1. In the Admin page, click on "People" at the top of the page, then click on "Groups"



2. Click on the three dots icon on the right-hand side of the group you would like to make a child group for and click on "Create child group"

•	Group y	PS our learners to easily recommend content and track their p		Create new group						
Group	level:A	II •			Q Search for a group					
No act	No active filters.									
	Group		Child groups	Created by						
	8 58	A2I Members: 2		Amos Hammar	&+ ⊠ …					
	路	Academic Affairs Members: 0 (1 including child groups)	Academic Planning & Re +15 Show child groups	You	L+ ☑					
		Academic Innovation Members: 0	-	You	Create child group Delete group					

3. Type the name of the child group at the top, add members if you wish, then click "Create"

Create shild group		\sim
Create child group		×
Name your new group		
Add a parent group		
Search by group name	Canc	el
Academic Affairs ×		
Add members		
Search by name, email, or title		
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