

How to Create User Groups in Gaggle

Creating a New User Group

1. Click on the **Jump To** menu, scroll over **School Admin**, and select **User List**.
2. Scroll to the lower portion of the page and click on the **User Groups** tab.
3. Click on the **New Group** button and name the new User Group. Hit enter on the keyboard when finished.

Adding Individuals to a User Group

1. See steps 1 and 2 above.
2. Click on a name from the user list and drag and drop the name into the selected user group folder. To select several users from the list, click on a name with the mouse and hold down the control button on the keyboard for each user that needs to be moved. To select several users in a row, click on a name with the mouse and hold down the shift button on the key board. (The Select All box will select all of the names.)
3. Click on the "+" next to each folder to view the users selected for that group.

Removing Individuals from a User Group

1. Click on the **Jump To** menu, scroll over **School Admin**, and select **User List**.
2. Scroll to the lower portion of the page and click on the **User Groups** tab.
3. Click on the "+" next to the User Group folder you wish to modify. This will bring up the list of users in the group.
4. Click on the name you wish to delete and click on the **Delete** button. For multiple users, utilize the control and shift keys on the keyboard.

Delete User Group

1. See steps 1 and 2 above.
2. Click on the User Group folder and then click on the **Delete** button.
3. A pop up will ask you if you are sure you want to delete this User Group. This action cannot be undone. Click **OK**. The User Group will then be removed from the list.