

Add a group (Admin only)

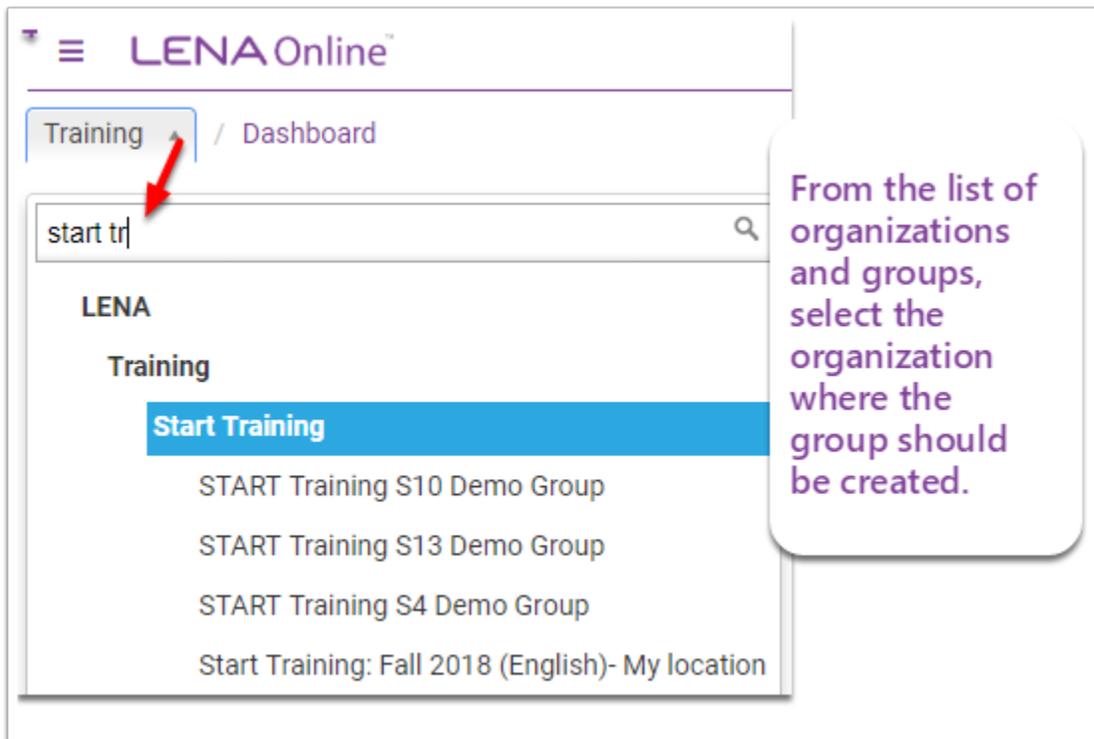
A **group**, also called a **functional group**, is a set of participants contributing data to a LENA program. Depending on your LENA program, groups might represent classrooms, caseloads, or children from a parenting group.

Groups are added and managed by the LENA Online user who is the **account administrator** for your organization.

Each participant must be in a group, so be sure to set up your group(s) before adding participants.

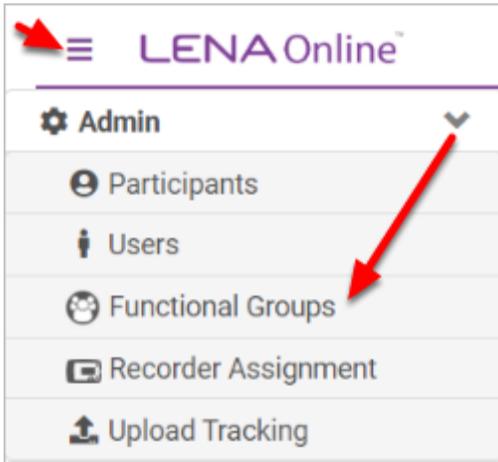
1. Select the LENA organization where the group belongs.

Use the context drop-down to choose the **organization** (level) in which you will create the group.

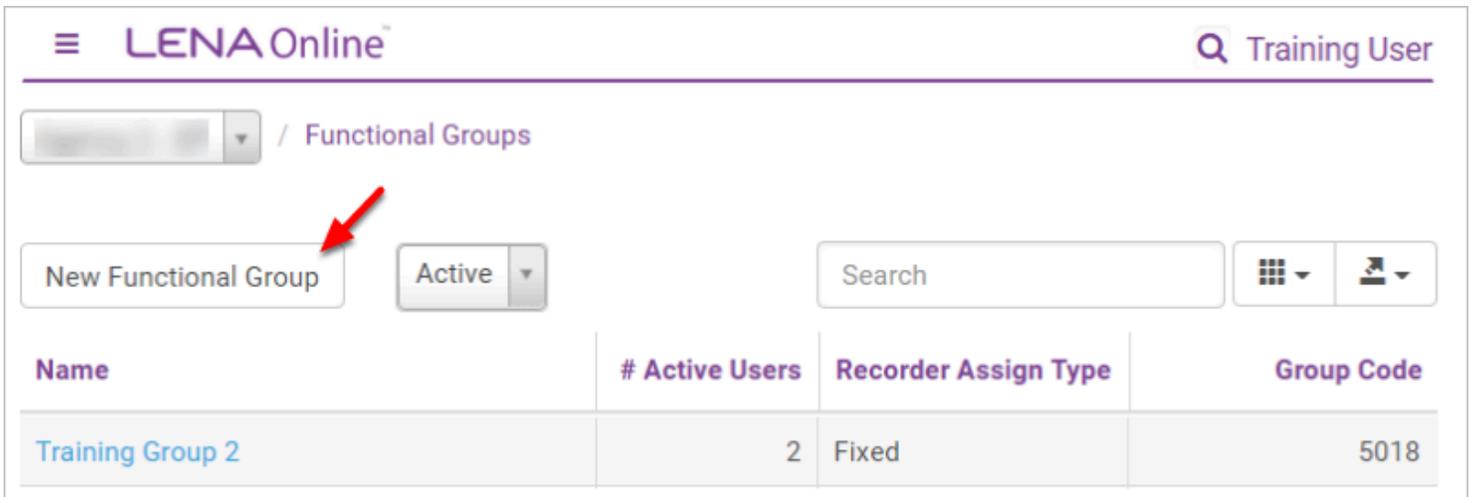


The screenshot shows the LENA Online interface. At the top, there is a navigation bar with the LENA Online logo and a hamburger menu icon. Below the navigation bar, there is a breadcrumb trail showing 'Training' and 'Dashboard'. A search bar contains the text 'start tr'. A red arrow points to the search bar. Below the search bar, a dropdown menu is open, showing a list of results under the heading 'LENA'. The results are categorized under 'Training' and include 'Start Training' (highlighted in blue), 'START Training S10 Demo Group', 'START Training S13 Demo Group', 'START Training S4 Demo Group', and 'Start Training: Fall 2018 (English)- My location'. A callout box on the right side of the dropdown menu contains the text: 'From the list of organizations and groups, select the organization where the group should be created.'

2. From the Main Menu, Admin section, select Functional Groups.



3. Click the New Functional Group button.



4. Enter information for the group.

LENA Online Training User

Functional Groups / Add New

Edit

Functional Group Information

Name * Status

Recorder Assignment

Fixed will keep the recorder assignment fixed to the child after a recording is processed. Per Recording will remove the assignment automatically once a recording is processed.

Recorder Assignment Type

Recorder Assignment Type

Select Recorder Assignment Type

Fixed

Per Recording

Back Submit

How to choose the Group's recorder assignment type:

Select **Fixed** to keep recorders assigned after transfer

- Recorder goes back to same child

Select **Per Recording** to automatically unassign each recorder after transfer

- Recorder may be assigned to any child

5. Click Submit to save the group.