

Creating Groups in CMS

Why Create Groups?

You'll want to create groups in order to easily see which students need differentiation or extra help and/or to have easy access to all of the Individual Student Profiles of these kids. *IN THE FUTURE...we look forward to running reports on the groups you create. SchoolNet is working towards this, but there is currently no ETA.*

1. Go to **Align > Analyze Sections > choose Section**
2. Click the **Student List Tab**
3. Checkmark any student you want to place in your Group.
4. Click the drop-down menu where it says **Add to Group**
5. Choose **New Group > click Go**
 - a. Verify the # of students you are adding to your group - *shown in red*
 - b. Type an appropriate **Group Name**
 - c. Select an appropriate **Category**
 - d. Click **Save**
6. To add students from other classes to this Group, do the following:
 - a. Open your next course/section > click the **Student List Tab**
 - b. Checkmark any other students you wish to add to your Group.
 - c. Click the drop-down menu where it says **Add to Group**
 - d. Select your Group > click **Go**
 - i. Verify the # of students you are adding to this group - *located just underneath the View By radio buttons.*
 - ii. Click **Save**
 - e. Repeat Steps 1-9 above for each of your class sections – until all of your students in all of your classes have been put into the TAKS Failures group.

2 Ways to Check Your Groups

1. First Way:

From the **Align Tab > choose Student Groups**
You'll see all of your groups and the students you have placed in them.
2. Second Way:
 - a. Go to **Align > Analyze Sections > choose Section**
 - b. Click the **Student List Tab**
 - c. Choose to **View By > Student Groups**