

Teacher's Guide

How to create groups within a class

This guide is designed to help teachers understand how to split students into groups within a class.

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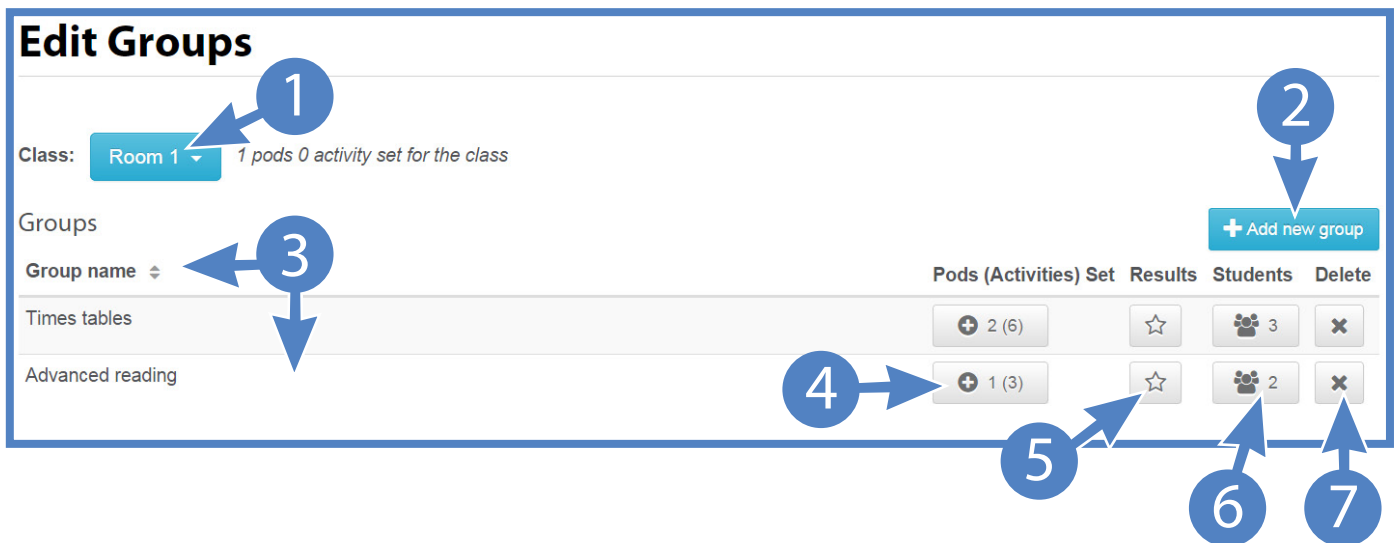
Understanding groups: What are groups?

The **Groups** tool allow you to assign different work to different groups of students within a class. You have the ability to split your students into groups based on their ability. As an example you could split your students into groups like “Advanced Reading” or “Remedial Numeracy”. Each student can be placed in several groups.

To add **Groups** to a class, you will need to go to the 'Edit Groups' page. Click on 'Menu'  and then click on the link 'Edit Groups'.

Edit Groups section

In the 'Edit Groups' section, you can see I have selected the class 'Room 1' and have already created two groups within this class.



The screenshot shows the 'Edit Groups' interface. At the top left, there is a 'Class:' dropdown menu set to 'Room 1' (callout 1). Below it, a 'Groups' section lists two groups: 'Times tables' and 'Advanced reading'. Each group has a 'Group name' field (callout 3), a 'Pods (Activities) Set' button (callout 4), a 'Results' column with a star icon (callout 5), a 'Students' column with a group icon and a number (callout 6), and a 'Delete' button with an 'x' icon (callout 7). A '+ Add new group' button is located at the top right (callout 2).

The 'Edit Groups' section consists of the following areas:

1. **Class** - Click on the drop-down box to select which class you would like to view
2. **Add new group** - Click on this button to add a new group to a class
3. **Group name** - Displays a list of the groups that you have created in a class
4. **Pods (Activities) Set** - Click on this button to view and edit how many Pods (activities) are set for each group
5. **Results** - Displays the results of the tasks completed by your students
6. **Students** - View/edit how many students are in the groups
7. **Delete** - Allows you to delete a group



Understanding groups: What are groups? - continued

Students section

The 'Students' section consists of the following areas:

1. 'Student'- Displays a list of the students that are in the class you selected
2. 'Group' - Displays the group each student is listed in
3. 'Pods (activities) Set' - Displays how many Pods (activities) are set for each student
4. 'Percentage of activities completed' - Displays how many activities each student has completed

Students	Student	Group	Pods (activities) set	Percentage of activities completed
	Harry Blue	Advanced reading	1 (3)	<div style="width: 33%; background-color: #00AEEF; border: 1px solid #ccc;"></div> 1 of 3
	John Anon	Advanced reading	1 (3)	<div style="width: 0%; background-color: #00AEEF; border: 1px solid #ccc;"></div> 0 of 3
	Mary Smith	Times tables	2 (6)	<div style="width: 33%; background-color: #00AEEF; border: 1px solid #ccc;"></div> 2 of 6
	Peter Brown	Times tables	2 (6)	<div style="width: 33%; background-color: #00AEEF; border: 1px solid #ccc;"></div> 1 of 6
	Susan Hunt	Times tables	2 (6)	<div style="width: 0%; background-color: #00AEEF; border: 1px solid #ccc;"></div> 0 of 6

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How to create Groups within a class

1. Click on the 'Menu' button at the top of the page.

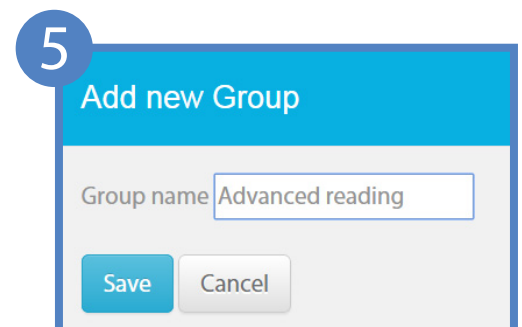
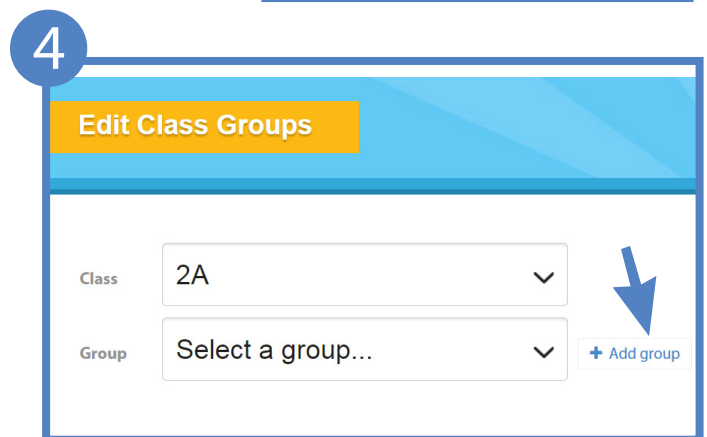
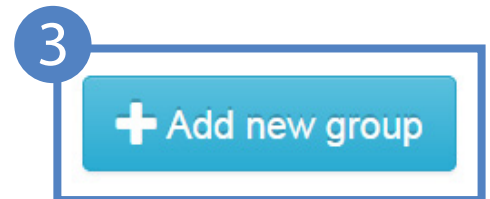
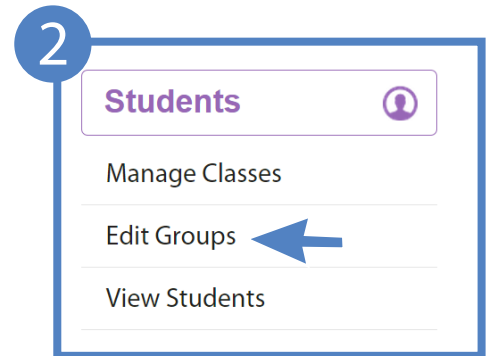
2. Click on the 'Edit Groups' link.

3. In the 'Groups' section, click on the blue button 'Add new group' to create a new group.

4. A pop-up box will appear. Select the class you want to add the group to. Then click on 'Add group' to create a new group.

5. Create a name for your new group and click on 'Save'.

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How to create Groups within a class - continued

6. Select the students you would like to add to the new group. Click on 'Save Changes'. Click on the X to close window.

7. In the 'Groups' section you will see your new group has been created

8. If you would like to set some Pods (activities) for the new group you have created, click on the 'Pods (Activities) Set' icon button. Please refer to our Pod's Guide to understand how to set Pods for classes and groups.

9. You will notice other buttons in the 'Groups' section:

- **Results:** Allows you to view your students' results
- **Students:** View/edit the students listed in the group
- **Delete:** Delete the group created

