Oversee Groups as a Group Administrator

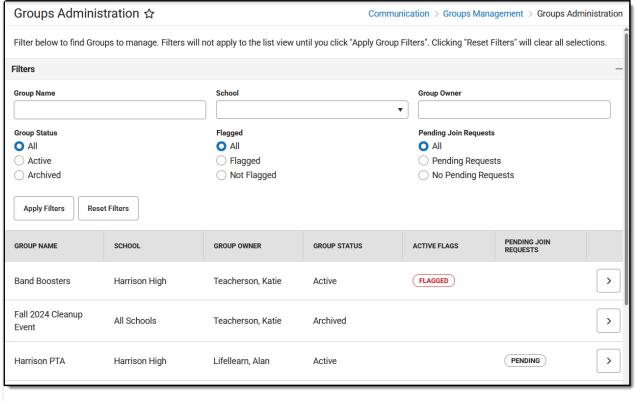Last Modified on 11/26/2025 4:07 pm CST

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

Tool Search: Groups

Groups are a communication tool for conducting one-way and two-way conversations between group members. Groups can be created for use by clubs, organizations, events, and interests.

Being a Group Administrator gives you broad oversight capabilities as well as many options available to Group Owners, including moderating groups, and resolving flags.

The Groups Administration tool allows for oversight of many groups.

Access to the Groups tool as an Administrator is granted via the **Group Administrator** tool right in Communication > Groups Management. This tool right should be given sparingly.

Which groups can I see?

As a Group Administrator, you have access to the following groups:

- Any groups that are associated with "All Schools"
- Any groups that are associated with a School to which you have calendar rights.

Filter the Group List

By default, the Groups list is sorted in the order that groups were created. Use the filter options to trim that list:

- **Group Name**: Filters the list based on the text entered. Use this option to search for a specific group by name or find similar groups.
- **School**: Select a specific school or *All Schools* to filter the list to groups associated with All Schools. Leave blank to show groups associated with any schools.
- **Group Owner**: This dropdown list includes all users with Group Owner tool rights.
- **Group Status**: *Active* groups are in current use by their participants. *Archived* groups are hidden from participants.
- **Flagged**: Any participant can flag a post for review, such as for inappropriate or incorrect content. An owner or administrator can then review the post and either delete it or remove the flag.
- **Pending Join Requests**: If a group is set to require approval before a member can join, each join request is considered *Pending* until must be approved. Groups can also be set to approve requests automatically.

Click **Apply Filters** to filter the list or **Reset Filters** to start over.

Manage Groups as an Administrator

The actions that an administrator can take in a group are the same as a group owner. Click the chevron at the end of the row for a group to view the Posts, Participants, and Settings tabs for the group.

See the following sections of the Group Owners article for more information:

- [Posts](#)
- [Participants](#)
- [Settings](#)