

Assigning a User To Groups and Organizations

Go to the **Group Membership** tab on the Edit User page to see the list of current assignments of the user.


- [How to Add a User to a Group or Organization](#)
- [How to Create a New Group](#)

How to Add a User to a Group or Organization

Here you can move a user to a different organization. Just select it in the Organization menu.

You may add a given user to other groups by selecting corresponding checkboxes or remove this user from groups by deselecting them.

← Edit User



Kate
User

View Activity

General

Group Membership

Additional Permissions

Courses

These are the groups and organization the user belongs to

Organization:

Designers

Groups:

Groups (1)

Search...

☒ Desktop

☐ Video

+ Add New Group

How to Create a New Group

You may also create new groups in the same window:

1. Click **Add New Group**.
2. Type a name for the new group in the text field that will appear below.
3. Click the **Add** button.

Organization:

Designers

Groups:

Groups (1)

Search...

☒ Desktop

☐ Video

+ Add New Group

Web

Add

Cancel

Once you click the **Add** button, the new group will be added and you will see a corresponding notification.

To keep the changes you've made, click the **Save** button. The new user information will be saved, and you'll see a corresponding notification.