

Basic Directions Creating Groups and Adding Students

Once you have logged on you need to create your groups, you can follow the steps below. However, if you are a single-sign on client (Clever, ClassLink etc.), your groups will have been created for you. You **should not** create any other groups **except** your Demo (modeling) group. Directions for that are found on the Creating a Demo Group for Modeling sheet in Resources.

1. Log in and go to **Groups and Assignments**. Click on **Create a Group**.

The total # of groups:0. **Create a Group** **Bulk Group Management**

Group Name	Group Key	Owner Name	Status	Edit	Students	Assignments	Login Info	Status Change	Actions
Do you want to create a new class/group? Click on the Create a Group button above.									

2. **Name your group** using a consistent convention that is clear to you and others who may be looking at school data. A suggestion is to use your last name, class name, and the school year: Anderson English 9 Period 6 23-24. You do not need to complete any other fields.

Create New Group

Hierarchy: Franklin Road Academy	Group Type: CLASS	Created: 1/5/24 21:40:56	Last Modified: 1/5/24 21:40:56
Group Name *: <input type="text" value="Anderson English 9 Period 6 23-24"/>	Building: <input type="text"/>		
Group Key *: <input type="text" value="VAN1556017"/>	Room Number: <input type="text"/>		
Subject: <input type="text"/>	Period: <input type="text"/>		
Description: <input type="text"/>	Grade Level: <input type="text" value="Ninth Grade"/>		
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

3. The next step is to add your students. To do this, click on **Students**.

Anderson 7A English 9 23-24

Group Info	Students	Assignments
Hierarchy: PLC School	C 1/	L 1/
Group Type: CLASS		
Group Name *: <input type="text" value="Anderson 7A English 9 23-24"/>		
Teacher Name *: <input type="text"/>		

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4. Students in your school will appear in the right column and you can search the names by grade level. Select the students for your group by clicking on the box next to a student's name. Click **Save** at the bottom of the screen when you are finished.

Last Name	First Name
01Student	Demo1
02Student	Demo
03Student	Demo
04Student	Demo
05Student	Demo

Your students will now appear on the left side of the screen indicating they have been successfully placed in the group.

Last Name	First Name
01Student	Demo1

Student usernames and password can be found on the Groups and Assignment page under Login Info.