

Add a group (Admin only)

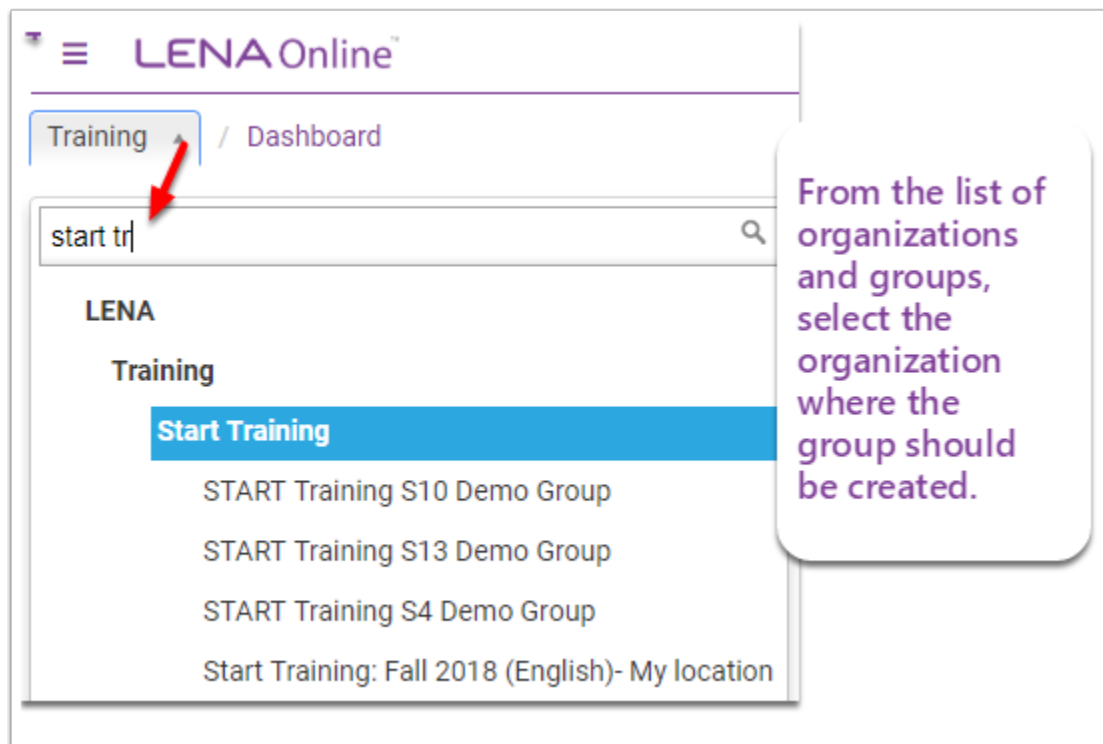
A **group**, also called a **functional group**, is a set of participants contributing data to a LENA program. Depending on your LENA program, groups might represent classrooms, caseloads, or children from a parenting group.

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

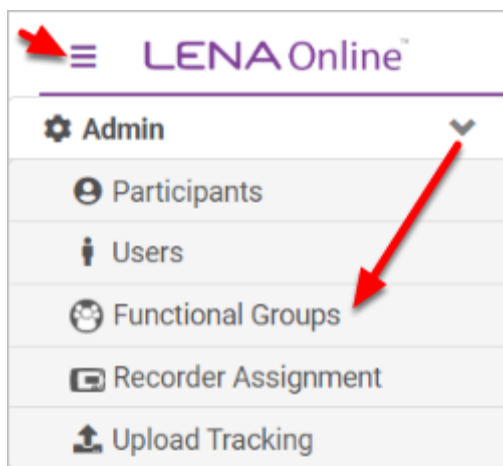
Each participant must be in a group, so be sure to set up your group(s) before adding participants.

1. Select the LENA organization where the group belongs.

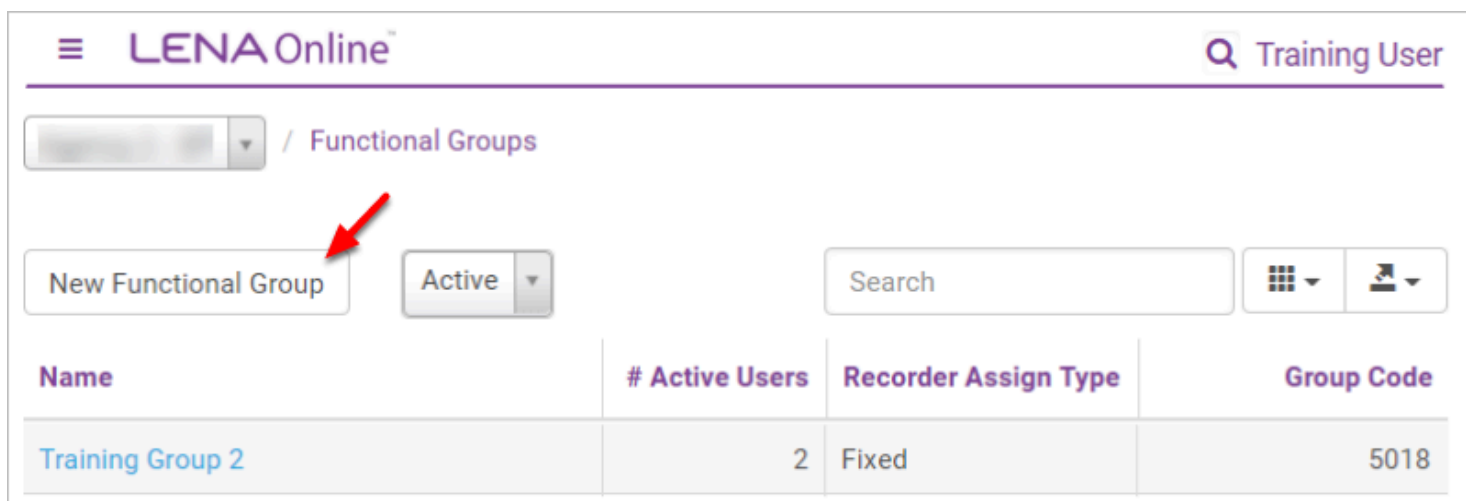
Use the context drop-down to choose the **organization** (level) in which you will create the group.



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 Active

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 Select Recorder Assignment...

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.