

Edit or Delete a Content Group

Editing an existing content group

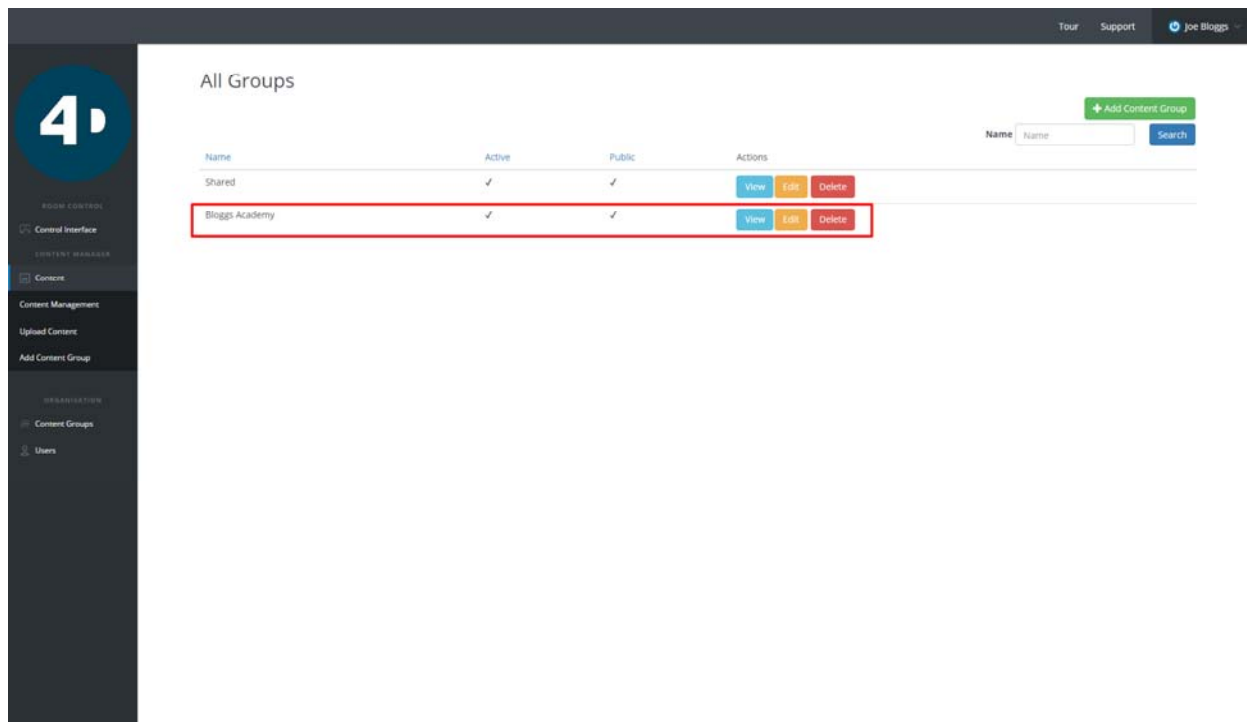
TIP: Unlike normal content groups, *4D Content Groups* can be shared with other organisations.

Step 1: Navigate to a list of groups

If you are looking for a content group **you're a member of** select *Organisation* ⇒ *Content Groups* ⇒ *My Content Groups* to view the list

If you are looking for a content group in **your organisation** select *Organisation* ⇒ *Content Groups* ⇒ *All Content Groups* to view the list

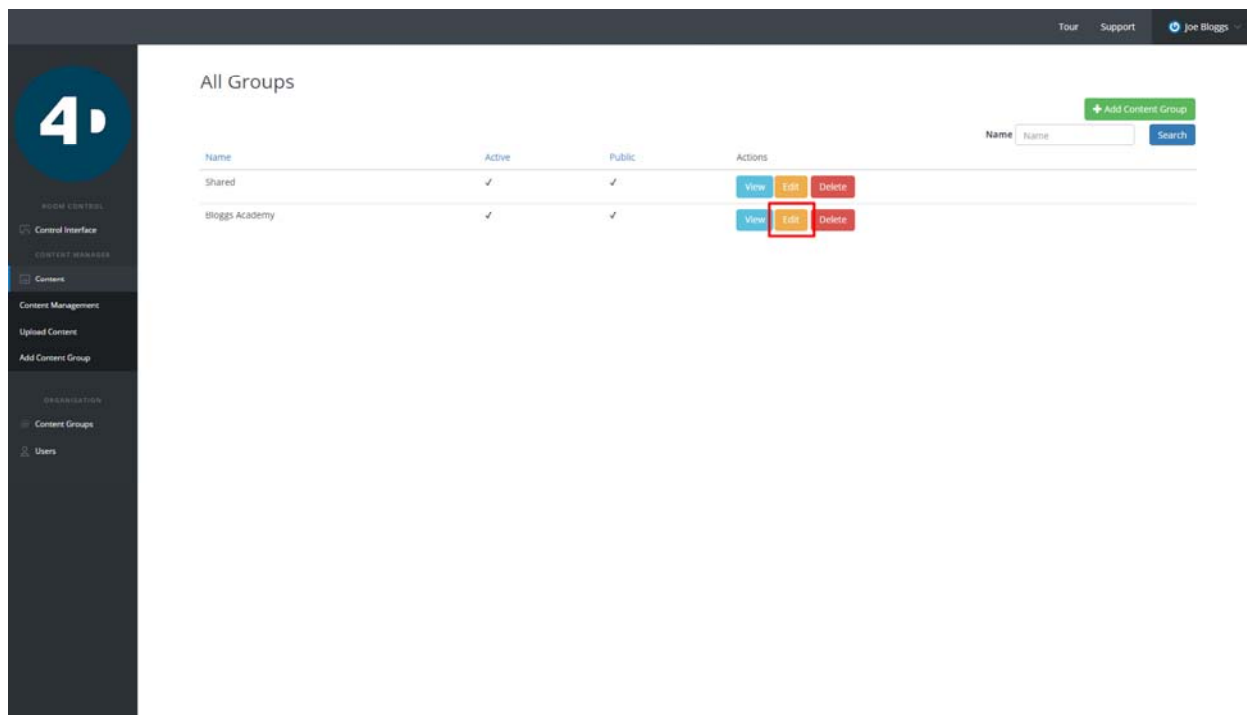
If you are looking for a user in **another organisation** select *Global Admin* ⇒ *Content Groups* ⇒ *All Content Groups* to view the list.



Step 2: Find the content group and select 'Edit'

In the list of groups, find 'Bloggs Academy', and then press the **Edit** button.

TIP: Use the search filters at the top to find the group faster.



Step 3: Modify the content group details

Now in the content group edit form, you may alter details such as the group name, the users that have access to the group, and whether or not the group is active and/or public.

TIP: To delete the content group, press the **Delete** button in the top right. This will delete each piece of content associated with that group and **cannot** be undone.

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). Note: If any users are specified that do not belong to the assigned organisation, they will show here.
Is
- **Active** : If ticked, this content group will show in standard menus and room controller. If not ticked, this group will be effectively 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 amended the details, press **Update Content Group** on the bottom right.



ROOM CONTROL

[Control Interface](#)

CONTENT MANAGER

[Content](#)[Content Management](#)[Upload Content](#)[Add Content Group](#)

ORGANISATION

[Content Groups](#)[Users](#)

4D Core Themes

Name:

4D Core Themes

Users:

4D Immersive (support@4dimmersive.com), HE Inventions (enq@heinventions.com), James Hannon (james@heinventions.com), Ralph Gollcher (ralph@4dimmersive.com), Kurt Gollcher (kurt@4dimmersive.com), Lauren Walker (lwalker@4dimmersive.com)

Is active:



Is public:



Share with organisation:

BRIX PC Ast House

[Update Content Group](#)