

# Creating Groups and Group Dashboards

We know it's essential to be able to customize your views and communication. We've created groups so you can communicate with students, manage groups of students, or connect similar students. You can also create groups for your school, invite your colleagues to join the conversation, and create and view other dashboards using groups.

To create a group:

- Click "Network">"My Groups">"Create Group" (upper right-hand side)
- Complete the required information and submit your request to create a group by clicking "Create Group"

Once your group has been approved, you will receive an email confirming its approval. You can see your pending group requests under "Network">"My Groups">"Your Groups Pending Approval".


The screenshot shows a user interface for "My Groups". At the top left is the title "My Groups" and at the top right is a "Create Group" button. Below the title is a list of five items, each with a circular icon and a text label with a count in parentheses:

- Invites for You to Join a Group (0)
- Your Outstanding Requests to Join Groups (2)
- My Groups (3)
- Your Groups Pending Approval (1)
- Requests to Join Your Groups (0)

Only student data will appear in group dashboards. To enable a dashboard with student data from all group members, check the "Student Data" box. Remember that any groups that have dashboards enabled should be set to private.

Group dashboards can be helpful in segmenting large groups of students. For example, you might create a group and group dashboard for 9th grade and 10th grade students.

## Create Group

**Logo/Picture:**     
The file must be less than 100KB

**Name: \***

**Description: \***

**Student Data:**

**Group Type:**  Public  Private  Hidden  
For private groups, all posts, likes and comments are hidden to non-members. Your connections can be invited to join the group. Joins are sent for approval to you, if the group has not marked as auto-join. Private

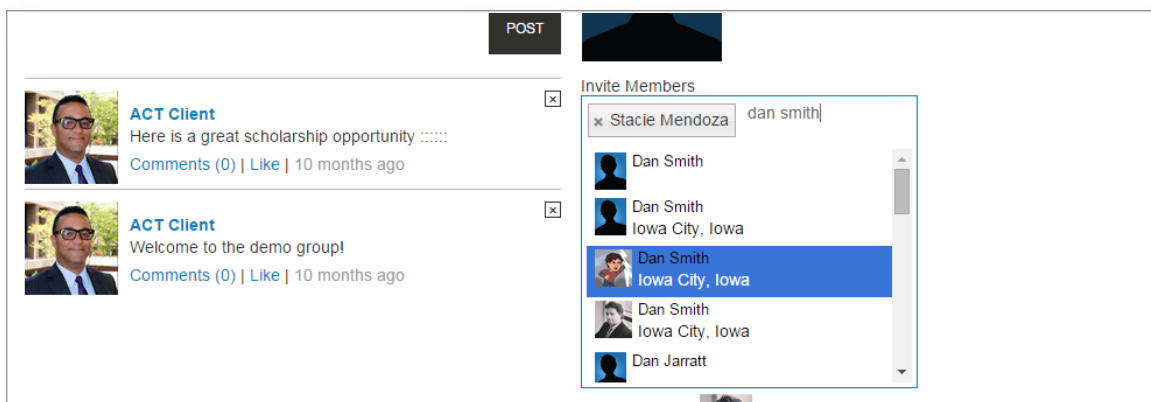
To view the group dashboard, click on “Generate Student Report”

## Inviting Others to Join a Group

You can invite others to join a group you own or are a moderator of by searching for them by name, city, state, or email.

To invite others:

- Type their name, city, state, or email in the “Invite Members” field
- Click on the user to add him or her to the field
- Once all of the members you want to invite appear in the field, click “Invite”



The screenshot shows a group dashboard with a 'POST' button and a profile picture. Below the post area, there are two posts from 'ACT Client'. On the right side, an 'Invite Members' dropdown menu is open, showing a search input with 'dan smith' entered. The dropdown list contains several search results for 'Dan Smith' in 'Iowa City, Iowa', and one result for 'Dan Jarratt'.

Once a person has been invited into a group and accepts the invitation, he or she will be added to the group and dashboard for the group.

## Managing Group Member Requests

If you choose instead to have a student search for the group and request to join, you will need to approve the request. You can search for groups by clicking on "Network">"Group Search" and then searching by name, location, or school affiliation.

To request to join a group:

- Navigate to the group
- Click the "Join" button in the upper right-hand corner

The screenshot shows a group page for "People of Levittown". At the top right is a "Join" button. Below the title is a text input field with the placeholder "Share something ..." and a "POST" button. The group profile picture shows three silhouettes. To the right of the profile picture, the text reads: "People of Levittown", "Location: Levittown, NY", and "People of Levittown". Below the profile picture, the owner is listed as "Ed Salvatierra - Parent" with a question "Did you go to Division Ave. or MacArthur HS?" and "Comments (0) | Like | 17 days ago". The moderator is listed as "Mia Salvatierra". Below this, it says "2 Member(s)" and shows two more silhouette icons.

As the owner of a group, you are responsible for approving members who have requested to join the group. You can see pending requests to join the group under "Network">"My Groups">"Requests to Join Your Groups".

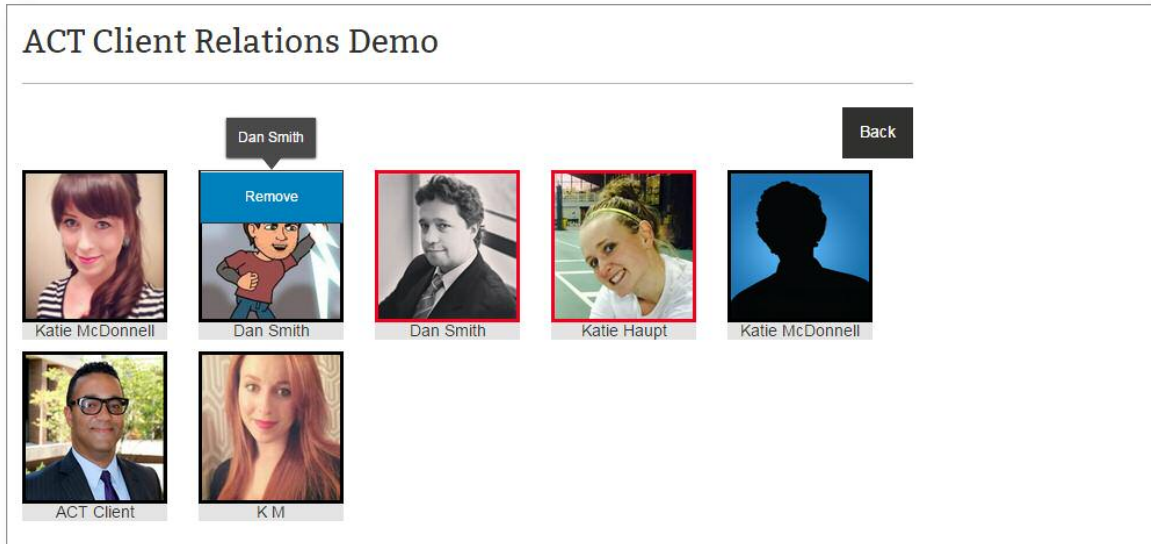
The screenshot shows the "Requests to Join Your Groups (1)" section. It features a blue circular icon with a person silhouette. Below this, a request card is displayed for "Katie McDonnell" who has "Requested to join ACT Client Relations Demo". To the right of the request card is a grey "Action" button with a dropdown arrow.

Once a request is approved, that student will be added to the group and dashboard for the group.

You may need to remove members from a group and corresponding group dashboard.

To remove a member from a group:

- Navigate to the group
- Click on the “See all members” button
- Hover your cursor over the member you would like to remove
- Click on the pencil icon and select “Remove”



## Adding Moderators

You may also choose to have other counselors, mentors, or educators approve requests to join a group and/or view the group dashboard information. In order to grant them access, they will need to be added as a moderator of your group.

To add a moderator:

- Make sure the counselor, mentor, or educator is registered with ACT Profile and has chosen the counselor role upon registration. If he or she doesn't remember, go to “My Profile”>“My Account”>“About Me”
- Type his or her name, city, state, or email in the “Add Moderators” field
- Click on the user to add him or her to the field
- Once all of the members you want to add appear in the field, click “Add”

