Enable the Groups Tool

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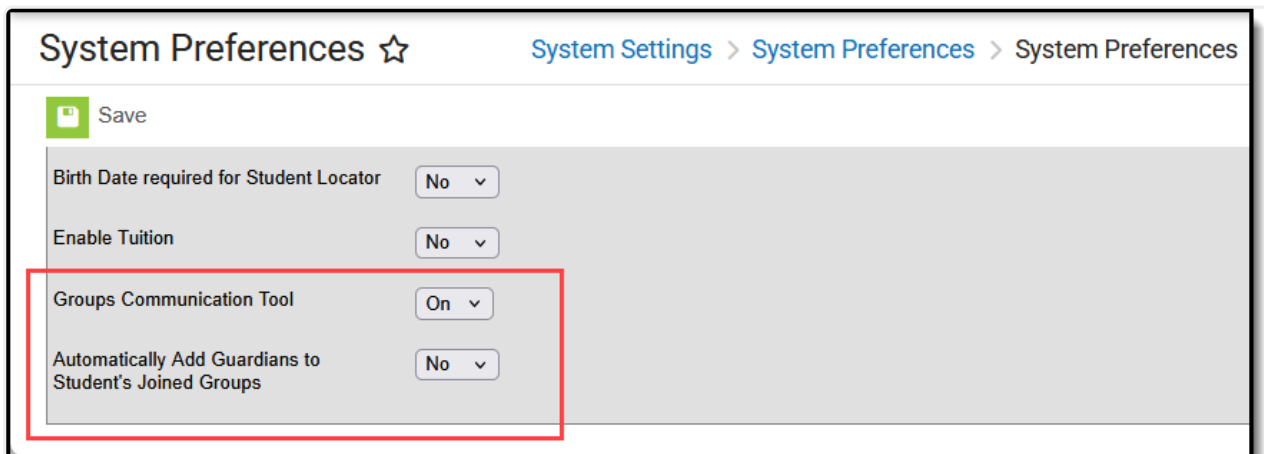
> This tool is available as part of the Campus Learning premium offering.

There are three steps to enabling the Groups tool.

1. System Preferences

Tool Search: System Preferences

There are two System Preferences that affect the Groups tool:

Turn on the Groups Communication Tool preference to enable Groups for a district.

- **Groups Communication Tool** - This preference makes the tool available for the whole district. The Group Administration and Groups tools do not display in Campus for any users until this preference is enabled.
- **Automatically Add Guardians to Student's Joined Groups** - When enabled, this preference adds a student's guardian(s) to any groups that the student joins. Guardians are those with the *Guardian* checkbox marked on their Relationship to a student.
  - This setting is not retroactive; enabling this setting does not add Guardians to groups that students are already in. Nor does it remove Guardians from groups if it is enabled and then later turned off.

2. Tool Rights

Tool Search: User Account or User Group Tool Rights

Two tool rights in Communication control access to the Groups tool: **Groups Administration** and **Groups Owner**. Rights to the Groups tool grant full access with *All* is marked.

Tool Rights provide access to Group Administrators and Owners.

- **Groups Administration** right allows users to oversee the use of groups, including resolving flags and other Group Owner tasks.

  > Group Administrators can see **all** Groups tied to "All Schools" and to any Schools to which that user has calendar rights. This level of access should be given sparingly. At this time, groups should not be created that need to be private at the district level. For example, Campus would not recommend creating a private group of all principals at the district. That group would be visible to any users at the district with the Group Administration tool right.

- **Groups Owner** right provides additional options within the standard Groups tool for Owners, including creating and moderating groups and resolving flags. Only users with a District Assignment can be granted this right.
- Members of groups do not need tool rights - once Groups is enabled for a district, any users can participate once they are in a group.

Calendar rights also govern access to the Groups tool, although groups themselves are not calendar-specific.

> Note: The Groups system preference makes the tool available in the district, but groups cannot be created until at least one user has the **Groups Administration** tool right.

3. Campus Digital Repository (optional)

Tool Search: Digital Repository Preferences

The CDR is not required for using Groups. However, the Digital Repository Preference must be enabled for users to add images or attachments to posts in groups.

Digital Repository Preferences ☆   System Settings > Digital Repository > Digital Repository Preferences

Groups   —

Enable

☐ Images and Attachments

Enable the Digital Repository Preference for Groups to attach images and attachments to posts.