













Managing Groups

Account Owner, Administrators, and Department Administrators, as well as users assigned to [custom roles](#), can create new groups and add users to them.

To start managing groups, open the **Users** section and select the **Groups** tab.







Manage Users

Users

Roles

Departments

Groups





Sign up Profiles

Groups

Collect your learners together to quickly manage the entire group instead of each individual user.

New Smart Group

New Group

<input type="checkbox"/>	Title ↑	Users
<input type="checkbox"/>	 Business Services	8
<input type="checkbox"/>	 Direct Sales	7
<input type="checkbox"/>	 Interns	9
<input type="checkbox"/>	 SMM	8