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Where Do I Find My Group Code?



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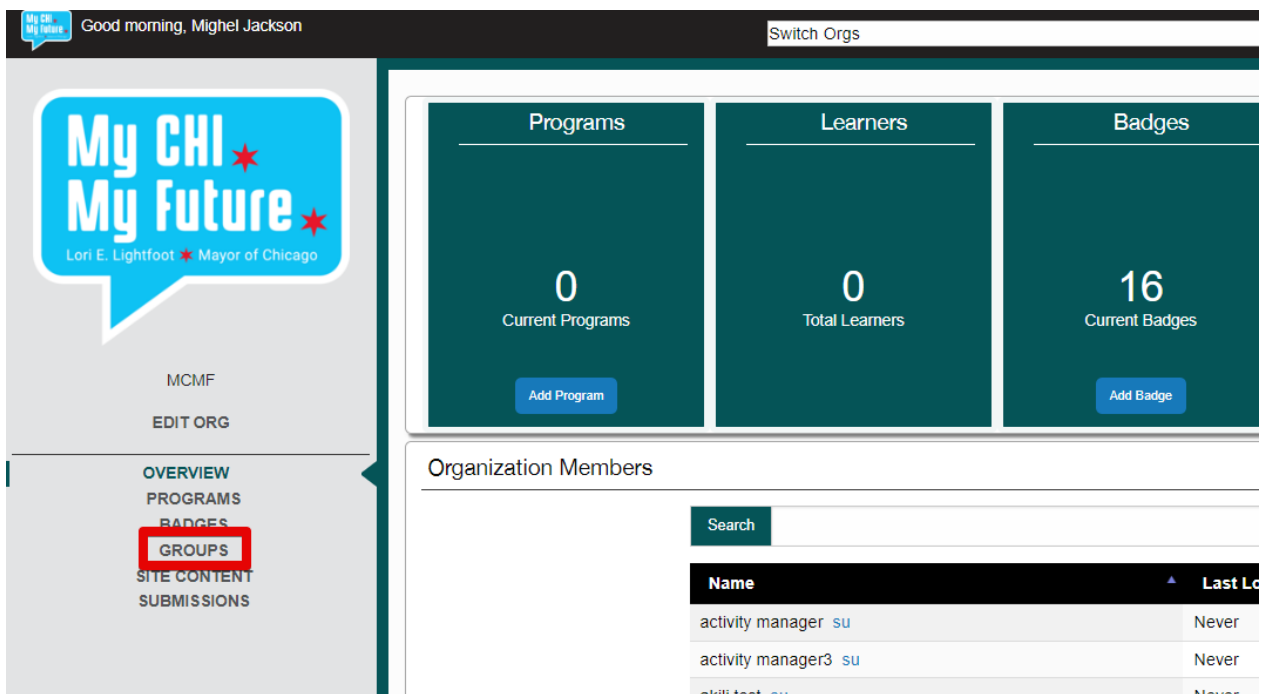
General Information

In order for users to join a Group, they must be supplied with a Group code that they can enter into their account. Group codes always begin with a "G" and are 5 characters long. They can be found by logging in as an admin and viewing the Groups that you are an admin for. If you log in and do not see any Groups, please consult this article for possible remedies.

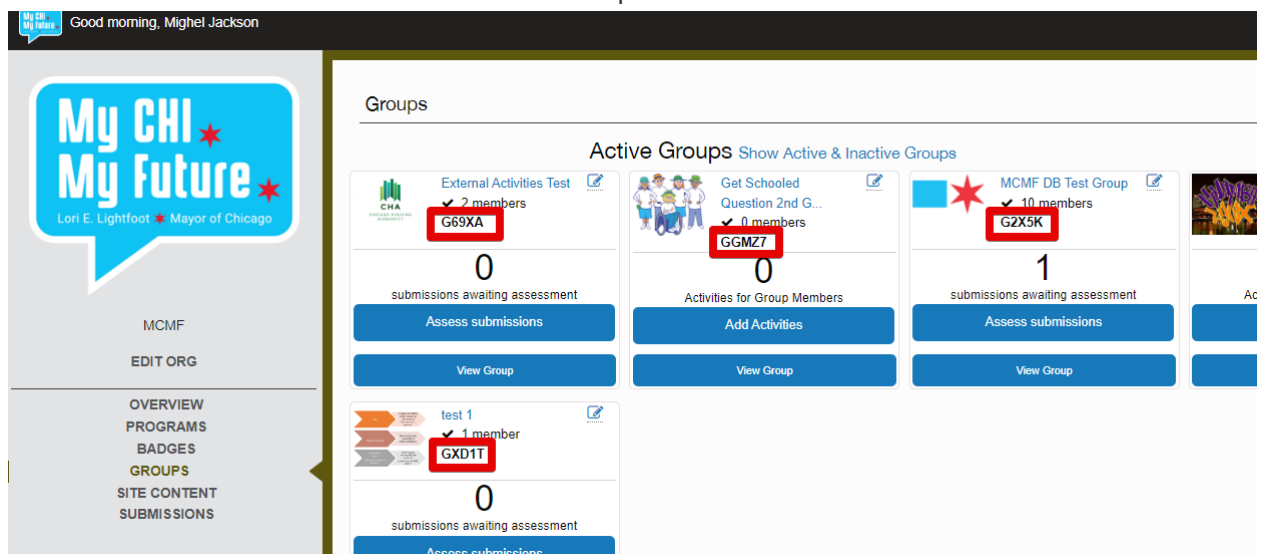
Viewing Your Group Codes

There are two places in the admin dashboard where you can see your Group codes:

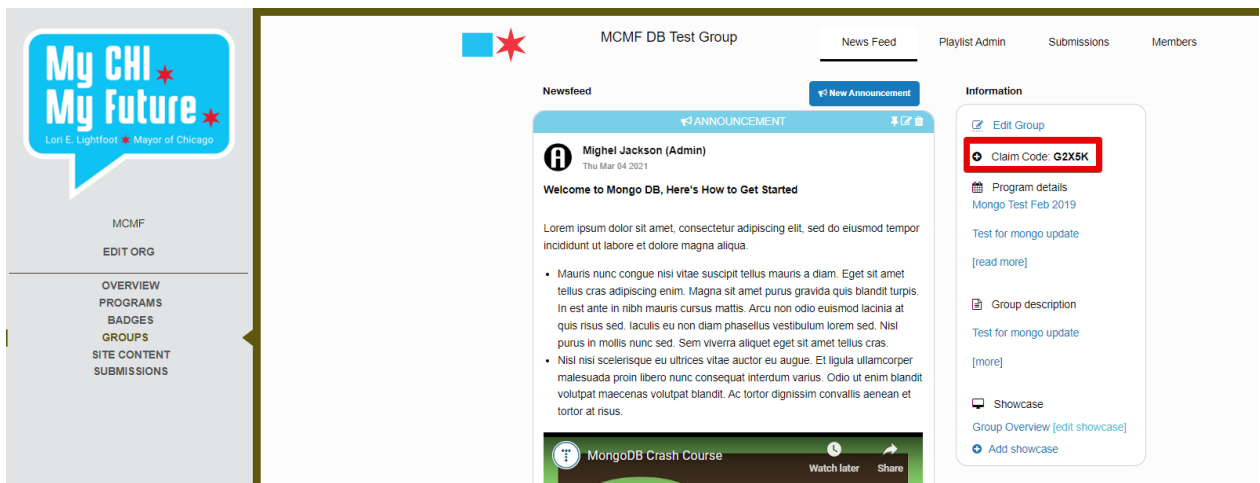
1. Method 1: Log into your Organization's Admin Dashboard and click the "Groups" link on the left hand navigation pane:



- On the Admin Groups page, you will see all Groups that you have access to. The codes are visible under the member count for each Group:



- Copy the appropriate code and distribute it to your users so that they can enter it into their account.
- Method 2: If you are already within a Group as an admin, go to the News Feed tab, and the Group code will be shown on the right hand side of the page:

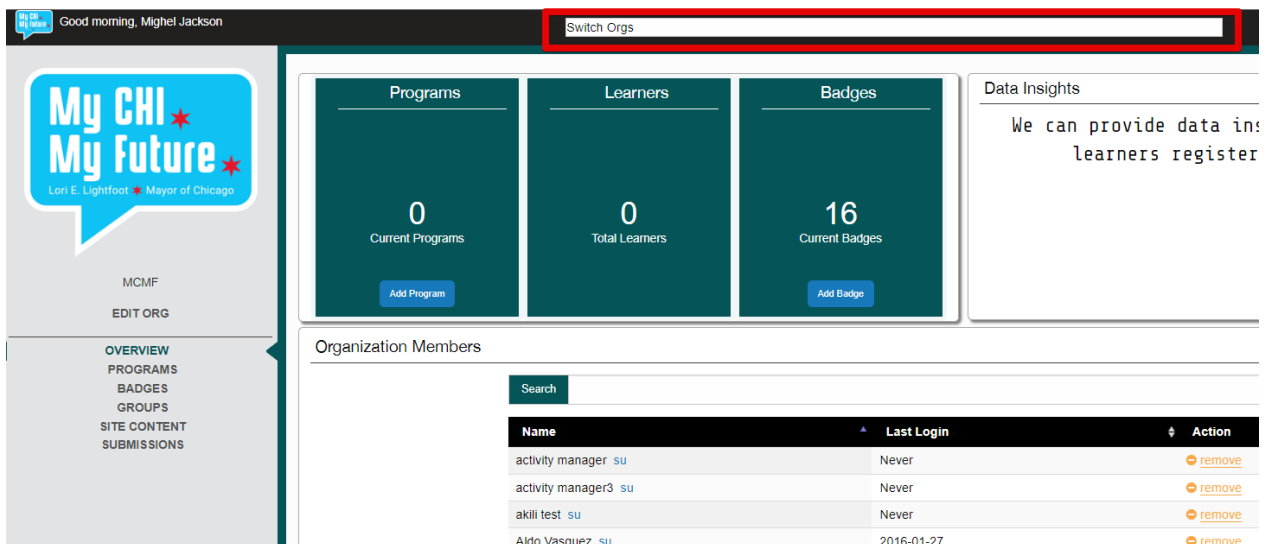


5. Copy the code, and distribute it to your users.

If You Do Not See A Your Group Code

If you do not see the Group Code that you are looking for on the Admin Groups page, try the following:

1. Confirm that you are in the correct organization. Some admins are members of multiple organizations, and as a result, you may have Groups that fall under different organizations. Confirm with your platform manager that you are in the correct Group. If not, on the Overview page, click "Switch Orgs" to change to the correct organization:




2. In rare cases, you may be looking for a Group that has been set as Inactive. Click "Show Active & Inactive Groups" to see the inactive Groups as well:

Groups

Active Groups

Show Active & Inactive Groups




External Activities Test
✓ 2 members
G69XA

0
submissions awaiting assessment


Assess submissions

View Group



test 1
✓ 1 member
GXD1T

0




Get Schooled
Question 2nd G...
✓ 0 members
GGMZ7

0
Activities for Group Members

Add Activities

View Group



MCMF DB Test Group
✓ 10 members
G2X5K

1
submissions awaiting assessment

Assess submissions

View Group