

6.4.1: View, Add & Remove Students from Groups

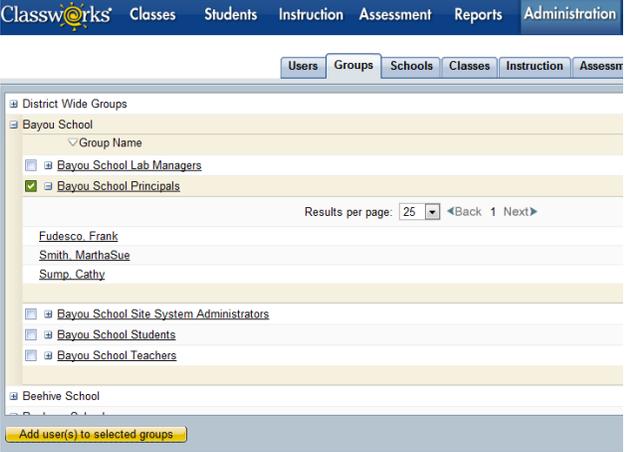
Overview

These procedures are used when you need to:

- View group members
- Add one or multiple users to a group
- Move students to another school group

Note: The procedures above can only be performed by District or Site Managers.

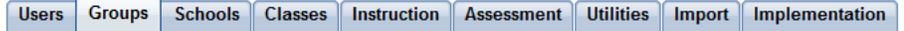
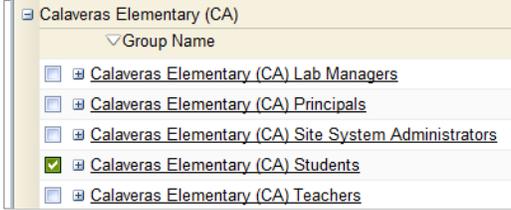
View Group Members

Step	Action
1	From the Administration Tab ,  click on the Groups Sub Tab . 
2	Click the + next to the group type (school name, custom, district, etc.) to expand.
3	To view the users in the group, click the + next to the group name. 

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6.4.1: View, Add & Remove Students from Groups, continued

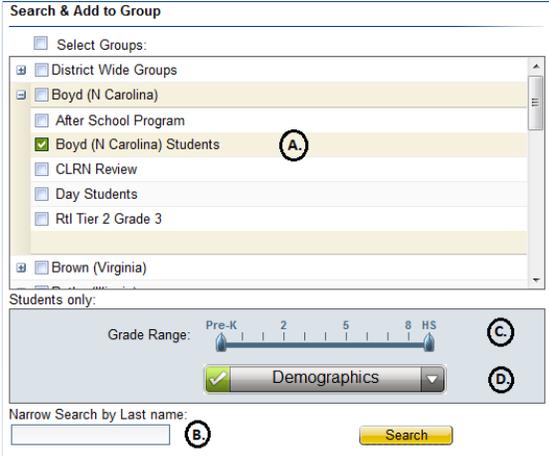
Add Users to a Group: Group Sub Tab Follow these directions to move students to another group.

Step	Action
1	From the Administration Tab ,  click on the Groups Sub Tab . 
2	Expand the school where you wish to move the student(s) by clicking on the +.
3	Place a check beside the new user group where you want the student(s) to be moved. 
4	Click the Add User(s) to Selected Groups button. 

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6.4.1: View, Add & Remove Students from Groups, continued

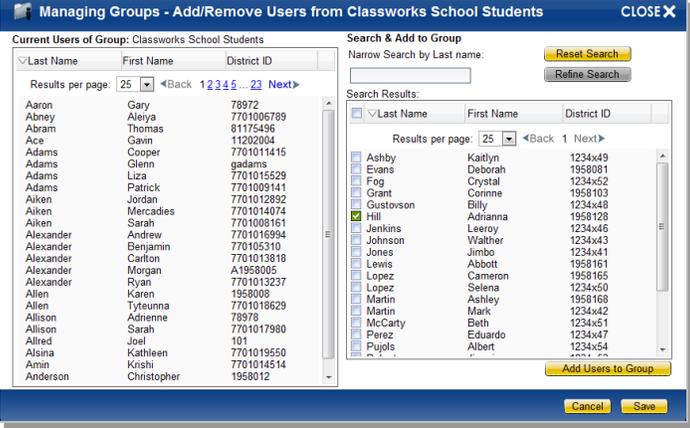
Add Users to a Group: Group Sub Tab - continued

Step	Action
5	<p>The left hand side of the screen contains a list of users that currently belong to the selected group. On the right hand side of the screen, search for the user(s) you wish to add to the group:</p> <p>A) Place a check beside the group the user currently belongs to. (Note: If the user does not currently belong to a group, select “District Wide Groups”)</p> <p>B) (Optional) If you know the name of the specific user, type the last name into the Narrow Search by Last Name box.</p> <p>C) (Optional) Filter by grade level by using the sliders on the Grade Range.</p> <p>D) (Optional) Filter further by demographics by using the Demographics drop down menu. Place a check beside the appropriate demographic the user belongs to.</p> 
6	<p>Click Search. </p>

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6.4.1: View, Add & Remove Students from Groups, continued

Add Users to a Group: Group Sub Tab - continued

Step	Action
7	<p>Check the box next to student(s) name(s) that you wish to move to the new school group.</p> <p>(Optional: Further refine the search by typing the student's last name into the search box at the top of the screen, and then click the Refine Search button).</p> 
8	<p>Click the Add Users to Group button. Add Users to Group</p> <p>The student(s) name will now appear in the list on the left hand side of the screen.</p> <p>Note: If you need to remove the student from the group, hover your mouse over the student's name on the left hand side. Click the blue remove icon ().</p>
9	<p>Click Save. Save</p>