

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 screenshot shows the MyACCESS dashboard with navigation tabs: Groups & Assignments, Portfolio, Reports, My Prompts, User Search, and Resources. A red arrow points to the 'Create a Group' button in the top right corner. Below the navigation is a section titled 'My Student Groups' with a dropdown menu set to 'Active Only'. A table header is visible with columns: Group Name, Group Key, Owner Name, Status, Edit, Students, Assignments, Login Info, Status Change, and Actions. Below the table, a message asks 'Do you want to create a new class/group?' and '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.

The 'Create New Group' form contains the following fields and values:

- Hierarchy: Franklin Road Academy
- Group Type: CLASS
- Created: 1/5/24 21:40:56
- Last Modified: 1/5/24 21:40:56
- Group Name \*: Anderson English 9 Period 6 23-24
- Building: (empty)
- Group Key \*: VAN1556017
- Room Number: (empty)
- Subject: (empty)
- Period: (empty)
- Description: (empty)
- Grade Level: Ninth Grade

Buttons for 'Cancel' and 'Save' are at the bottom.

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

The screenshot shows the group page for 'Anderson 7A English 9 23-24'. It has three tabs: 'Group Info', 'Students', and 'Assignments'. A red arrow points to the 'Students' tab. The 'Group Info' section shows:

- Hierarchy: PLC School
- Group Type: CLASS
- Group Name \*: Anderson 7A English 9 23-24
- Teacher Name \*: (empty)

## Basic Directions Creating Groups and Adding Students

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.

No user records available

Search By Name:

1 to 50 of 316 Users Search By Name:

-	Last Name	▲	First Name	▼
<input checked="" type="checkbox"/>	01Student		Demo1	
<input type="checkbox"/>	02Student		Demo	
<input type="checkbox"/>	03Student		Demo	
<input type="checkbox"/>	04Student		Demo	
<input type="checkbox"/>	05Student		Demo	

There are no current members.

Do you want to add students to your group?

Select the name(s) from the roster on the right by checking the box. You can then use the save button to move the student into your group list.

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

**Students of Demo Anderson 23-24:**

Check to remove student(s) from group. Then click the Save button. (Click - to select all.)

[View Student Login Info](#)

1 to 1 of 1 Users Search By Name:

-	Last Name	▲	First Name	▼
<input type="checkbox"/>	01Student		Demo1	

50 records per page First 1 Last

**Students to add to Demo Anderson 23-24:**

Check to add student(s) to the group. Then click the Save button. (Click + to select all.)

ALL Grade Levels

1 to 50 of 315 Users Search By Name:

+	Last Name	▲	First Name	▼
<input type="checkbox"/>	02Student		Demo	
<input type="checkbox"/>	03Student		Demo	

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

Edit Students Assignments **Login Info** Status Change Delete