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# I Can't See My Group



Mighel Jackson

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Getting Started As a Group Admin



7 min

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## General Information

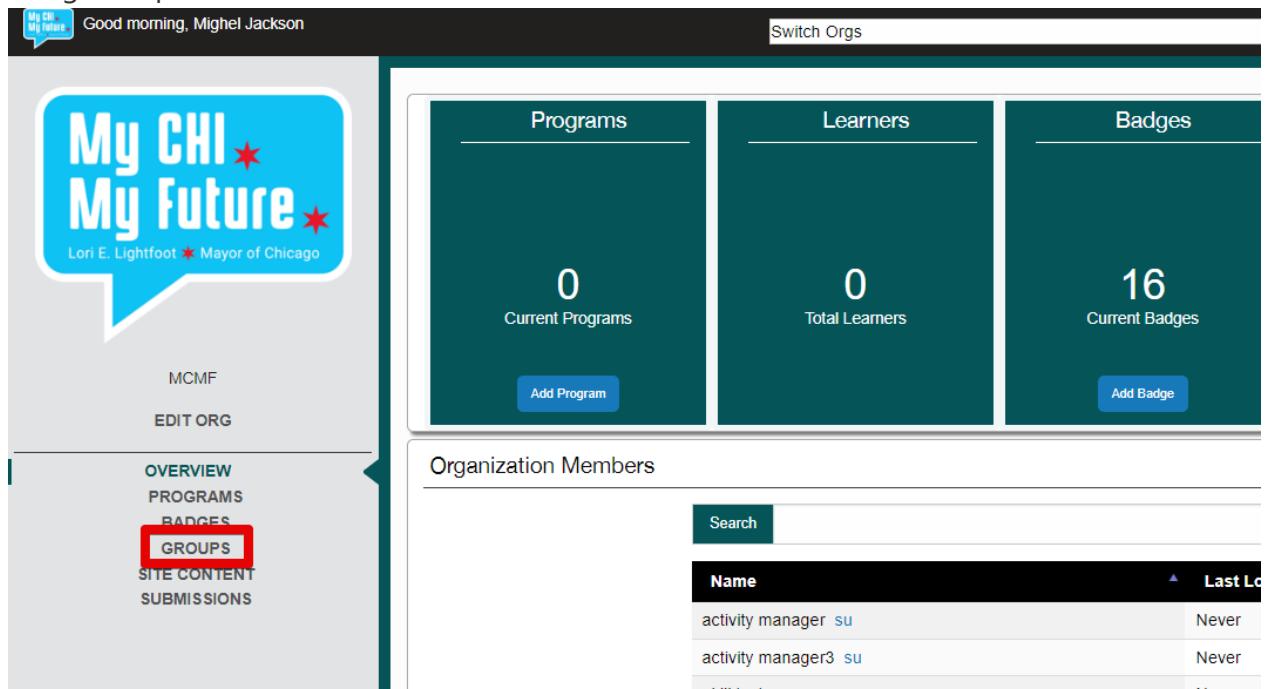
Please note that for security purposes, admins within the MCMF platform can only be added by an existing admin. There is no process to assign yourself to an Organization or a Group. Before

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

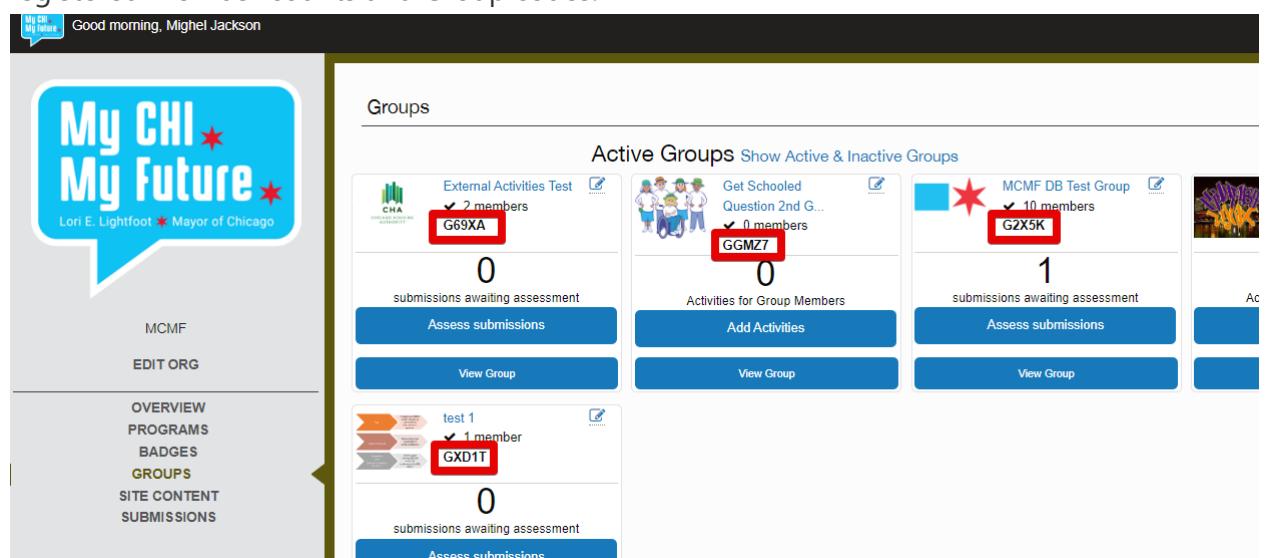
In order to view your Groups in the platform:

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



The screenshot shows the Admin Dashboard for the "My CHI My Future" organization. The left sidebar menu has a "GROUPS" option highlighted with a red box. The main dashboard area displays three cards: "Programs" (0 Current Programs, Add Program button), "Learners" (0 Total Learners), and "Badges" (16 Current Badges, Add Badge button). Below these is a section for "Organization Members" with a search bar and a table of members. The "GROUPS" link in the sidebar is the focal point of this step.

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:



The screenshot shows the "Groups" page in the Admin Dashboard. The left sidebar menu is identical to the previous screenshot. The main area displays a list of "Active Groups" with the following details:

Group Name	Members	Code	Action Buttons
External Activities Test	2 members	G69XA	Assess submissions, View Group
Get Schooled Question 2nd G...	0 members	GGMZ7	Add Activities, View Group
MCMF DB Test Group	10 members	GZX5K	Assess submissions, View Group
test 1	1 member	GXD1T	Assess submissions, View Group

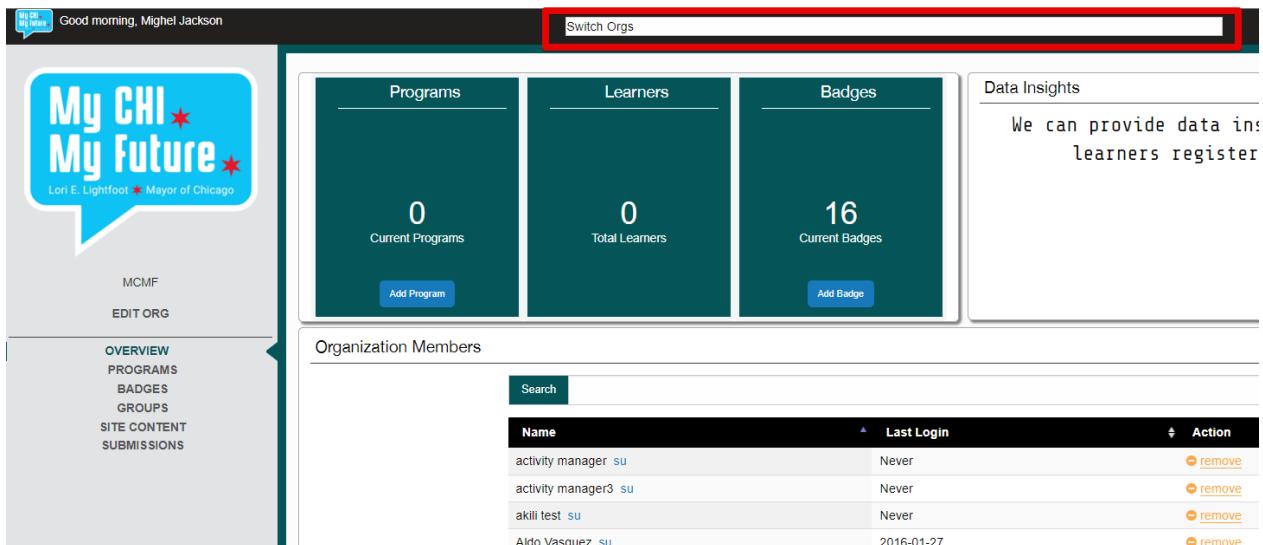
The "GROUPS" link in the sidebar is the focal point of this step.

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:



Good morning, Mighel Jackson

Switch Orgs

My Chi My Future

Lori E. Lightfoot Mayor of Chicago

MCMF

EDIT ORG

OVERVIEW PROGRAMS BADGES GROUPS SITE CONTENT SUBMISSIONS

Programs

0 Current Programs

Add Program

Learners

0 Total Learners

Badges

16 Current Badges

Add Badge

Data Insights

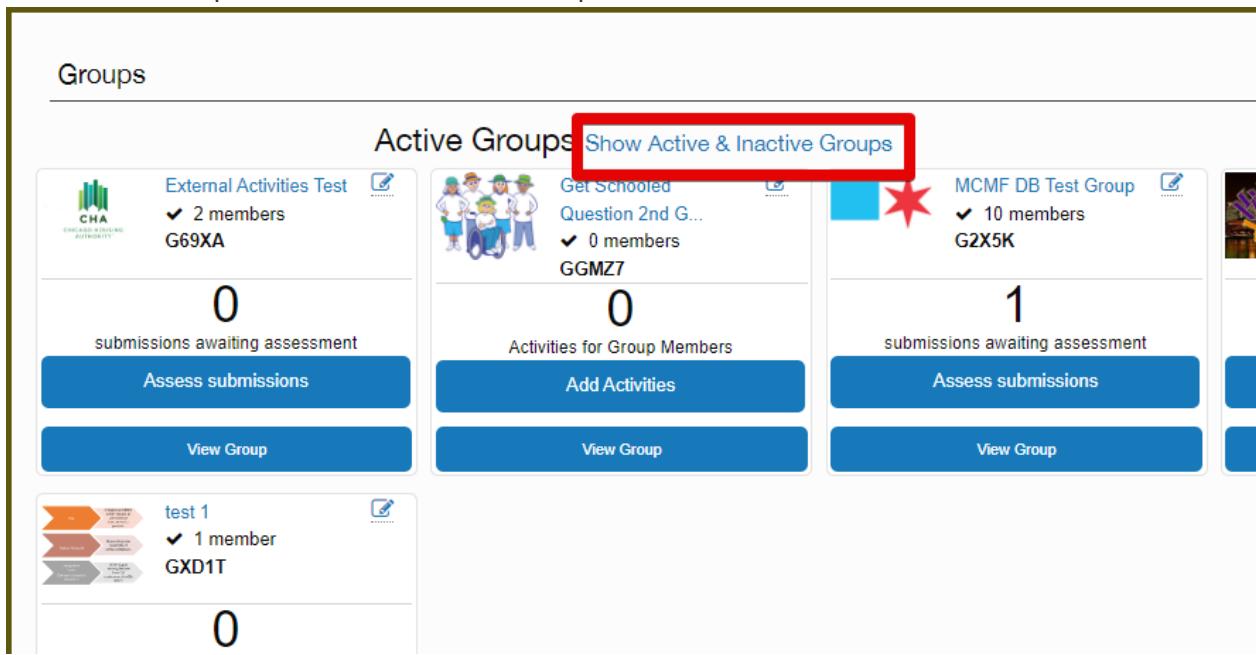
We can provide data in learners register

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>

Organization Members

Search

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](#)

 <b>External Activities Test</b> ✓ 2 members G69XA  0 submissions awaiting assessment Assess submissions View Group	 <b>Get Schooled Question 2nd G...</b> ✓ 0 members GGMZ7  0 Activities for Group Members Add Activities View Group	 <b>MCMF DB Test Group</b> ✓ 10 members G2X5K  1 submissions awaiting assessment Assess submissions View Group	 <b>test 1</b> ✓ 1 member GXD1T  0
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