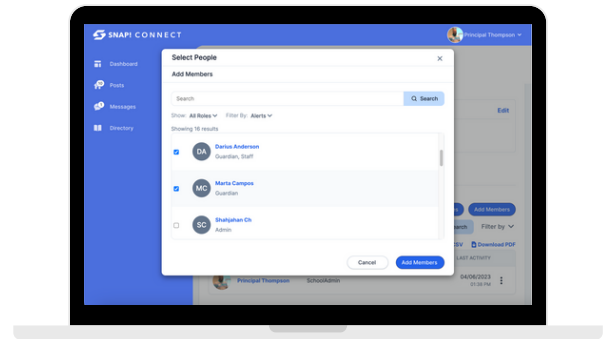
Step Two

Click [Add Members](#).

Step Three

Type the name of the staff member you want to add.
Check the box next to their name.
Click .


Note: A default set of permissions comes with each role. However, you may choose to edit this user's permissions for this particular group.

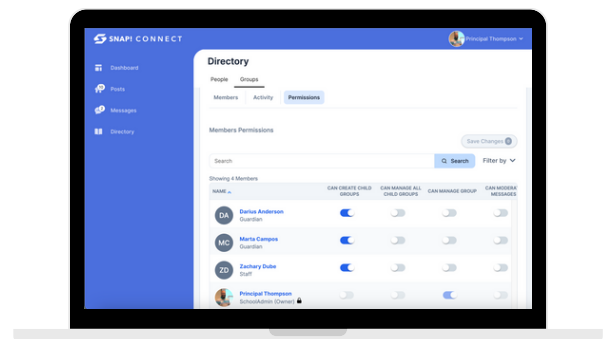


Step Four

Select [Permissions](#).

Step Five


Determine what you want that staff member to be able to do for your group in Snap! Connect and change the permissions as needed to reflect that. You can change things such as whether or not they can post news to the group, post news without requiring approval, and manage the group, among others.
Toggle the permission to  to allow it.
Click [Save Changes](#).

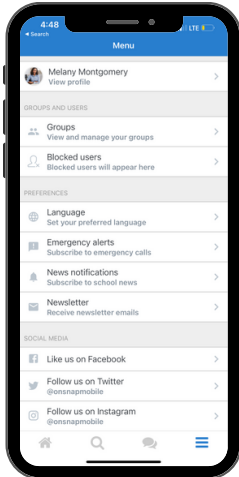


Adding a Staff Member (co-teacher, etc)


On the Mobile App

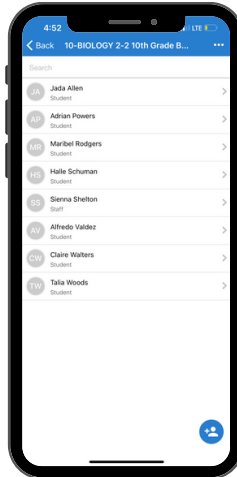
Step One

Tap  to go to Menu.
Tap Groups.



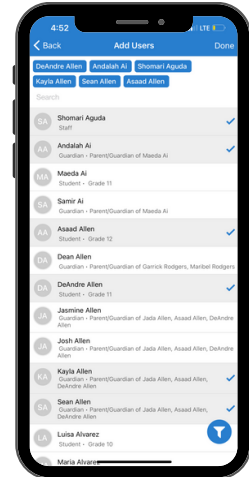
Step Two

Select the group you want to edit. Tap  in the bottom right-hand corner.



Step Three


You can use the filter icon as needed. Use the search bar at the top or scroll the names and tap the names of the users you want to add. Tap Done.

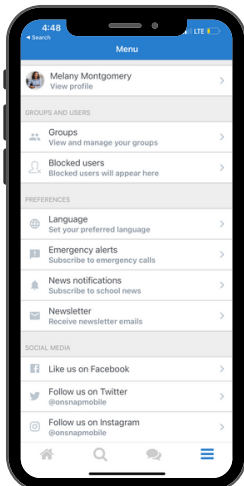


Edit Group Name


On the Mobile App

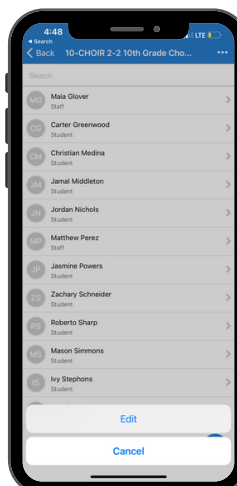
Step One

Tap  to go to Menu.
Tap Groups.



Step Two

Select the group you want to edit. Tap  in the top right-hand corner. Select Edit.



Step Three

Change the group name.
Click Save.

