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

![Manage Users](image)

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

![Assign](image)

8. **Email example**

```
From: MicrosoftLearning@example.com
To: user1@example.com, user2@example.com

Hi,

I am writing to inform you about a new Learning Plan that has been added to Microsoft Office 365. The new Learning Plan is called "Microsoft Office 365 Intro" and it covers the basics of using Microsoft Office 365.

To access the Learning Plan, please follow these steps:

1. Login to your Microsoft Office 365 account.
2. Navigate to the Learning Center.
3. Select "New Learning Plan" and choose "Microsoft Office 365 Intro" from the list.
4. Follow the instructions to complete the learning plan.

Thank you,

The Microsoft Learning Team
```

**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?