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**

![Groups icon](image)

6. Enter **Group Name** and **Description**, click **Save**

7. Click **Add members**

![Add members](image)

8. Make sure **Users** is selected

![Users vs Groups](image)

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.

![Manage members](image)

10. After you have selected all the members, click **Edit assignment**, make sure **Assign** is selected, and click **Apply**.

11. Click **OK**

---

**Related FAQs**

- How do I install a Microsoft Add-in?
- Can I install Microsoft add-ins in Office 365 and Office Professional Plus used by the university?
- What is Microsoft Learn and who can use it?
- How do I login to my Microsoft Learn account?
- What is Microsoft Imagine Academy and who can use it?