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
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**

```
Email example

Hi Team,

This is a friendly reminder that the new Microsoft Office training is available to you.

To sign up for this training, please visit the following link:

https://www.microsoft.com/education/training

Thank you,

[Signature]
```

**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?