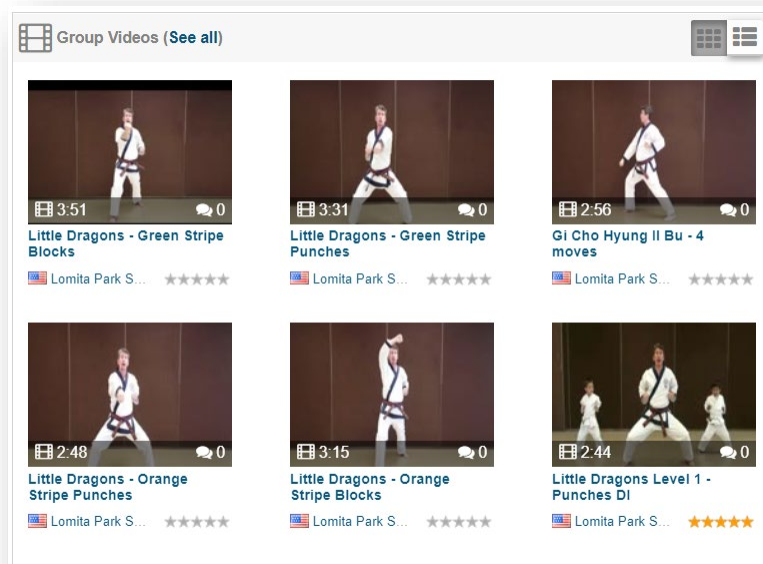# How To Create a Group for Your School Account

An Institute Guide for Instructors
(Time to complete 5 min or less)

Groups are used to help organize your content such as your videos and articles and also allows you to limit visibility to content within your group. When students visit your group on the institute, they can see group members (fellow students), group blogs (or articles), and videos. The organization that groups provide help reduce the clutter of the vast amount of information found on the institute and help your students focus on what you want them to. Students do not have to have an active paid subscription to join your group. They do need an active subscription if there is content you want them to view that is only available to subscription members, however. A good example of the benefit gained by groups can be found with Lomita Park Soo Bahk Do. The image below shows the Group Videos portion of Lomita Soo Bahk Do's Little Dragons Group:
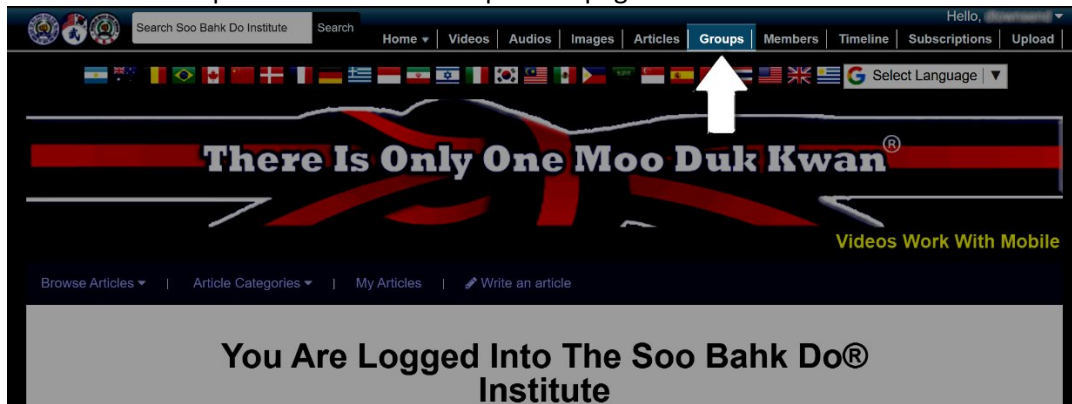

Setting your group to semi-private gives you control of who can see the content. That way, your students will be required to create an account and request access to your group before they can see it. This can be valuable to you as an instructor because you can make sure that only those currently enrolled in your classes can view your content. If a student leaves your class, you can remove them from the group. There are instructions available for your students on how they can register on the institute and join you group.
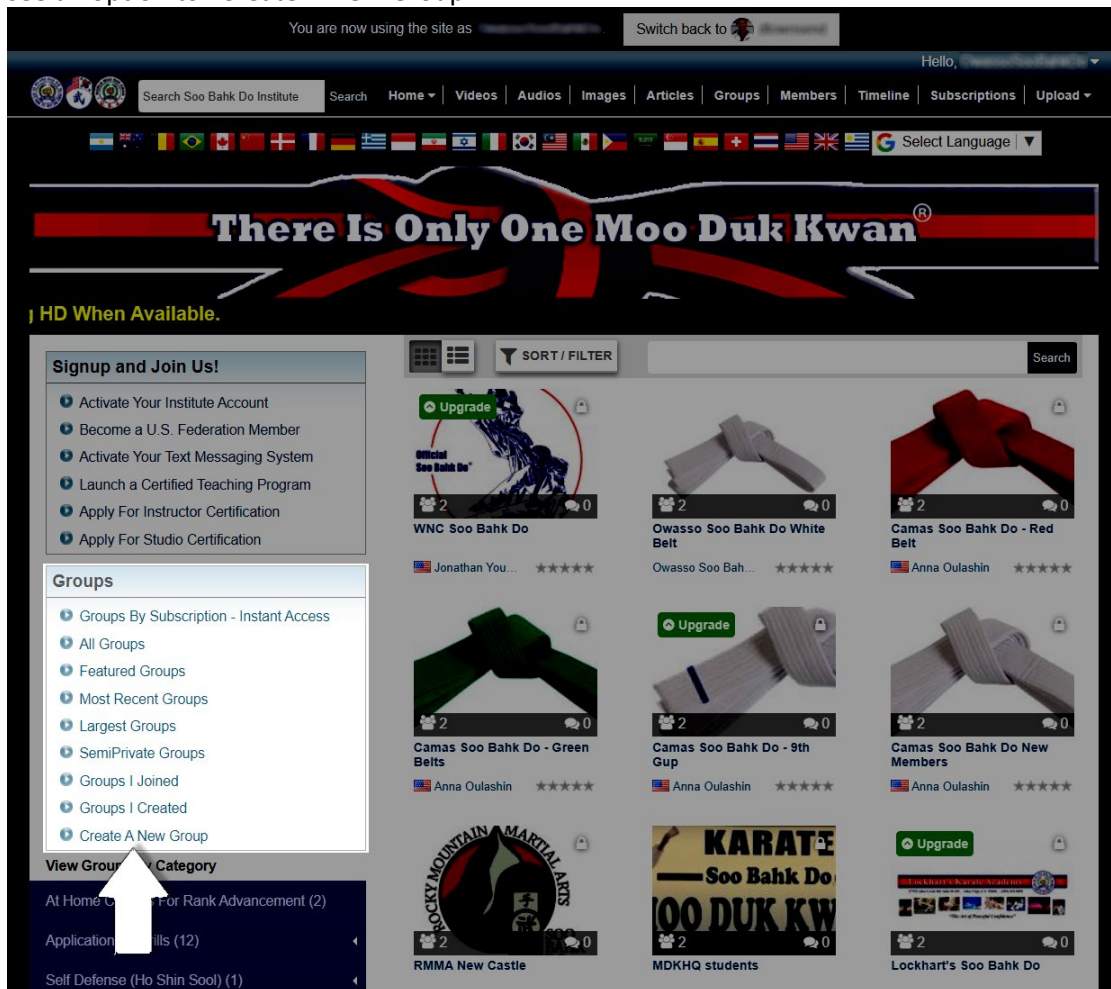
Now, lets get started on creating your first group.

- First, make sure you are logged into the institute and are using your School's profile. You can check this by looking at the top of the institute web page.

- Click on the Groups menu item at the top of the page.

- You will now see the groups page which may have several semi-private groups showing.
- Look on the left of the page and you will see a Groups area. At the bottom of the area, you will see an option to "Create A New Group".
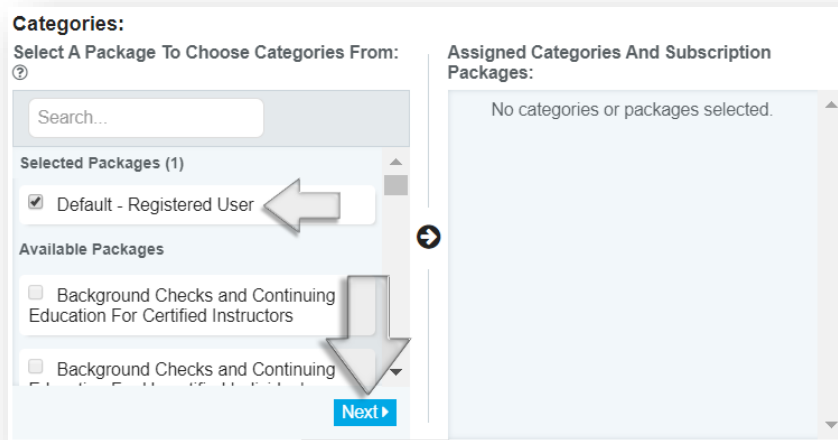

- You will now see the page that allows you to create the group. For this scenario, a group is being created for Owasso Soo Bahk Do's orange belts.
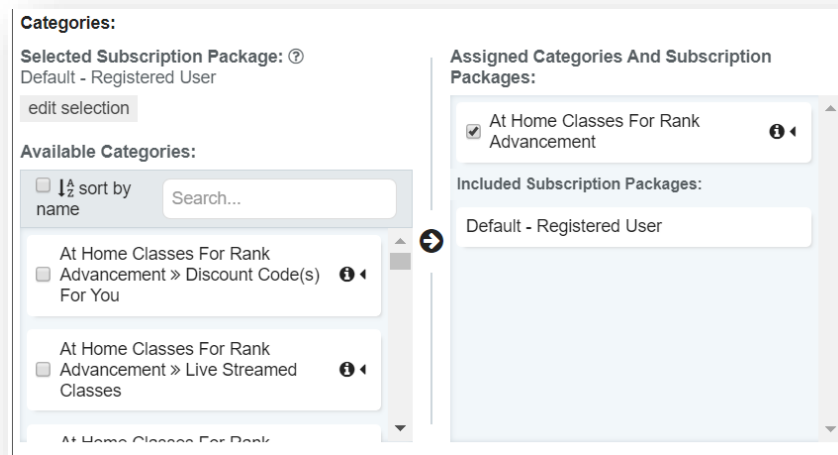- Fill in the group information.

- o Choose the purpose for this upload: For the purpose, you can use whatever you like. This is really just for the moderator so they can see what the group is for. In this example, we used "For My School Only". Because I chose that, I also was presented with an optional note field. This field is optional, so you can skip if you'd like.
- o Group Name: This will appear as the title for the group. Make it descriptive. Our example uses "Owasso Soo Bahk Do Orange Belts"
- o Tags: Add whatever tags you think would help users search for your group.

Create a Group
Fill in all fields

Choose the purpose for this upload:

For My School Only ▾

Optional note about why only for school / students:

A group for my students

Group name: Owasso Soo Bahk Do Orange Belts

Description: This group is dedicated to Owasso Soo Bahk Do's orange belts.

Tags: Owasso × Orange ×

- For the "Categories" section, you need to select a package first, and then the Categories. (Just like you do for videos and articles.) By default, the "Default – Registered User" package is selected.
- For this instruction, we'll stick with the default package "Default – Registered User".

Categories: ✖

Selected Subscription Package: ⑦
Default - Registered User
edit selection   clear selection

Available Categories:

↓⁴₂ sort by name   Search...

☐ At Home Classes   ❶◀
☐ At Home Classes » Jumping Kicks   ❶◀
☐ At Home Classes » Breaking   ❶◀
☐ At Home Classes » Cool Downs   ❶◀

You must assign at least one category.

Assigned Categories And Subscription Packages:
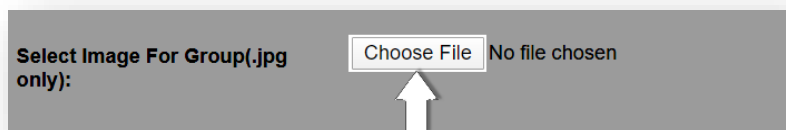
No categories or packages selected.

- If the page doesn't show as in the image above, it may be that default is checked and you need to click the blue "Next" button that would appear beneath the "Selected Packages" window on the left. Clicking the "Next" button selects the package.
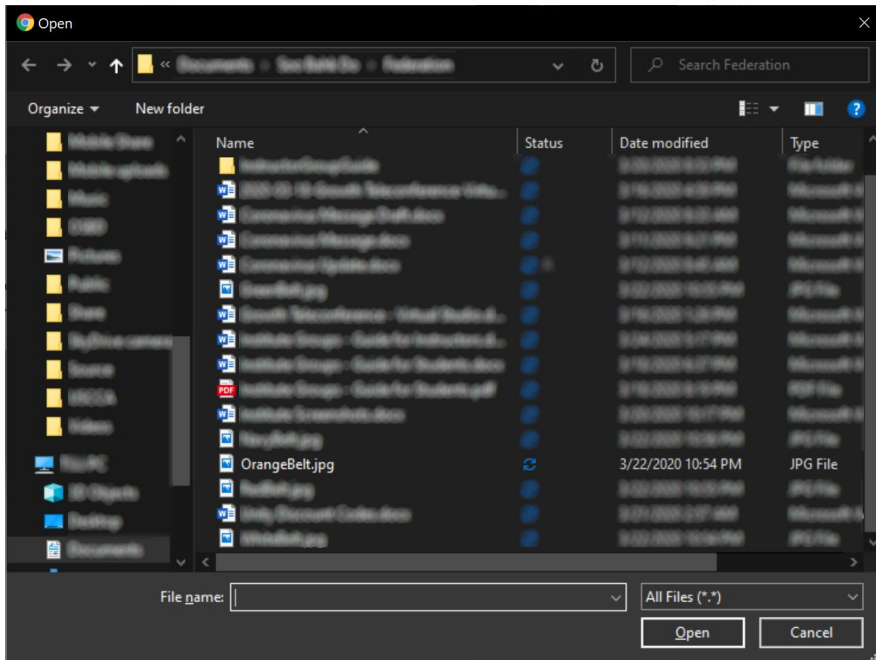
- Now, select the appropriate Category to go along with the package. For this group, we'll select "At Home Classes For Rank Advancement"
- Once you click the checkbox, it will appear in the window on the right

- By default, the visibility of your group will be "Private". Only you and your "friends" will be able to see it.
- Select an image for your Group that will give a visual reference to what it is about. This will help your students identify it easier. Click the "Choose File" button.
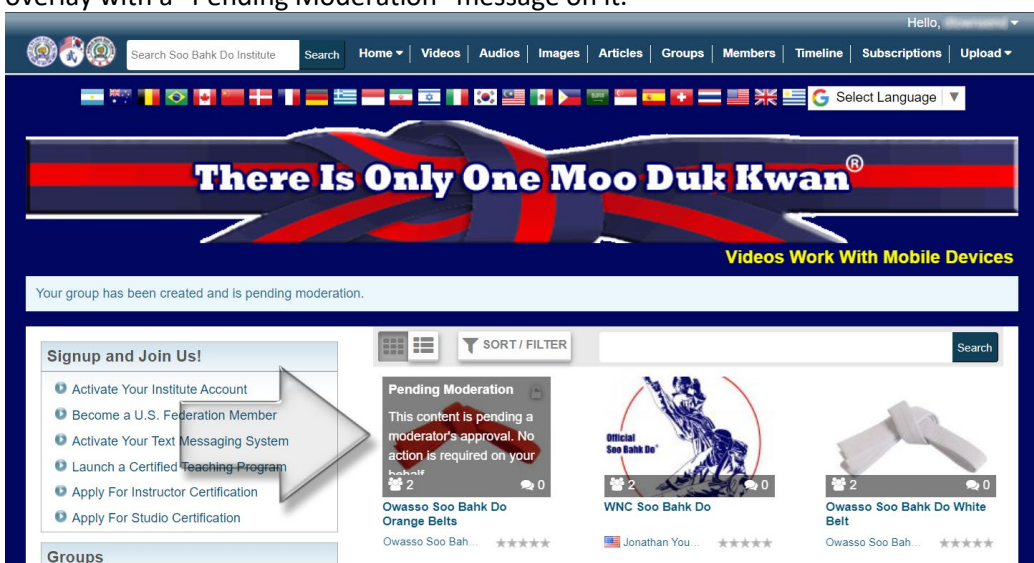

- You should be presented with a window you can use to select a file. (The picture below shows a Chrome File Upload window in Dark Mode. Yours may look different, but the functionality should be the same.)

- After you select your picture, click the blue "Create a Group" button at the bottom of the screen.

- Now you should see the Groups page again with your new group listed. It may have a grey overlay with a "Pending Moderation" message on it.

- Congratulations! You now have a new group!

Using your New Group

Now that you have a new group, you can use it to not only organize your content, but to communicate to your group members as well. You can also have your students upload videos to the group.

To let your students know about your group, just send the URL for your group in an email, text, Facebook Messenger and by following that link they have access to all your content on one page.

You can also use the **PUSH SHARE** feature on the bottom of the page to send a message and link to all your students (whether or not they are subscribers on the Institute). Institute subscribers receive a convenient link to your group page so they can access your content quickly. Non-Institute Subscribers get to see the content you are publishing that they are missing and may be motivated to subscribe and join your school group. You can even use the PUSH SHARE feature to send mass emails to all your students at one time! If you have discount codes available, you can use PUSH SHARE to distribute those codes in the message, making distribution by group fast and easy