How do faculty create 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.

**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.

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 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?
- How do I access my OneDrive?