

How to Edit a Group

Whether groups are imported from your SIS or created manually, they can be edited by the group owner or someone with an admin account in Snap! Connect at any time.

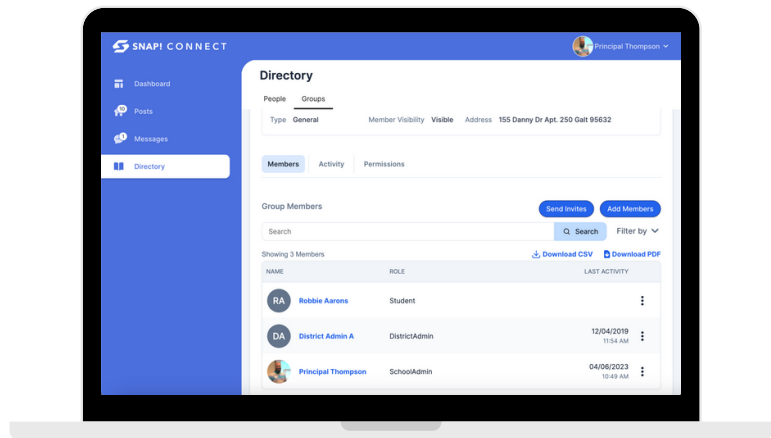
1. Click on [Directory](#) in the left-hand navigation menu.
2. Click on the [Groups](#) tab at the top of the screen.
3. Use the search bar or scroll to locate the group you wish to edit.
4. Click on the name of the group you want to edit or click the three dots to the right and select [Group Details](#).

Adding group members:

Step One

You will be taken to the [Members](#) page.

Click the [Add Members](#) button.

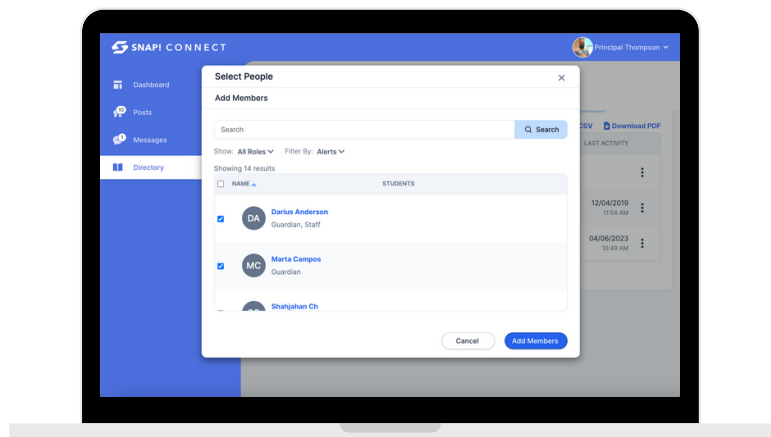


Step Two

If desired, filter to the role and/or group from which you want to add members.

Scroll or use the search bar and click the checkbox to the left of members you want to add to your group.

Click [Add Members](#)



*Notes: You can select and add multiple members at once, even if they do not all remain on the screen.
Adding students to your group will automatically link their guardians to the group.*

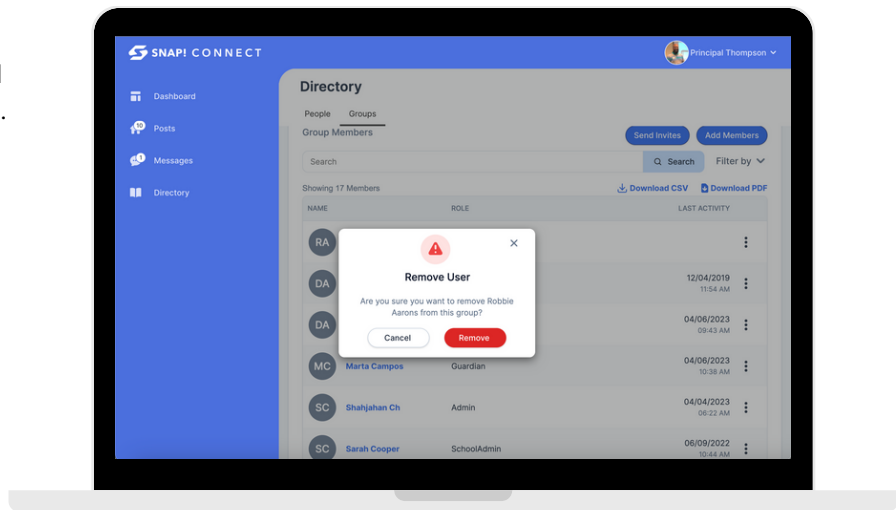
Removing group members:

Scroll or use the search bar to find the members you want to remove.

Click .

Click [Remove](#).

Click .



Note: If this user remains in the group in your SIS, they will continue to be added to this group with each import.

Editing group details:

Click [Edit](#) in the top right-hand corner.

Depending on the group type, you will then be able to edit the following:

Details:

- Group Name (this will be visible to all group members)
- Group admin
- Member visibility (whether or not members can see other members)

Default Permissions:


This will determine what the group members will have the permission to do based on their roles.

Policies:

Here you can enable or disable certain policies for your group. This will also affect all groups made from this group.

Preferences:

Identify the group's address here. This will create the default address when publishing events.

Click  at the bottom of the screen.

