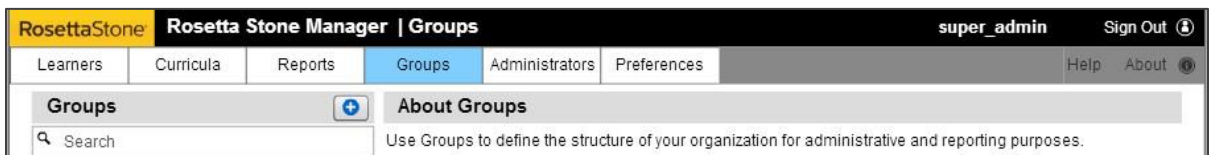


## Creating Groups in Rosetta Stone Manager™

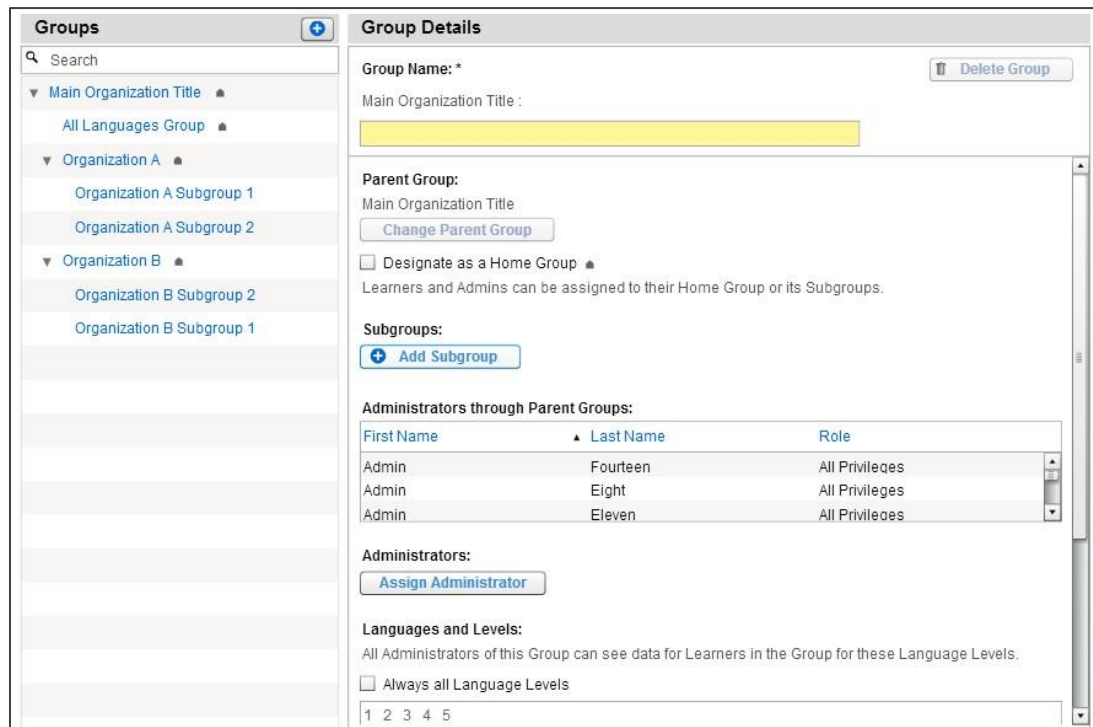
Click on the Groups tab to set up your group structure. The default group structure contains two groups, Top Level and All Languages Group. If you want all learners to be in a single group, you can rename the “Top Level” group to represent your organization by clicking on it and adjusting the Group Name 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.



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.



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: \***

Main Organization Title :

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**Subgroups:**

This Group can't have Subgroups because it has languages assigned.

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**Administrators through Parent Groups:**

First Name	▲ Last Name	Role
Admin	Thirteen	All Privileges
Admin	Twelve	All Privileges
Super	Admin	All Privileges

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**Administrators:**



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**Languages and Levels:**

All Administrators of this Group can see data for Learners in the Group for these Language Levels.

Always all Language Levels

1	2	3	4	5	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish (Latin America)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish (Spain)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swedish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turkish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vietnamese