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 Administ	ration Tab,	
		Classwørks Class	es Students Instruction Assessment Reports Administration	
		click on the Groups Users Groups Schools	Sub Tab. Classes Instruction Assessment Utilities Import Implementation	
	2	Click the + next to the group type (school name, custom, district, etc.) to expand.		
	3	To view the users	Classwörks Classes Students Instruction Assessment Reports Administration	
		in the group, click	Users Groups Schools Classes Instruction Assessm	
		the + next to the	B District Wide Groups	
		group name.	∃ Bayou School √Group Name	
			Bayou School Lab Managers	
			Bayou School Principals Results per page: 25 ▼ ≪Back 1 Next>	
			Eudesco, Frank	
			Smith. MarthaSue Sump. Cathy	
			Bayou School Site System Administratore	
			Bayou School Teachers	
			Beehive School	
			Add user(s) to selected groups	
		*		

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

Sub Tab	Ston	Action
Group: Group		
Add Users to a	Follow th	ese directions to move students to another group.

Step	Action							
1	From the Administration Tab ,							
	Classworks Classes Students Instruction Assessment Reports Administration							
	click on the Groups Sub Tab . Users Groups Schools Classes Instruction Assessment Utilities Import Implementation							
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.							
	 Globp Name Glaveras Elementary (CA) Lab Managers Glaveras Elementary (CA) Principals Calaveras Elementary (CA) Site System Administrators Calaveras Elementary (CA) Students Calaveras Elementary (CA) Teachers 							
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	Step	Action		
Group: Group Sub Tab - continued	5	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:		
		 A) Place a check beside the group the user currently belongs to. (<i>Note</i>: If the user does not currently belong to a group, select "District Wide Groups") 		
		 B) (Optional) If you know the name of the specific user, type the last name into the Narrow Search by Last Name box. C) (Optional) Filter by grade level by using the sliders on the Grade Range. D) (Optional) Filter further by demographics by using the Demographics drop down menu. Place a check beside the appropriate demographic the user belongs to. 		
		Select Groups:		
		Boyd (N Carolina)		
		After School Program		
		Boyd (N Carolina) Students A. CLRN Review		
		Day Students		
		Rtl Tier 2 Grade 3		
		Brown (Virginia)		
		Students only:		
		Demographics Demographics		
		Narrow Search by Last name: Search Search		
	6	Click Search. Search		

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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	Check the box next to student(s) name(s) that you wish to move to the new school group. (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).			
		Managing Groups - Add/Remove Users from Classworks School Students CIOSEX			
		Current Users of Group: Classworks School Students Search & Add to Group			
		Refine Search			
		Results per page: 25 ■ ≪ Back 12,24,5 22 Mext + Asron Gary 770106789 Ace Gavin 11202004 Adams Coper 770105789 Adams Coper 770101579 <td< th=""></td<>			
	8	Click the Add Users to Group button. Add Users to Group			
		The student(s) name will now appear in the list on the left hand side of the screen. <i>Note</i> : 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 ().			
	9	Click Save. Save			