

Create and manage groups

Users can be organized into groups (classes). Any number of groups can be created and users can be assigned to several groups at the same time.

- In your account, in the gray column on the left, click on **Users**.
- At the top or at the bottom of the *Groups* column, click on **+**.
- Give your group a name that seems appropriate to you (for example *Class name, Name of a year teams, Name of the teacher, ...*)
- Drag and drop all users who are to be part of the group into the newly created group – with *strg-click* (Windows), *command-click* (MacOS) or *shift-click* you can also select multiple users.

Important

Also drag all teachers who should have access to a specific group into this group.
All teachers who are not part of the group do not have access to this group for data protection reasons.

Alternative

During [Create users](#), in addition to the name and password, you can also enter the (new) groups to which the users are to be assigned.

Further topics in our [video tutorials](#):

- [Create users](#)
- [Acquire credit](#)
- [Assign authorizations](#)
- [Use single sign-on](#)
- [Log in with camera - use QR code](#)
- [Accompanying learning: Work plans and learning status](#)

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