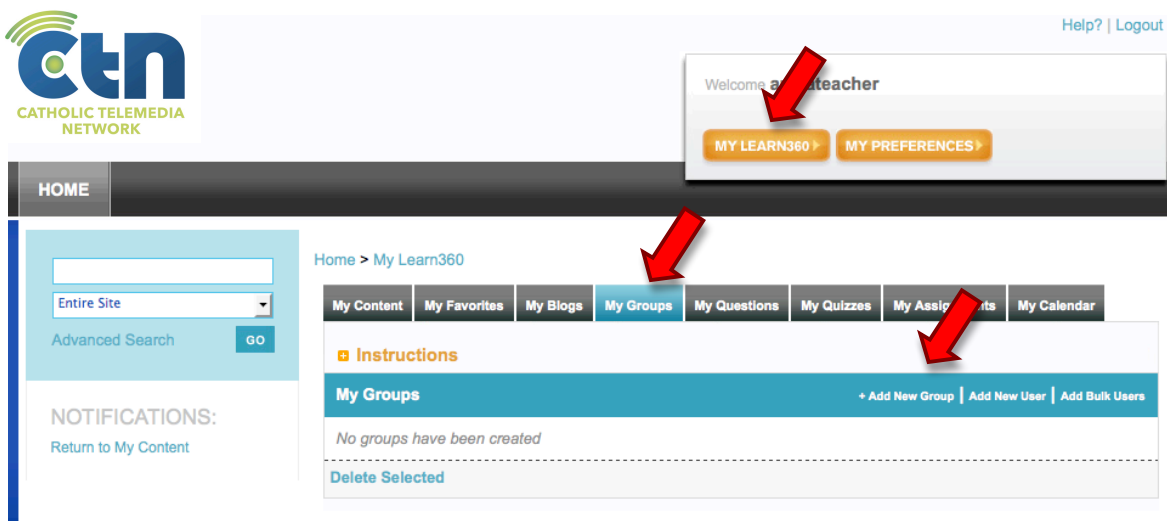


## Creating Groups

*(How to differentiate instruction or assign assignments to groups of students)*

1. **Login to Learn360**
2. **Click on MY LEARN360:**  
*(orange tab near top, right corner under your name)*
3. **Click on MY GROUPS:**  
*(tab in middle of black, horizontal bar)*
4. **Click on Add New Group:**  
*(right, along blue bar)*



The screenshot shows the Learn360 interface. At the top right, a user is logged in as 'teacher'. Below the user name are two orange buttons: 'MY LEARN360' and 'MY PREFERENCES'. A red arrow points to 'MY LEARN360'. Below this is a dark navigation bar with several tabs: 'My Content', 'My Favorites', 'My Blogs', 'My Groups', 'My Questions', 'My Quizzes', 'My Assignments', and 'My Calendar'. A red arrow points to the 'My Groups' tab. Below the navigation bar is a section titled 'My Groups' with a blue header bar containing '+ Add New Group', 'Add New User', and 'Add Bulk Users'. A red arrow points to the '+ Add New Group' button. The main content area shows 'No groups have been created' and a 'Delete Selected' link.

5. **Under *Please select a group type*, keep User Group checked**
6. **Give the group a name** *(all other fields are optional)*
7. **Click NEXT**  
*(bottom, right, blue)*
8. **Choose the users to include in this group**
  - a. Choose a search criteria from the drop down menu  
*(above the left hand box, defaults to USER NAME)*
  - b. Click *GO* *(above and to the right of the left hand box)*  
*- or - type in info for a specific user*
  - c. Check the boxes to the left of any users you want to include

- d. Click the double right arrow >> between the boxes.  
(this will duplicate the users into the right hand box)
- e. Click SAVE INFORMATION  
(bottom, right, blue)

The screenshot shows the CTN Teacher interface. At the top left is the CTN logo (CATHOLIC TELEMEDIA NETWORK). At the top right, it says 'Welcome CTN Teacher' with buttons for 'MY LEARN360' and 'MY PREFERENCES'. Below the navigation bar, there is a search bar and a 'Search' button. The main content area is titled 'Add New Group' and includes a breadcrumb trail: 'Home > Learn360 > My Groups > Add New Group'. It asks the user to 'Please select a group type:' with radio buttons for 'User Group' (selected) and 'Class'. Below this, it says 'Please enter your group details:'. There are two tabs: 'Details' and 'Users'. The 'Users' tab is active, showing a 'Members' section. A checkbox 'Search within my school only' is checked. Below this is a search bar with 'User Name' and 'dob' as filters, and a 'GO' button. The search results are displayed in two columns. The left column contains a list of users with checkboxes: dobstudent2, dobstudent3, dobstudent4, dobsteacher, dobstudent1, dobstudent5, mike moore dobstudent9898, and John Smith dobstudent11. The right column contains dobstudent2, dobstudent3, and dobstudent4. Between the columns are '>>' and '<<' buttons. At the bottom right, there is a blue 'SAVE INFORMATION' button.

If you have any questions, contact CTN at [CTN@desalesmedia.org](mailto:CTN@desalesmedia.org)  
or call 718-499-9705 

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