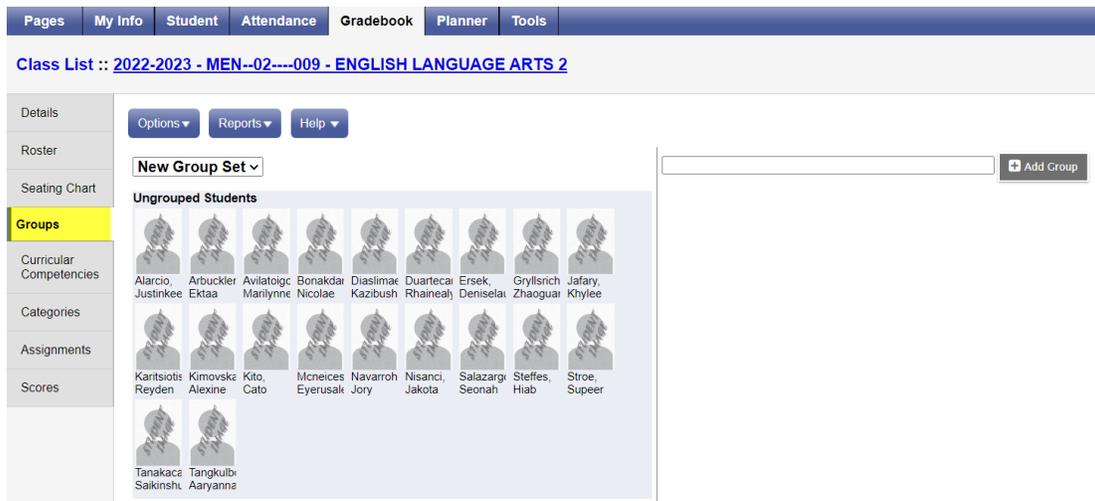


Create a Group from a Class Roster (For Teachers)

It is possible to create group sets for a class, and groups within each group set, from a class roster. This function may be handy for displaying smaller groups of students on the Scores page, making it easier to enter comments and/or scores for them.

For example, you might like to create a **Reading** group set within your English Language Arts class. Within the **Reading** group set, you can create groups such as **Greens** (advanced readers), **Blues** (growing readers), and **Reds** (readers who need extra help).

Staff View > Gradebook top tab > Select the class > Groups side tab



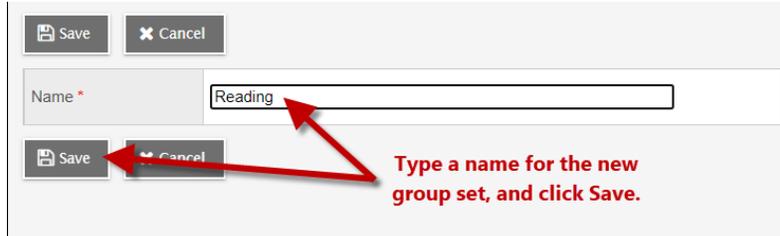
The screenshot shows the Gradebook interface for the class "2022-2023 - MEN--02----009 - ENGLISH LANGUAGE ARTS 2". The "Groups" side tab is selected. The main content area displays a grid of student avatars with names. The "Options" menu is open, showing "Add..." as the first option. A red arrow points from the "Add..." option to the "Add Group" button on the right side of the interface.

To create a new group set, select Options > Add.



This screenshot is similar to the previous one, but the "Options" menu is open, and the "Add..." option is highlighted. A red arrow points from the "Add..." option to the "Add Group" button. A red text annotation reads: "To create a new group set, select Options > Add."

Type a name for the new group set (i.e. **Reading**), and click Save.



Save Cancel

Name * Reading

Save Cancel

Type a name for the new group set, and click Save.

Groups are added on the right side of the page. Enter the name of the group (i.e. **Greens**) and click the Add Group button.



Pages My Info Student Attendance Gradebook Planner Tools

Class List :: 2022-2023 - MEN--02----009 - ENGLISH LANGUAGE ARTS 2

Details Options Reports Help

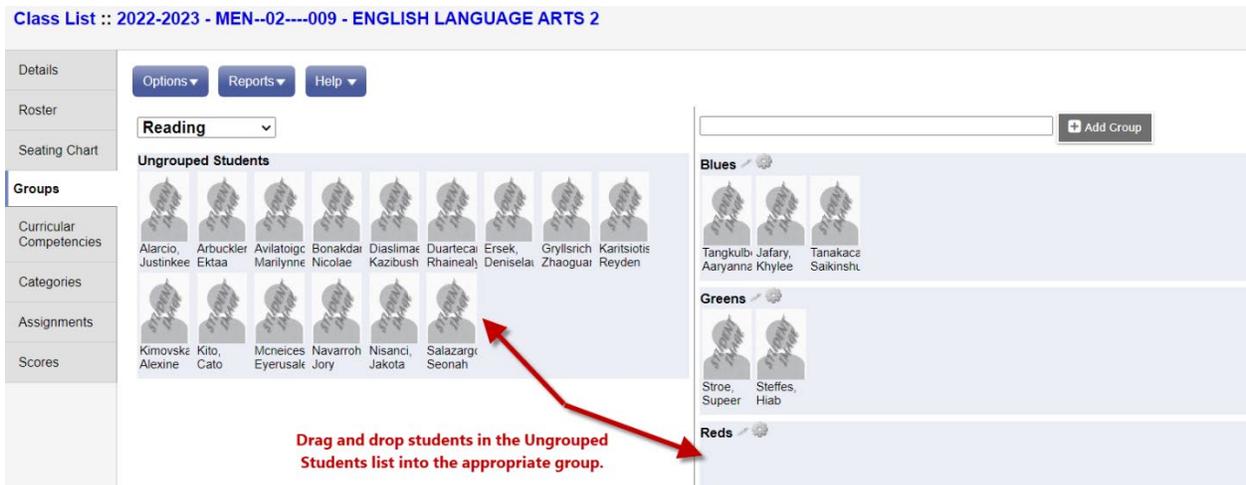
Roster Reading

Seating Chart

Enter the name of the group and click the Add Group button.

Greens Add Group

Continue creating groups and then drag and drop the students from the **Ungrouped Students** list on the left into the appropriate group on the right.



Class List :: 2022-2023 - MEN--02----009 - ENGLISH LANGUAGE ARTS 2

Details Options Reports Help

Roster Reading

Seating Chart

Groups

Curricular Competencies

Categories

Assignments

Scores

Ungrouped Students

Alarcio, Justinkee Arbuckler, Ektaa Avilatoigc, Marilynne Bonakdar, Nicolae Diaslimae, Kazibush Duarteai, Rhaineal Ersek, Deniselai Gryllsrich, Zhaoguar Karitsiotis, Reyden

Kimovskz, Alexine Kito, Cato Mcneices, Eyerusal Navarroh, Jory Nisanci, Jakota Salazargr, Seonah

Blues

Tangkulb, Jafary, Tanakaca Aaryanne, Khylee Saikinsh.

Greens

Stroe, Steffes, Supeer, Hiab

Reds

Drag and drop students in the Ungrouped Students list into the appropriate group.

Click the pencil icon to edit the group name, or the red "X" in the upper right corner to delete the group, if necessary.



Staff View > Gradebook top tab > Select the class > Scores side tab

To view the students and enter scores, navigate to the Scores page of the course section (class). At the **Students** drop-down, select either a group set or a single group. The Scores page will only display the students in the selected group set or group. Proceed with entering comments and/or scores for the selected set of students.

Pages My Info Student Attendance **Gradebook** Planner Tools

Class List :: 2022-2023 - MEN--02----009 - ENGLISH LANGUAGE ARTS 2 

At the Students drop-down, select either a group set or a single group. The Scores page will only display the students in the selected group set or group.

Students	Post Columns - Term	Term	Display	Status	Class
All		Term	Grade	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MEN-0
Reading					
Reds	YOG	Term Grade	Com		
Blues					
Greens					
Avilatoigo, Marilynne	2034				
Ersek, Deniselauraen 	2034				
Kito, Cato 	2034				
Mcneiceserginson, Eyerusalem	2034				
Navarrohe, Jory 	2034				
Salazargonzalez, Seonah	2034				
Average score					

Details Roster Seating Chart Groups Curricular Competencies Categories Assignments **Scores** Student Assignment