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.

4. Click on the Online learning dashboard link.

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.
5. Click **Learning Plans**

![Learning Plans](image)

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

![Learning Plan](image)

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

![Assign](image)

8. **Email example**

Example email from Microsoft:

```
From: MicrosoftOnlineLearning@ microsoft.com
Subject: New learning plan from UNC Charlotte

Dear [Recipient],

A new learning plan is now ready for you. Your organization is offering a series of courses in the learning plan to help build your skills.

To view the learning plan:
1. Log in.
2. From the home page, click My Courses. The new learning plan will be included in your list.

Thank you,
Microsoft Online Learning
```

**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?