

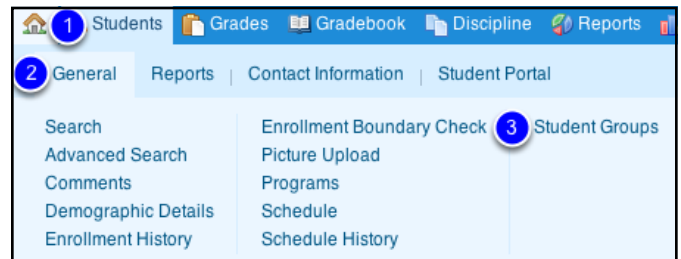
Create a Student Group

Student Groups allow you to classify students by any category of your choosing so you can share access to those students with other users and/or view the site and its reports through the lens of that group. For example, you might want to assign students to an "After School Tutoring" student group based on participation, assign Special Ed. students to a case carrier based on selected students or Special Ed. classification, assign students to a "Struggling Students" student group based on test scores, assign students by name and/or section to a teacher who has a job share with another teacher and her roster, etc.... since you can design any student group label, the possibilities are endless. You can then share that student group with other users and give them "visibility" permissions so they can opt to log in under the student group to gain access to the students within (as well as their test scores, etc.) when viewing particular reports (e.g., Student Profile Report, custom report, etc.). Meanwhile, you can also give yourself "visibility" to log in under your student group (for the same reasons).

This lesson will show you how to create a student group.

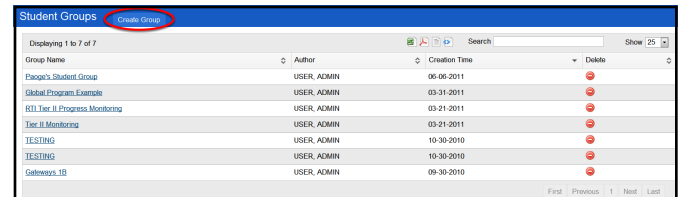
Where to Start

Click **Students (1)**, then **General (2)**, click **Student Groups (3)**.



View Student Group List

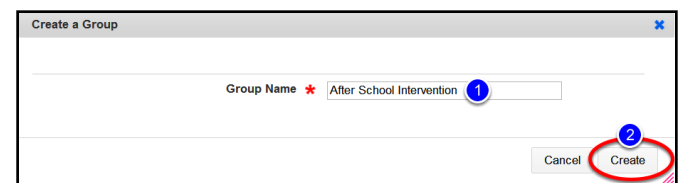
Now you will see all student groups you have access to (i.e., student groups you created and/or that have been shared with you). See the "[Find a Student Group](#)" lesson if you want more details on your options on this screen.



Click **Create Group** if you want to add a new student group to this list.

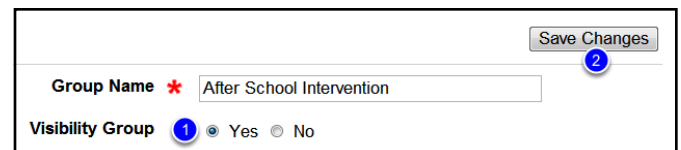
Name Your Group

1. Enter a name for your student group.
2. Click **Create**.



Set Visibility

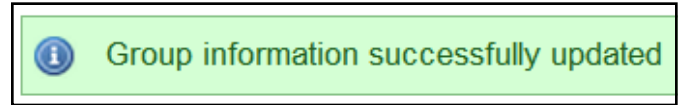
If you want to have the option of logging in under your student group to narrow your viewpoint to those students when using the system (e.g., to view those students, their test scores, etc. when viewing reports



such as the Student Profile Report, custom report, etc.), then:

1. select **Yes** for **Visibility Group**, and then
2. Click **Save Changes**.

You should then see confirmation that the update took place.



Add Students

You can add students to your student group by:



1. **Grade Level** (e.g., add all 7th graders to the student group; administrators can opt to create such a group and share it with users they want to then use to create student groups from students *within* that particular grade),
2. **Program** (e.g., students with 504 plans, GATE, McKinney Vento, etc.),
3. **Report** (e.g., you can create a custom report ahead of time which you've filtered to only include students with particular test scores, demographics, etc., and then use that report to populate your student group),
4. **Section** (e.g., by enrollment/period), and/or
5. **Students** (e.g., picking specific student names).

Note you may also use a combination of these approaches. Simply click a **category**, select grades/programs/reports/sections/students within that category, and then click the **Update** button on that screen.

Next Steps

You might be interested in other lessons in the **Student Groups** manual, such as the "**Share with Others**" lesson.

[Illuminate Help Manuals](#) » [Student Groups](#) » [Share a Student Group](#)