How to Create & Manage Groups

ProProfs Survey Maker enables you to create and manage user groups right from your classroom.

Benefits of creating groups:

- Easily assign surveys to specific groups and subgroups

- Keep track of pending and completed surveys in a group by looking at their reports

In this article, you'll learn:

1. [How to create a new group](#)
2. [How to create a new subgroup](#)
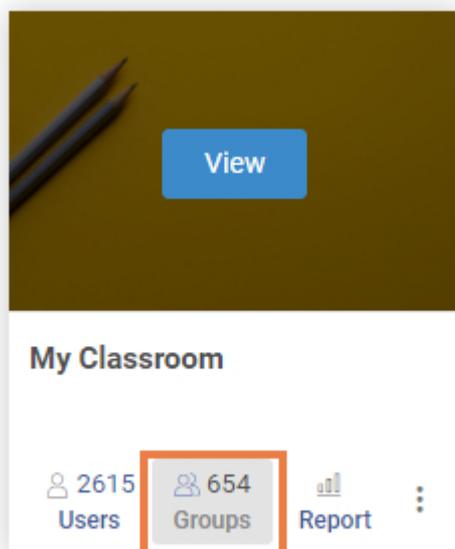3. [How to manage groups](#)

1. How to create a new group

Step 1. Go to **More >> Classroom** from your ProProfs Survey Maker dashboard.
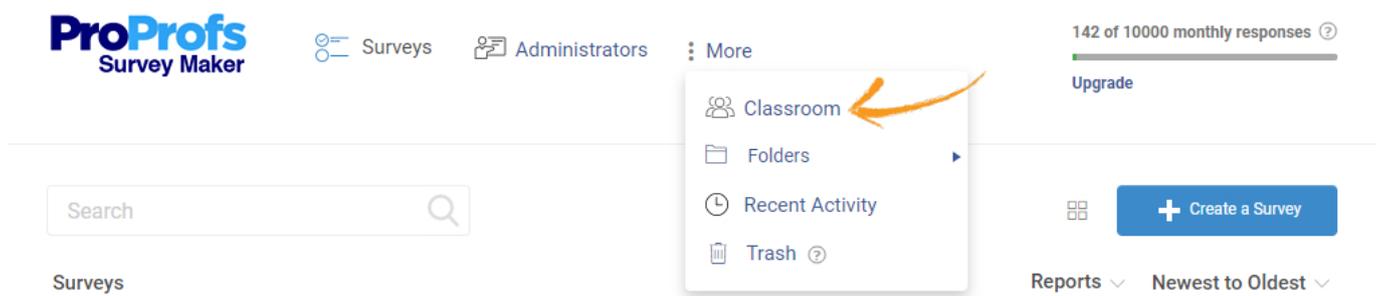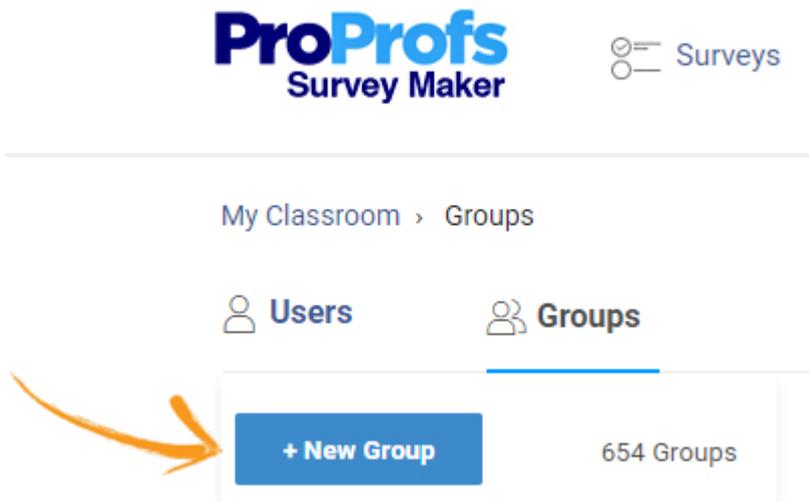

Step 2. Click **Groups**.

> Note: 'My Classroom' is the default classroom that has all the users and groups.

Step 3. Click '**+New Group**' when you arrive under the '**Groups**' tab.

Step 4. Enter the group name and proceed to the next step.

Step 5. Add users to this group and click **Next**. You can also **skip this step** and do it later if you want.

Add New Group (Step 2 of 3)

Add the following user(s) to this group.

Search for a user 🔍

☐ Select All

☑ 👤 **Natasha**
    Natasha

☑ 👤 **Tony**
    Tony

☑ 👤 **Steve**
    Steve

☑ 👤 **Bruce**
    Bruce

☐ 👤

4 Members Selected

❌ Natasha
❌ Tony
❌ Steve
❌ Bruce

Next   or   Skip this step

Step 6. Add surveys to this group and click **Next**. If you want, you can **skip this step** and do it later.

Add New Group (Step 3 of 3)

Add the following survey to this group

customer

[ ] Select All

[ ] Customer feedback

[ ] Retail Store Customer

[ ] Customer Satisfaction

[ ] Customer Service

[ ] Customer Service

[ ] Customer Service

0 Surveys Selected

Next or Skip this step

Step 7. Click **Done** on the confirmation message.

Batch of 2021 has been created!

Done

2. How to create a subgroup

Creating a subgroup is the same as creating a group. Just click '**New Sub-Group**' under the '**Groups**' tab and follow the same steps above.

My Classroom › Groups

Users   Groups

+ New Group   655 Groups   **Batch of 2021**
Join code: 5403090   New Sub-Group   Email   Reports ▼

3. How to manage groups

Step 1. Under the 'Groups' tab, select the group you want to manage. The screenshot below explains all the options that help you manage a group.

1. Keep this group **Active** or **delete** it.

2. Edit the group name.

3. Edit this group's **join code**. The default **join code** is created automatically when you create a group and it's visible only to you, the admin. Send this code to more users who can then self-register to this particular group.

4. Click 'Email' to send classroom invites to this group. The screenshot below shows the email template. You may edit the **subject** and the **message** while the fields **[name]**, **[username]**, and **[password]** are dynamic and they fill automatically when the email invite is sent. Also, you can click 'Add Users' to add individual users in the 'To' field.

Send Classroom Invitation

Here's an email sent to a group for classroom invitation. You may edit and your subject and message. [name], [username] and [password] will be dynamically filled.

From: ████████.com ✎

To: Batch of 2021   Add Users ▾

Cc: Add optional email here

Subject: Welcome to "My Classroom" classroom ✎

Message:
Hi [name], ✎

Welcome, you have been added to the classroom. Please use the below details to login:

Username: [username]

Password: [password]

Login

Send

5. See the pending and completed reports of the surveys that you've assigned to this group.

6. **Enable discussions** between the users and the admins of this group.

7. Click on a user to enter their profile.

8. Click '**+Users**' to add more users to this group.

9. Go to the '**Surveys**' tab and click '**+Surveys**' to add surveys to this group, as shown in the screenshot below.

Assign the surveys you want to add to this group and click **Save**.

10. Go to the '**Group Admins**' tab and click '**+Admins**' to assign one or more admins to this group.

Batch of 2021 ✏

Join code: 5403090 ✏ ⑦

⊞ **New Sub-Group**   ✉ **Email**   ⥃ **Reports ▾**

Enable Discussion   [**On** | Off] ⑦

Description
_____

Users   **Surveys**   **Group Admins** ⚙
_____

No admin for this group   [**+ Admin**]

Select the users on the left that you want to add as admins to this group and click **Save**.

👤 **Users**   ▣ **Surveys**   ⥤ **Group Admins**
_____

[Search for a user   🔍]

☐ Select All

☐ **Bruce**
    Bruce

☑ **Natasha**
    Natasha

☐ **Steve**
    Steve

☐ **Tony**
    Tony

1 User Selected

⊗ Natasha

[**Save**]

Related Articles:

[How to Add Welcome and Thank You Pages to My Survey](#)

[How to Set Up Branching in a Survey](#)

[How to Assign Points to My Survey](#)