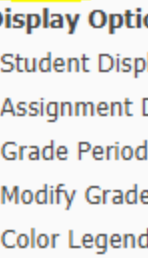


Creating Student Groups in your Gradebook

This is designed so that you can organize groups of students within a class who may be working on completely different projects/curriculum. Assignments can then be added separately by groups OR for the entire class.

Choose the class where you are wanting to separate students into groups. Hover over the **Display Options** tab and select **Student Groups**:



Display Options ▾ Quick Scoring

- Display Options**
- Student Display
- Assignment Display
- Grade Period Display
- Modify Gradesheet Sequence
- Color Legend
- Tools**
- Teacher's Log
- Drop Lowest Score
- Advanced Drop Lowest Score
- Restore Deleted Assignments
- Student Groups**
- View Backups
- Assignment Completion

Create a name for Group 1 (**3rd Grade**). Once your first group is named, **all** students will be assigned to Group 1. Next, create a name for Group 2 (**4th Grade**). Once you have 2 groups named you can check the buttons next to the students you want to move to Group 2. Click **SAVE** when you are finished naming groups and assigning students to the correct groups.

[illegible]

Once your groups have been created you'll be able to change your gradebook view to see one group at a time by selecting it from the drop down menu. OR you can **Show All Groups** (Place a checkmark in the box):

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾

Student Group: (☐ Show all groups)

2 - 4th Grade ▾

1 - 3rd Grade

2 - 4th Grade

Class Grade

FNL ▾

Sort By %

		Class Grade
1		A 96.55%
2		B- 81.30%
3	+	A 99.35%
4		A- 91.96%
5		C 74.10%
6	NEW	A- 91.18%

Adding Assignments for Groups

Adding assignments for this class will now give you the option to create one for a group OR for the entire class...

The group that is selected will be the group that the gradebook assumes you are adding an assignment for. Hover over the **Assignments** tab and select **Add Assignment**. Continue adding your assignment as normal on the Assignment Maintenance screen.

Below is a Spelling Test that I have added for my 4th graders. If this was an assignment that was required for ALL student groups in my gradebook then I would check the box next to **Apply to All Student Groups**.

Assignment Maintenance

Add Assignment

Category: ASGN - Assignments ▾ ☐ Apply to All Student Groups

Description: Spelling Test

Detailed Description: 4th grade spelling test

Assignment Group:

Entered Date: Thu, Mar 29 2018

Assign Date: Apr 02 2018 Mon, Apr 2 2018

Proposed Due Date: Apr 02 2018 Mon, Apr 2 2018

Actual Due Date: Apr 01 2018

Max Score: 100

Weight Multiplier: 1.00

☒ Post to Family Access

☒ Post to Student Access