Creating Groups

If you would like to create groups of students for the purposes of sending content, running reports, or monitoring students, please follow these steps. Creating groups is not mandatory for sending content, running reports, or monitoring students, but it can make sorting and filtering students easier. All staff members at the school see all students unless groups are created.

1) Go to Students > Manage Students.

2) Select User Groups along the top.

3) You will then see a list of all groups you have created. Click Add New Group to create a group.

4) Give your group a name (description is optional); it is recommended to put the teacher’s name and school year in the group so that it can be differentiated across the school and across years.

5) To add students, go back to Active toward the top.

6) A list of all students at the school will appear. This list can be sorted and filtered by name or grade using the magnifying glass by the grade and name columns. (For example, click the magnifying glass by the grade column and enter “7” to see only 7th grade students.)

7) Put a check box next to students you want to add to a group. Toward the top, you will see a dropdown of all groups; then select the group. Once you have the group selected, click the plus sign to add those students to the group.