

Create a new Content Group

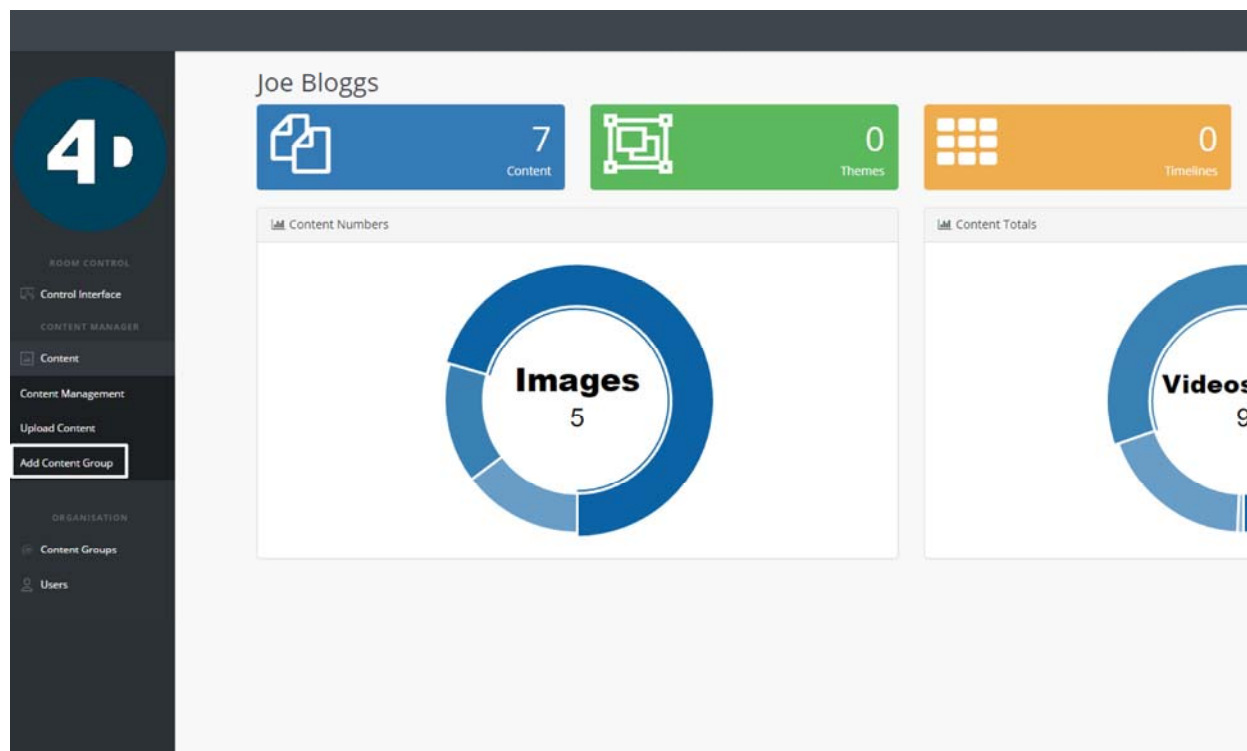
Create a new content group

TIP: Unlike normal content groups, *4D Content Groups* can be shared with other organisations.

Step 1: Navigate to the Add Content Group menu

Once logged into the cloud, on the navigation menu (left), select *Content Manager* ⇒ *Add Content Group* (e.g. see image below).

TIP: Super admins may also create content groups in other organisations using: *Global Admin* ⇒ *Content Groups* ⇒ *Add Content Group*.



Step 2: Enter the details for the new group

Now in the content group creation form, you can enter details such as the group name, select the users that have access to the group, and whether or not the group is active and/or public.

The following fields mean:

- **Name:** The name of the content group, this must be unique to the selected organisation (e.g. Year 7).
- **Organisation:** The organisation the content group will belong to. By default this is your own organisation.
- **Users:** A list of users who will have permission to add, edit, delete content, and alter the content group itself (i.e. its name).
- **Is Active:** If ticked, this content group will show in standard menus and room controller. If not ticked, this group will be hidden.
- **Is Public:** In the case of *4D Content Groups*, this instructs the system to deploy the content group to every organisation (i.e. stock content, seasonal content). It can be changed at any time, but may cause a large amount of downloads as all the sites sync the new content.
- **Share with Organisation:** In the case of *4D Content Groups*, this shares this content group with specific organisations (i.e. use in specialised groups such as health care or curriculum packs).

Once you have entered the details, press **Create Content Group** on the bottom right.

Content Group

Name:

Organisation:

Users:

Is active: ☒

Is public: ☒

Share with organisations:

[Create Content Group](#)

The creation of the content group will be confirmed.

To view your newly created content group, select **Content Manager** ⇒ **Content Groups** on the navigation panel. The newly created group (i.e. Bloggs Academy) will appear in the list.

All Groups

[+ Add Content Group](#)

Name [Search](#)

Name	Active	Public	Actions
Shared	✓	✓	View Edit Delete
Bloggs Academy	✓	✓	View Edit Delete