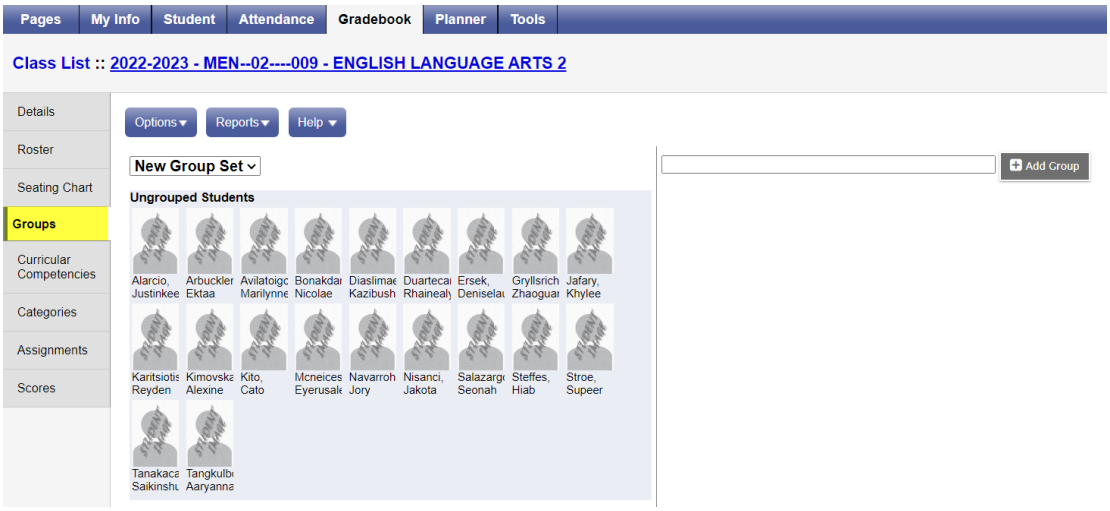
Create a Group from a Class Roster (For Teachers)

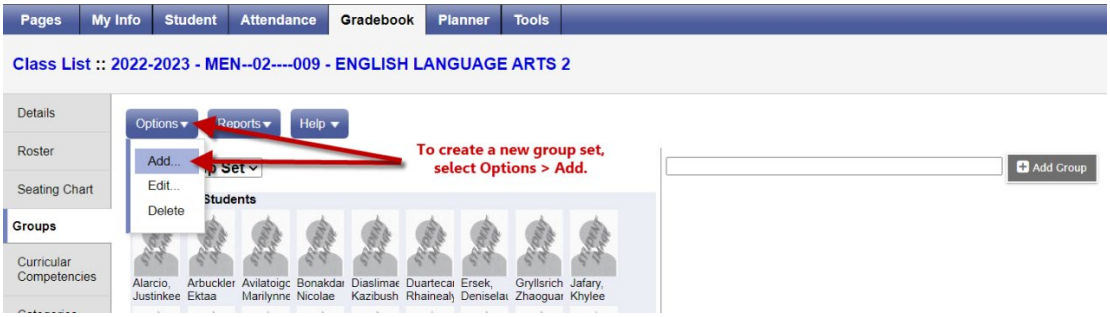
It is possible to create group sets for a class, and groups within each group set, from a class roster. This function may be handy for displaying smaller groups of students on the Scores page, making it easer to enter comments and/or scores for them.

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).

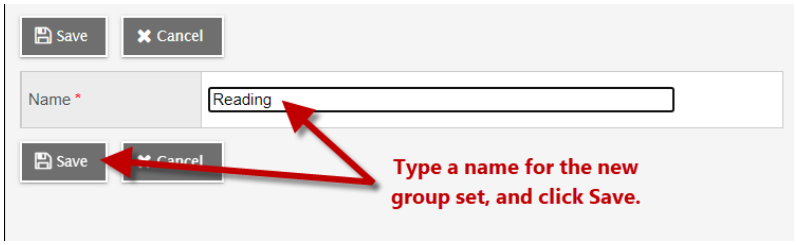
Staff View > Gradebook top tab > Select the class > Groups side tab



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

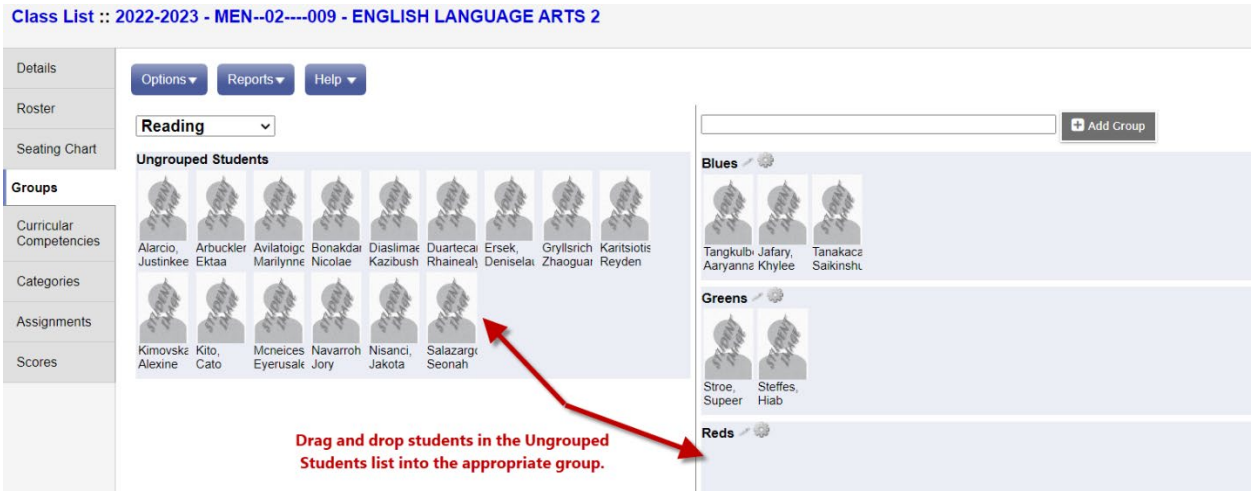


Type a name for the new group set (i.e. **Reading**), and click Save.

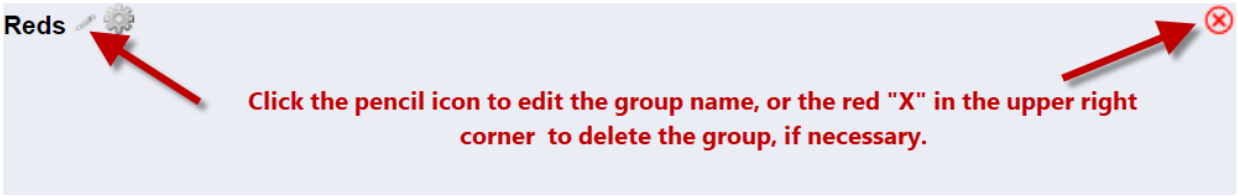


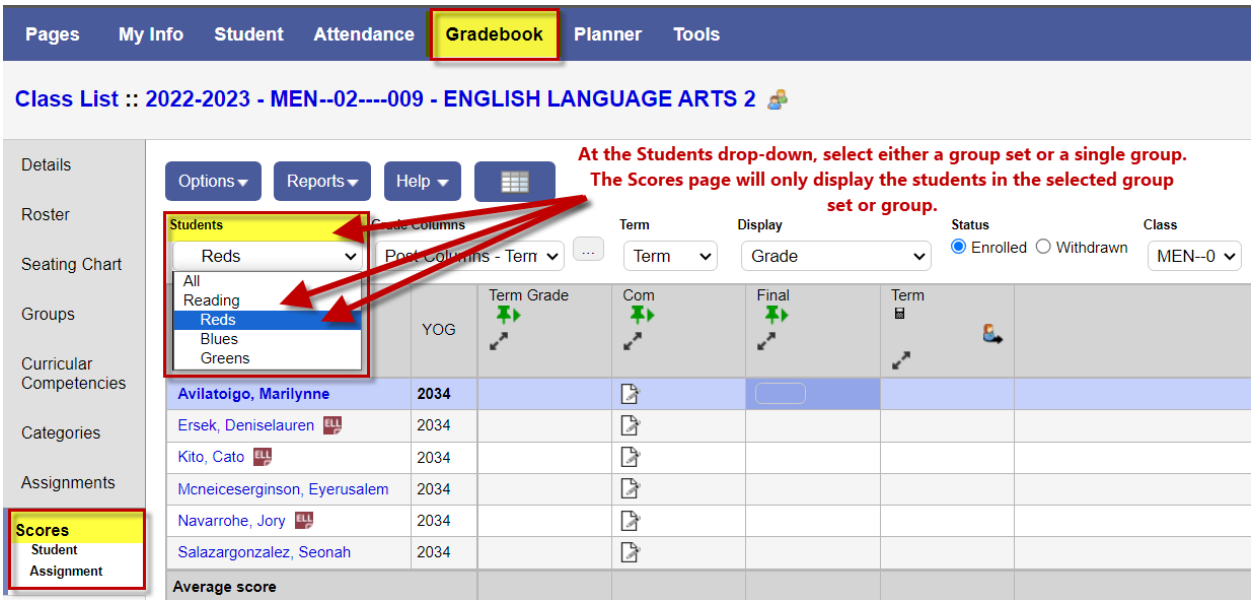
Groups are added on the right side of the page. Enter the name of the group (i.e. **Greens**) and click the Add Group button.

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.



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.