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# I Can't See My Group



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a few seconds ago · Updated

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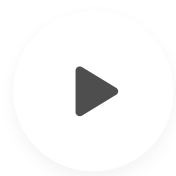
Getting Started As a Group Admin



7 min



197 views



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## General Information

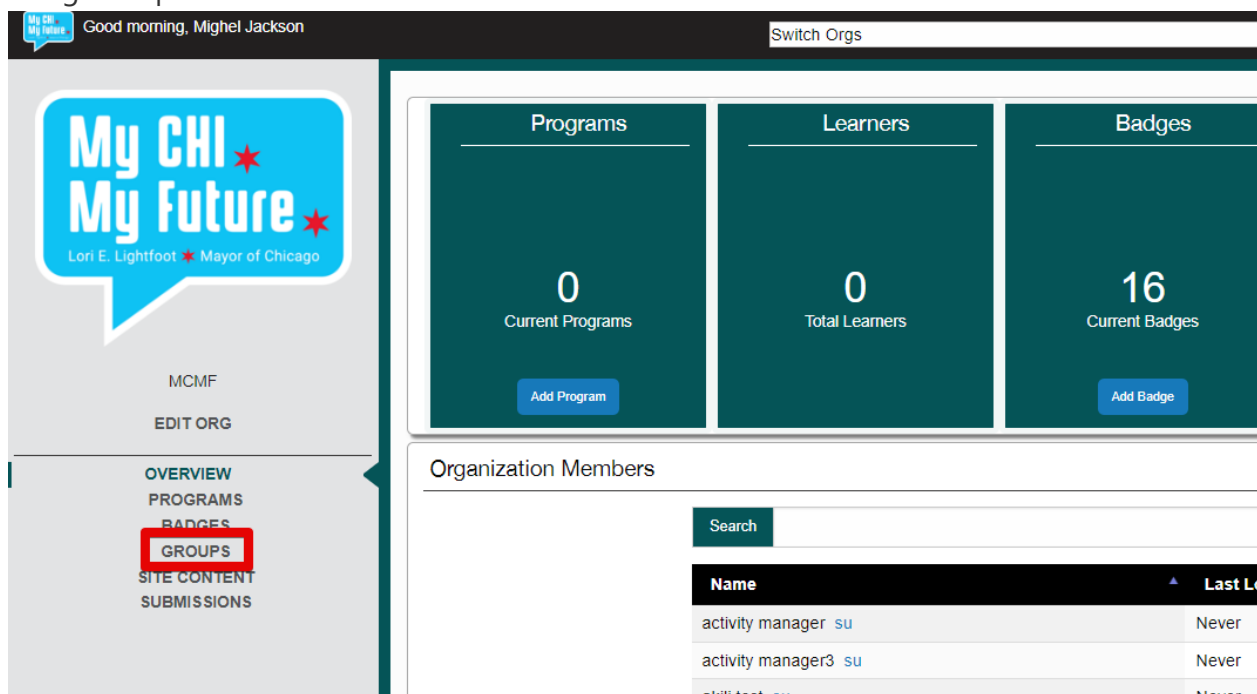
Please note that for security purposes, admins within the MCMF platform can only be added by an existing admin. There is no process to assign yourself to an Organization or a Group. Before

proceeding, please confirm with your manager that 1) you have been invited as an administrator to the platform, 2) that you are able to log in to the platform successfully and 3) that you have been added as a Group administrator to one or more Groups.

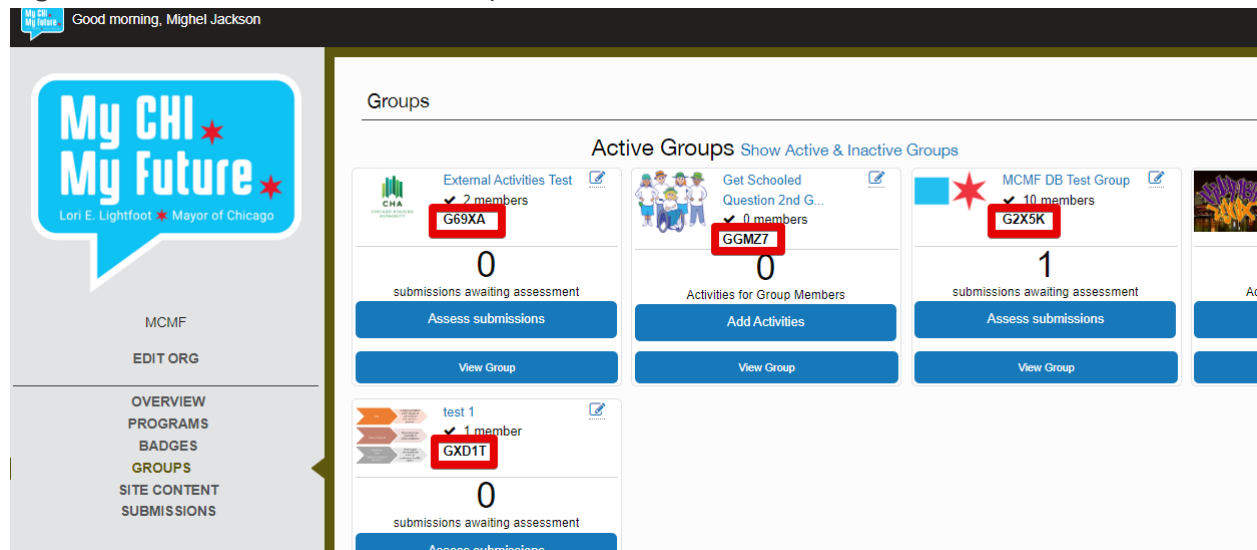
## Viewing Your Groups

In order to view your Groups in the platform:

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



2. On the Admin Groups page, you will see all Groups that you have access to. You can also see registered member counts and Group codes:



3. Click "View Group" to enter the Group and begin working.

## If You Do Not See Your Group

If you do not see the Group that you are looking for on the Admin Groups page, as stated previously, confirm with your manager that you have been added to the Group as an admin. Once you confirm that you have been added to a Group, 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 Org Overview page, click "Switch Orgs" to change to the correct organization:

The screenshot shows the 'My CHI My Future' Admin Dashboard. The top navigation bar includes a 'Switch Orgs' button, which is highlighted with a red rectangle. The dashboard features a sidebar with navigation links: OVERVIEW, PROGRAMS, BADGES, GROUPS, SITE CONTENT, and SUBMISSIONS. The main content area displays three cards: 'Programs' (0 Current Programs), 'Learners' (0 Total Learners), and 'Badges' (16 Current Badges). A 'Data Insights' section on the right states, 'We can provide data in: learners register'. Below these cards is the 'Organization Members' section, which includes a search bar and a table of members.

Name	Last Login	Action
activity manager su	Never	<a href="#">remove</a>
activity manager3 su	Never	<a href="#">remove</a>
akili test su	Never	<a href="#">remove</a>
Aldo Vasquez su	2016-01-27	<a href="#">remove</a>

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:

The screenshot shows the 'Groups' page. At the top, there is a link 'Show Active & Inactive Groups' highlighted with a red rectangle. Below this, there are three group cards. The first card is 'External Activities Test' (G69XA) with 2 members and 0 submissions awaiting assessment. The second card is 'Get Schooled Question 2nd G...' (GGMZ7) with 0 members and 0 activities for group members. The third card is 'MCMF DB Test Group' (G2X5K) with 10 members and 1 submission awaiting assessment. Each card has buttons for 'Assess submissions', 'Add Activities', and 'View Group'. Below these cards, there is a section for 'test 1' (GXD1T) with 1 member and 0 submissions.