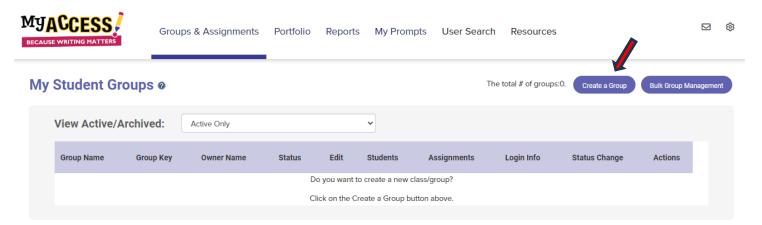


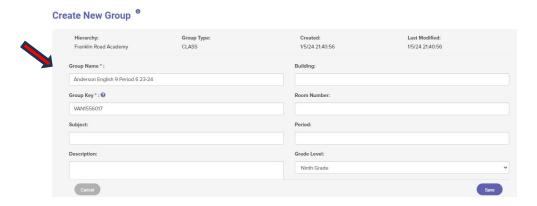
Basic Directions Creating Groups and Adding Students

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.



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.



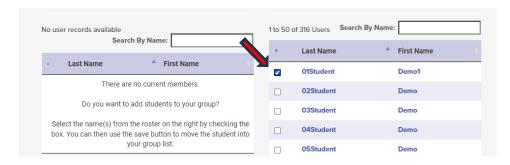
3. The next step is to add your students. To do this, click on **Students**.



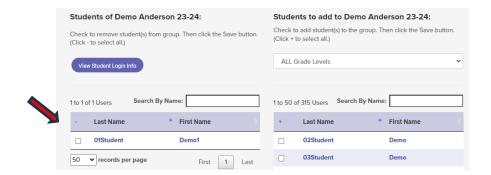


Basic Directions Creating Groups and Adding Students

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.



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



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

