Groups



Creating Groups in Rosetta Stone Manager™

Click on the Groups tab to set up your group structure. The default group structure contains two groups, Top Level and All Languages Group. If you want all learners to be in a single group, you can rename the "Top Level" group to represent your organization by clicking on it and adjusting the Group Name field. Then, you can add all learners to the All Languages Group below it. If you wish to have additional groups, please follow the steps below.

To Add Groups:

1. Click on the "Groups" tab to adjust your Group structure. Click the plus sign icon to add a group.

RosettaStone Rosetta Stone Manage			er Groups			super_admin	Sign Out 🖲		
Learners	Curricula	Reports	Groups	Administrators	Preferences		Help	About 💿	
Groups			About Groups						
9 Search			Use Groups to define the structure of your organization for administrative and reporting purposes.						

- 2. Enter the name of the Group on the right hand side in the Group Name field.
- 3. If you wish to add a Subgroup, click on "Add Subgroup" and enter the name of the Subgroup.

Group Details					
Group Name: * Main Organization Title	e:	t D	elete Group		
Designate as a Ho	me Group 🔺	oup or its Subgroups.			
Subgroups: Add Subgroup Administrators through Parent Groups: Eicet Name Rela					
Admin Admin Admin	Fourteen Eight Eleven	All Privileges All Privileges All Privileges	€ E		
Languages and Level	ls: his Group can see data for Learner	s in the Group for these Language	Levels.		
	Group Name: * Main Organization Titl Parent Group: Main Organization Titl Change Parent Gro Designate as a Ho Learners and Admins Subgroups: Add Subgroup Administrators throu First Name Admin Admin Admin Admin Admin Administrators: Assign Administrators Languages and Leve All Administrators of the	Group Name: * Main Organization Title : Parent Group: Main Organization Title Change Parent Group Designate as a Home Group Learners and Admins can be assigned to their Home Gr Subgroups: Add Subgroup Administrators through Parent Groups: First Name Admin Fourteen Admin Fourteen Admin Elight Admin Eleven Administrators: Assign Administrator Languages and Levels: All Administrators of this Group can see data for Learners	Group Name: * Image: * Main Organization Title : * Parent Group: Main Organization Title Change Parent Group • Designate as a Home Group ▲ • Learners and Admins can be assigned to their Home Group or its Subgroups. Subgroups: • Add Subgroup Administrators through Parent Groups: First Name • Learner All Privileges Admin Fourteen Admin Eleven Admin Eleven Admin Eleven Admin Eleven Administrators: Assign Administrator Languages and Levels: All Administrators of this Group can see data for Learners in the Group for these Language		

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4. If you have no Subgroups to add, assign the Language Level(s) you would like to make available to this group and click *Save Changes*. You will not be able to complete this step if you have previously assigned a Subgroup to your Home Group. If you have created Subgroups, you will need to assign languages to those individual Subgroups. Note: if you are using the TOTALe program, you will have to assign all levels of a given language to a group. If you are using a Rosetta Stone Classroom V3 Rosetta Stone hosted site, you can designate the number of levels each group has access to.

Group Details			
Group Name: *		📋 Delet	te Group
Main Organization Title):		
Home Group			
Subgroups:			2
This Group can't have	Subgroups because it has languages	assigned.	
Administrators throu First Name	Igh Parent Groups:	Role	
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Admin Admin	Thirteen Twelve	All Privileges All Privileges	Ť.
Super	Admin	All Privileges	
Assign Administra			=
All Administrators of th	is Group can see data for Learners in	the Group for these Language Levels.	
Always all Languag	e Levels		
1 2 3 4 5			
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Spanis	sh (Spain)		
Swedi	sh		
Turkis	h		=
Vietna	mese		 ▼
Cancel	ave Changes		