

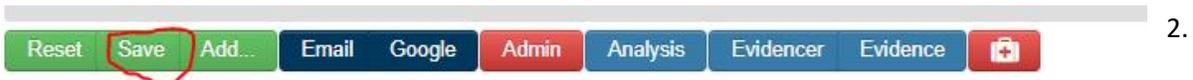
Create a Group in DataHub

This can be quite useful if you run a club or trip of mixed classes or perhaps you have a small group of students in your class that you want to communicate with on a regular basis.

1. Select the students that you want to be in the group by typing their name into the picker bar



In my example I've picked 4 students in total



When you have them all, click on the Save button directly above the profile pics

3. A menu will appear asking you to complete some details eg the name you want to call the Group, if it is to be visible only to you or can others see it, is it to be used within Evidencer and also the date the group is to be saved to.



4. After completing the details a confirmation menu will appear



If you are sure the details are correct press Confirm Save.

5. Refresh the screen and then simply type the Group Name into the Picker bar and the group will appear.

6. You can then select the e-mail button if you want to draft an email, or the Evidencer button if you want to upload evidence or the Evidence if you want to view their Evidence Wall.