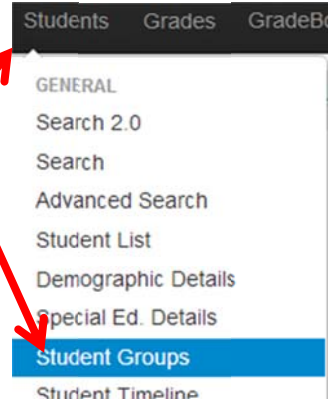
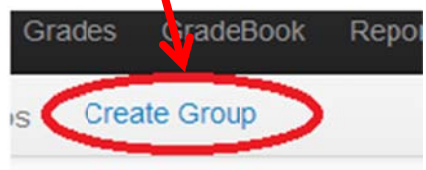


Creating Student Groups

Create student groups under the "Student" tab:



The "Create Group" option appears near the "Grades" tab on the very next screen:

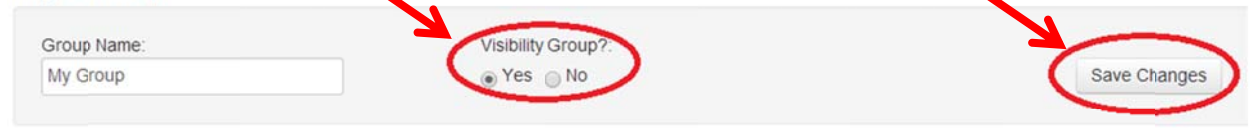


Create a name for the group, and consider the name carefully should the group be shared with others, and then click on the "Create" button:



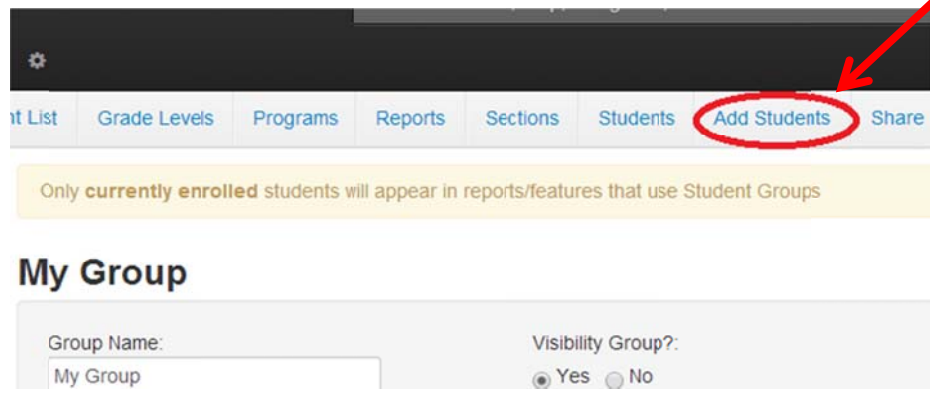
Switch the "Visibility Group" option to "yes," and click on the "Save Changes" button:

My Group

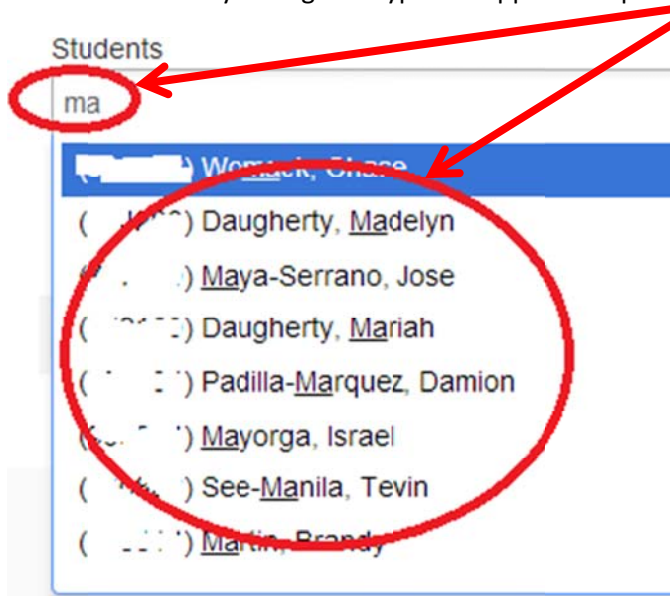


Source	Name
Grade Levels	
Programs	
Reports	
Sections	
Students	

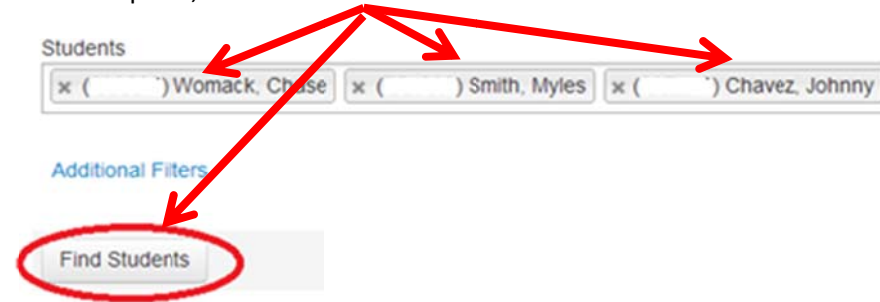
Your group has now been created, and it is ready to be populated with students. To add students, click on the "Add Students" button located in the secondary navigation bar near the top middle of your screen:



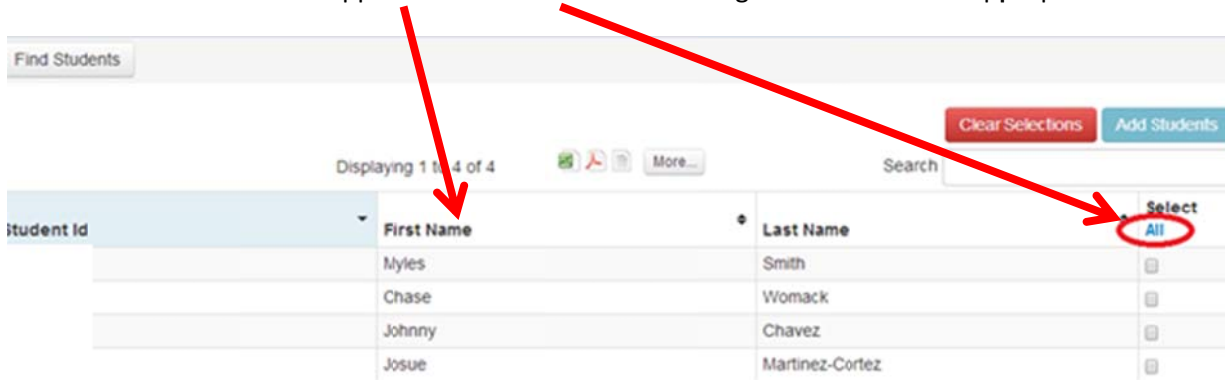
In the students field, begin typing a name of a student you would like to add. Any available names with the letter combination that you begin to type will appear as options. Select the names you would like to add:



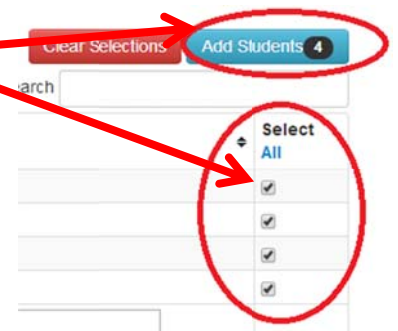
You may continue adding names within the "Students" field, even after you have made selections. Continue searching, and adding, names until you have a list of students that you intend. Once your list is complete, click on the "Find Student" button:



The list of students should appear. Click the "All" link in the right-most column if appropriate:



Clicking the "All" link activates all students in the list. Click on the "Add Students" button to finalize adding the selected students to your group:



Use the "View Student List" button in the secondary navigation bar to view the list of students:

