



Managing study groups

Tags: **ACG**

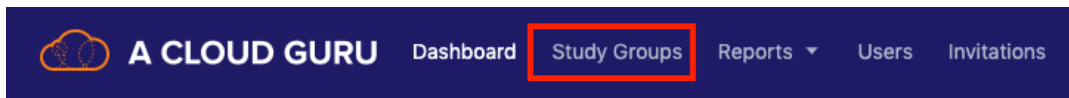
You've [created a study group](#) are assigned and your team's set up. Now what? This article will help you manage your study groups and walk through how to report/track those study groups.

In this article

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Finding study groups

1. Click Study Groups at the top of your Business dashboard.



2. From the main study groups dashboard you'll have the options to **Setup**, **View**, or **Delete** your study groups.

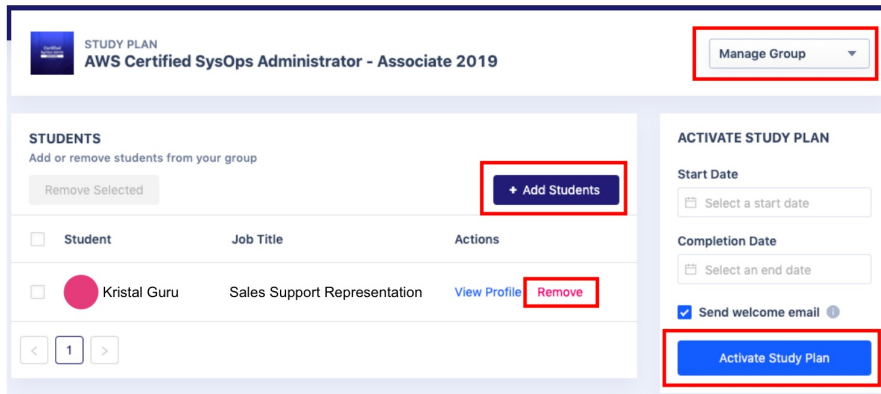
START DATE	ACTIONS
-	Setup Delete
May 21, 2020	View Delete
-	Setup Delete
-	Setup Delete
May 22, 2019	View Delete

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Setting up study groups

Setup allows you to add or remove learners, edit study group details, or activate/cancel the group. You can also

move the start date to a later date.



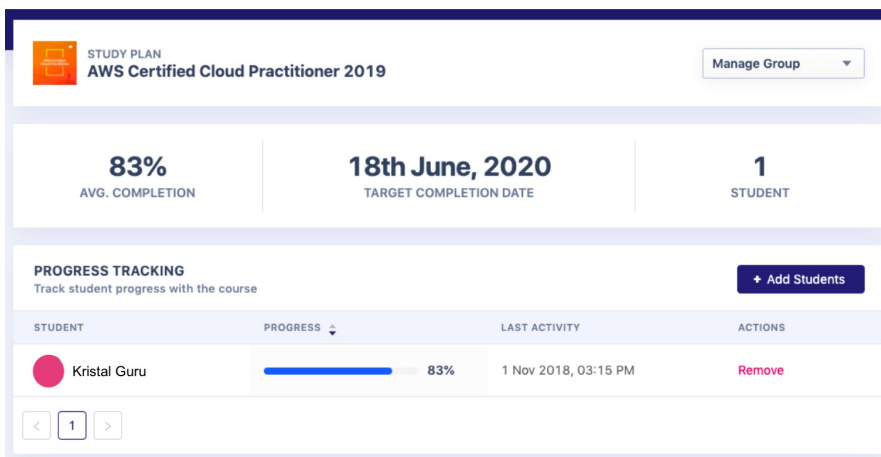
- Click **+ Add Students** to add learners to a study group.
- Click **Remove** to remove a learner from a study group.
- Click **Manage Group** to edit or delete a study group.
- Click **Activate Study Plan** to start the cloud journey for a study group.

Important: a study group can only be deleted before it is activated.

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Viewing study groups

Viewing a study group allows you to see each learner's progress toward the group's goal. You can check on their latest activity and see who may need some additional support. You can remove individuals as well.



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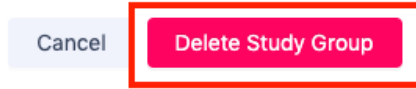
Deleting study groups

Delete allows you to remove study groups that have not yet been activated. After clicking the Delete button,

confirm deletion by clicking **Delete Study Group**.

Are you sure you wish to delete the study group "Architects - Team 1 / Mgr"?

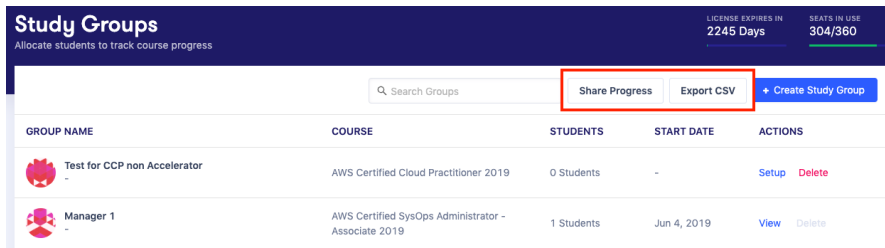
You will no longer be able to assign courses to this group.



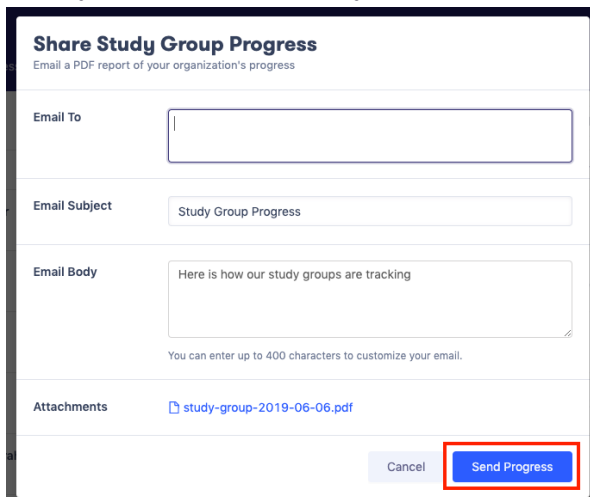
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Reporting options

From the study groups main dashboard, you can download a copy of the study group's progress report, or share it with others.



1. To download a CSV, click Export CSV.
2. To share a PDF report via email:
 1. Click Share progress.
 2. Enter the email address you'd like to send the report to.
 3. Add any additional information you'd like to share in the Email Body field, then click **Send Progress**.



A form titled "Share Study Group Progress" with the subtitle "Email a PDF report of your organization's progress". The form has four sections: "Email To" with an empty input field; "Email Subject" with the text "Study Group Progress"; "Email Body" with a text area containing "Here is how our study groups are tracking" and a note "You can enter up to 400 characters to customize your email."; and "Attachments" with a PDF icon and the filename "study-group-2019-06-06.pdf". At the bottom, there are two buttons: "Cancel" and "Send Progress". The "Send Progress" button is highlighted with a red border.

You're now able to efficiently keep your team on track and consistently moving toward their goals.

If you need help, please contact [Pluralsight Support](#).