How do faculty assign resources to a class group in Microsoft Imagine Academy?

**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

![Classroom](image)

**Note**

When resources are assigned, the group members will receive an email invitation, with instructions and a link to add the learning plan to their collection of courses.

4. Click on the **Online learning dashboard** link

![Online learning dashboard](image)
5. Click **Learning Plans**

6. Locate the Learning Plan to which you would like to add your class group, and click the **Manage Users** icon.

7. Click the **Groups** tab, select one or more groups, click **Assign**, and then confirm by clicking **Ok**.

8. **Email example**

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**Related FAQs**

- How do I login to my Microsoft Imagine Academy account?
- How do faculty and students get access to Microsoft Azure Dev Tools for Teaching (formerly Imagine Premium)?
- How do faculty and students get access to Microsoft Imagine Premium?
- How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?
How do I access my OneDrive?