Leo User Guide

Sharing Small Groups Across Courses/Years

This feature will allow Administrators to share Small Groups across different Courses or throughout different Years.

Path: Home > [Course Screen] **> People > Groups > Small Group Sets**

Small Group Screen

- Select the **New** link.

New/Edit small groups

- After creating a name for the group, click **Save Record. (1)**
- From the Small Groups screen, click on the new group you created
- Choose either **Add Groups** or **Add Groups By Year. (2)**

Select small groups

- Move the **Available Small Groups** to the **Selected Small Groups**.
- You can search for specific groups using the **Filter,** begin typing the Group's name.
- Click the square in the upper right hand corner to close and save.

- The new small group is now ready.
- Click on the Name to edit the Small Group.

> ⚠ These Groups will be truly shared and not cloned; so if a Student is removed from the Small Group, they will be removed everywhere that Small Group is used.