



Assigning Users to a Group

Assigning users to a group allows you to bulk-assign job functions and user roles. Only users with appropriate security access in StudentInformation can assign users to a group. All groups are assigned in StudentInformation.

Log in to StudentInformation and navigate to **StudentInformation > Management > Security > View Groups**.

1 On the **View Groups** screen, to search for a group, select a school, district, or ITC from the **School** drop-down list and/or enter a **Group Name** in the field.

2 Click **Search**.

3 To edit an existing group:

- In the search results grid, click  to the left of a **Group Name** to edit the group's record

Or, to add a new group:

- Click **Add New Group**

The **Security - Group** screen displays.

4 On the **Group** tab, enter a **Group Name** and select the **Administrative School** and the **Context School** for the group from the drop-down lists.

5 In the **Job Functions** section, select the checkboxes for the job functions that you want to associate with this group.

6 Click **Save**.

A confirmation message displays.

7 On the **Group Roles** tab, select one or more roles that you want to add to this group from the **School** and **Role** drop-down lists.

8 Click **Add**.

The school(s) and role(s) you selected display in the grid.

ProgressBook StudentInformation > Management > Security > View Groups

View Groups

School: SATraining1 Group Name: Search

Add New Group

	Group Name	School
	Teacher	
	Principal	City Schools
	Secretary	City Schools
	Sub Sec	City Schools

Group Group Roles Group Assigned Groups Group Members

Group Name: *

Administrative School: SATraining1

Context School: SATraining1

Job Functions

All Media Specialist

Teacher EMIS Coordinator

Principal Technology Coordinator

Superintendent Curriculum Coordinator

Secretary Bus Driver

Save Save and New

The selected Group was successfully updated

Group Group Roles Group Assigned Groups Group Members Member Of

School: SATraining1 Role: SATraining1 Default Role Add

	School	Role
	SATraining1	SATraining1 Default Role

Assigning the Group in Context to Another Group

1 On the **Group Assigned Groups** tab, to search for other groups to which you want to add the group in context, select a school, district, or ITC from the **School** drop-down list and/or enter a **Group Name** in the field.

2 Click **Search**.

A list of available groups displays in the **Available** area of the dual listbox. A list of groups that have already been assigned to the group in context displays in the **Assigned** area of the dual listbox.

3 In the **Available** area of the dual listbox, to add an available group to the group in context, select the name of the group, and then click **→**.

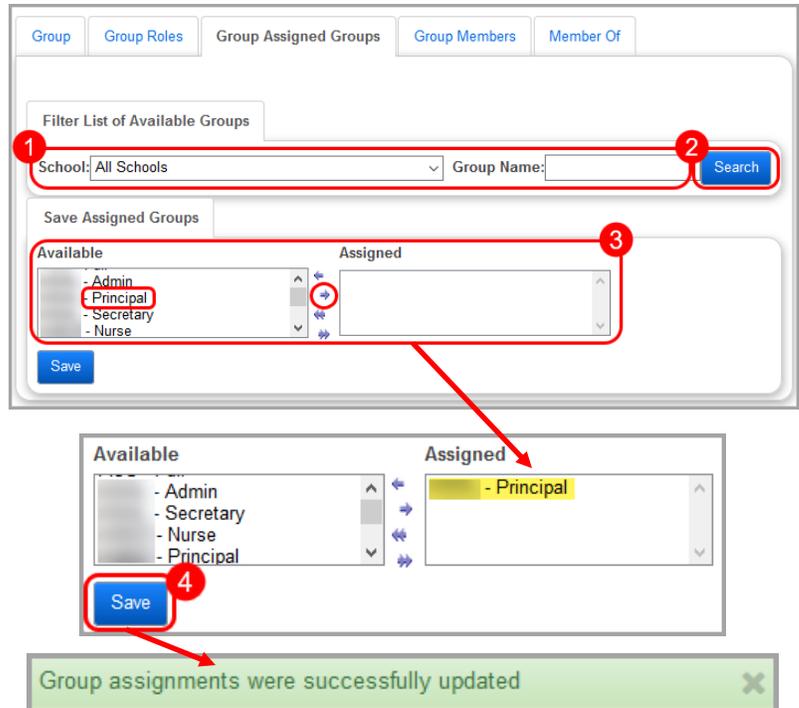
The group name now displays in the **Assigned** area of the dual listbox.

Note: In the **Assigned** area of the dual listbox, to remove an assigned group from the group in context, select the name of the group, and then click **←**.

The group name now displays in the **Available** area of the dual listbox.

4 Click **Save**.

A confirmation message displays.



The screenshot shows the 'Group Assigned Groups' tab in the ProgressBook DataMap interface. It features a 'Filter List of Available Groups' section with a 'School' dropdown menu set to 'All Schools' and a 'Group Name' input field. A red circle labeled '1' highlights the 'School' dropdown, and another red circle labeled '2' highlights the 'Search' button. Below this is a 'Save Assigned Groups' section with a dual listbox. The 'Available' listbox contains '- Admin', '- Principal', '- Secretary', and '- Nurse'. A red circle labeled '3' highlights the '- Principal' entry. A red arrow points from this entry to the right-pointing arrow button between the listboxes. Below the dual listbox is a 'Save' button, with a red circle labeled '4' highlighting it. A green confirmation message at the bottom reads 'Group assignments were successfully updated'.