WHERE IS IT?

To access User Groups :
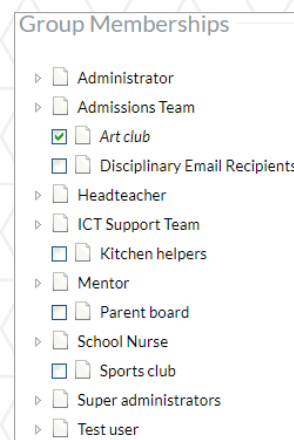
⚙ **Administer** > Advanced Options > User Groups

User Groups

1. User groups control access to modules, and levels. The three main groups are Students, Guardians, and Teachers. Other groups can be donors, alumni, staff and MySchool administrators.

2. Students need to be enrolled in a class, Teachers need to be attached to a class or a course, Users become Guardians when they are attached to a student profile.

3. 'Staff' means that the user is set as an active employee in the employment tab of their profile. Teachers need to be staff members.

4. User groups can be for Security (**Access**), and/or Distribution (**Communication**)

5. Admins control the permission level to classes or school levels.

GOOD TO KNOW

1. Users can be members of multiple groups
2. Some roles are mandatory and cannot be omitted
3. Some User groups will be hidden
4. The security tab will show a users current membership to the different groups
5. Users can check their group in their account settings whilst editing their MySchool user account
6. Admin must be in Edit mode to see user group membership when checking profiles

Group Memberships

▷ 📄 Administrator
▷ 📄 Admissions Team
☑ 📄 *Art club*
☐ 📄 Disciplinary Email Recipients
▷ 📄 Headteacher
▷ 📄 ICT Support Team
☐ 📄 Kitchen helpers
▷ 📄 Mentor
☐ 📄 Parent board
▷ 📄 School Nurse
☐ 📄 Sports club
▷ 📄 Super administrators
▷ 📄 Test user

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Membership	4 groups
User ID	1055

MySchool training