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

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**

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**Related FAQs**

- How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?
- 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?