

Bolster your members' Grammarly Business experience with groups

With the groups feature, you can help teams and close collaborators in your organization stay aligned, focused, and agile. Groups ensures that different members and collaborators can get the resources that are most relevant and unique to them so they can do their jobs more effectively.

This guide will explain what a group is and how to take advantage of groups for your organization.

What is a group?

A group is a set of members who need access to the same style guides and snippets. As your organization grows, easily manage new members by adding them to the right group. Each group will also have its own analytics so you can view their writing patterns and identify areas for improvement.

Groups can be found in the “Members” section of your account page.

Creating your first group

Click “Create Group” at the upper right corner of the Members dashboard. Select members from a list, name your group, then click “Create Group”.

Bulk group creation

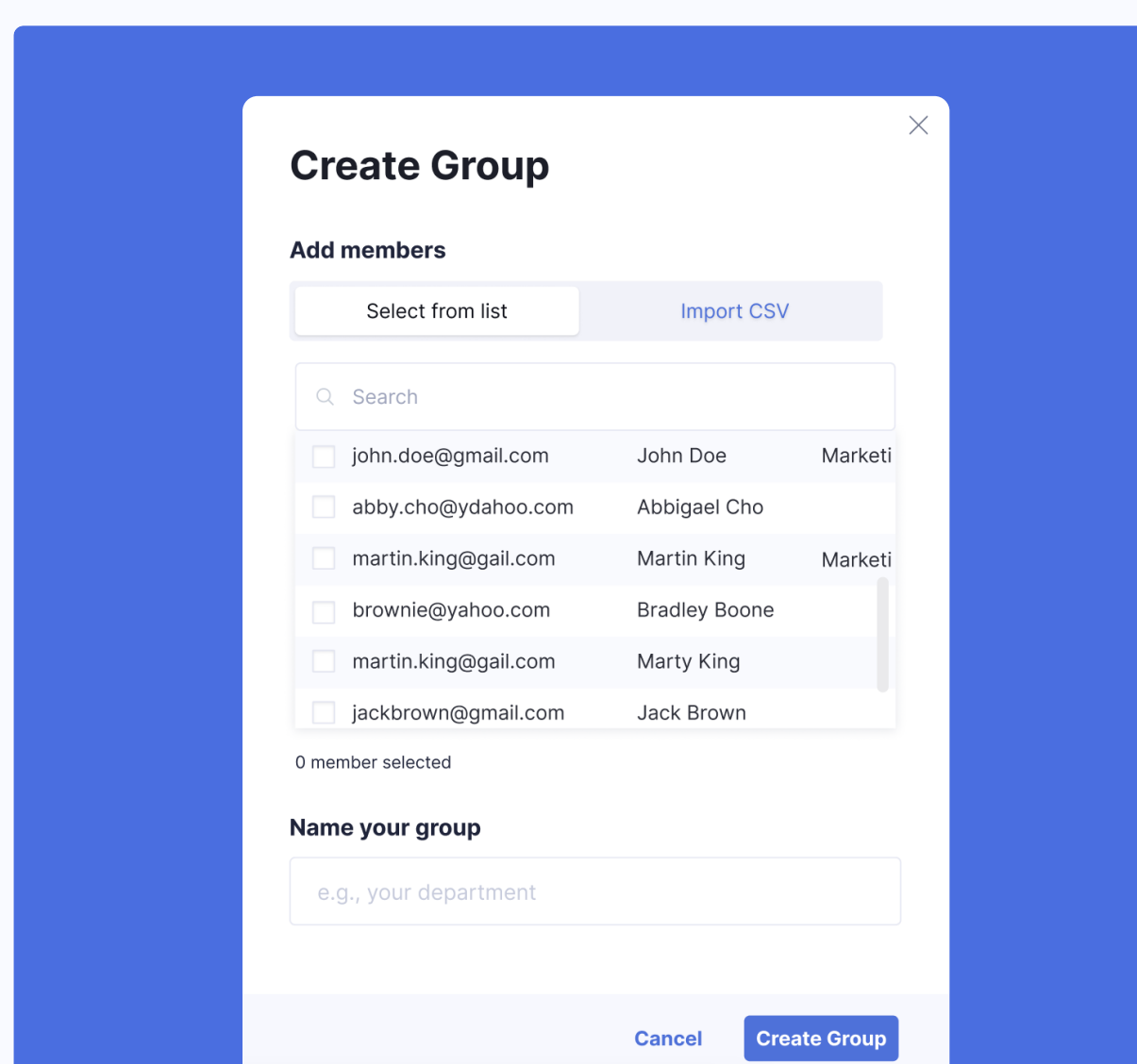
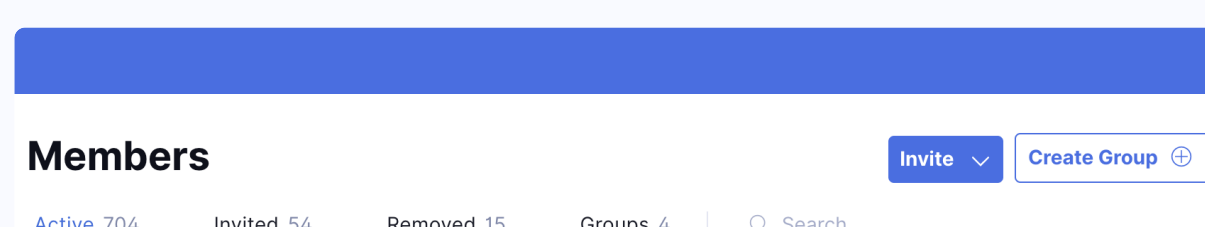
Create multiple groups at once by importing a CSV with user emails, names, and group assignments.

To see the required format for upload, download the available template on the Import CSV tab. Once you have a finalized CSV, drag and drop the CSV back into the Import CSV tab.


Handy shortcut


Instead of making the CSV from scratch in the template, download the members list from Grammarly and fill in the column for group name.

To export a list of members, navigate to the Members dashboard. Click on the three dots in the upper right corner, and select “Export” to download a .xlsx. Once you are done editing, you will then save the file as .CSV for upload.



Managing and organizing groups

You can manage groups by navigating to the Groups tab in the members dashboard. Click the  icon to edit the group name and change its members.

To delete a group, hover over the group and click the  icon.

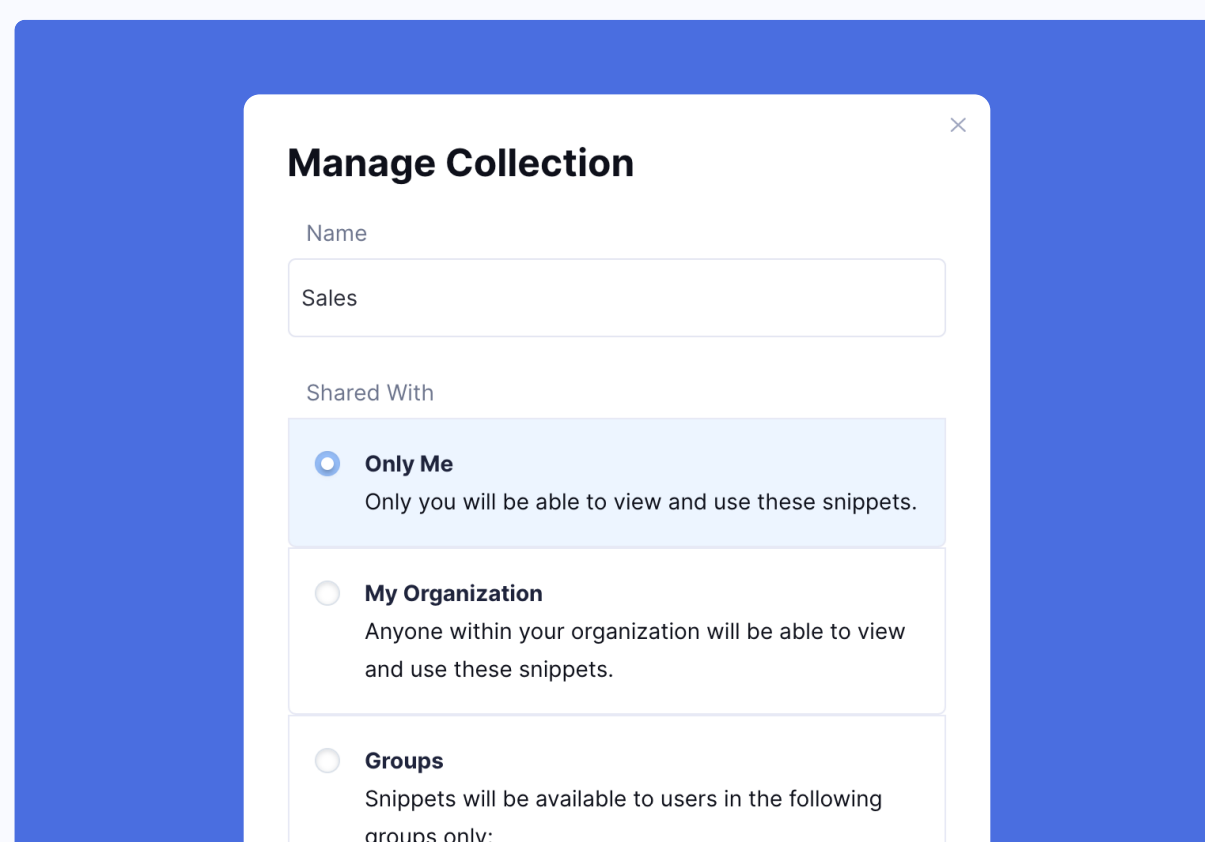


Ways to help your team work better with Groups

Give collaborators and teams a library of great language, specific to their needs

Share a snippet collection with one or more groups.

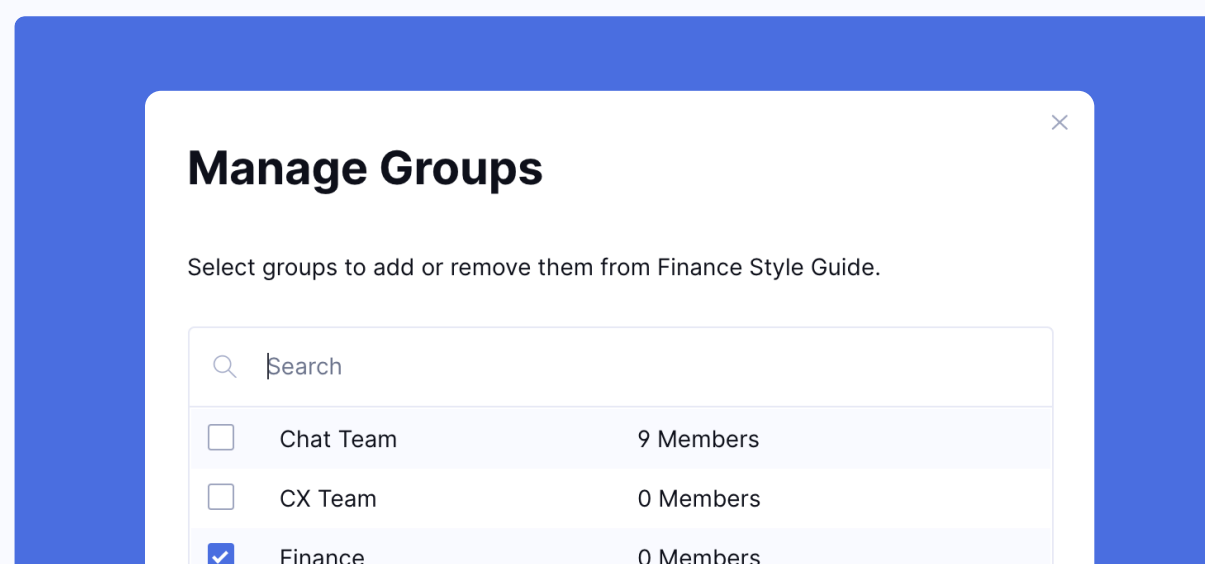
When you create or modify snippet collections, you have the ability to choose who to share them with. Navigate to the bottom of the pop-up to select one or more groups to share a collection with.



Help different groups stay aligned and consistent with your brand and its nuances

Share a style guide with one or more groups.

If you have multiple style guides enabled, you can assign style guides to one or more groups. Navigate to the “Terms” dashboard under style guides. Hover over the three dots to the right of the style guide and click “Manage Members”. Then select the group or groups to share the style guide with, and save.



Allow leaders to see both nuance and the big picture with groups analytics filters

From the Analytics dashboard, you can select multiple groups and custom filters at one time with the drop-down menu at the top of the page. With more custom aggregated* team metrics, you and leaders in your organization can examine how well teams are adopting the tool and identify how it improves their productivity.

*A group needs a minimum of 2 members for analytics to show.

