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**

- What is Microsoft Imagine Academy and who can use it?
- How do faculty and students get access to Azure Dev Tools (formerly Microsoft Imagine Premium)?
- 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 does a student or faculty/staff member access and install Microsoft Office software on their personal computer?