

# AT Quick Guide

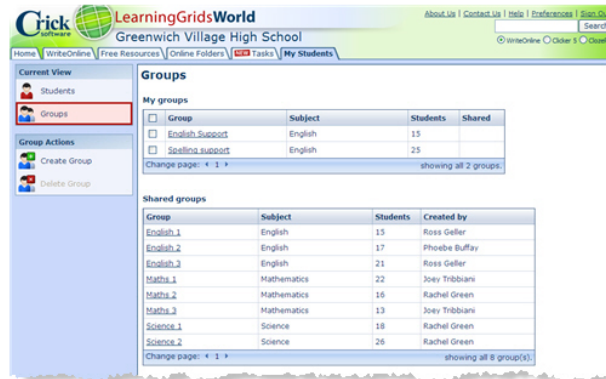


## Managing Groups

### Groups

To manage your groups, open the **My Students** tab and then select **Groups** from the sidebar.

**Note:** The My Students tab might have a different name depending on your site settings.



Putting your students into groups makes it easy for you to assign [tasks](#) to particular groups of students without having to select each student individually. Students can be in as many groups as you like, and you can move students in and out of groups at any time. Groups can be personal to you, or shared with the other teachers in your school.

Click on a group name to view or edit the group. Click on a column heading to sort by that column.

### My groups

All groups that you have created are shown here. The **Shared** column shows which groups are shared with the other teachers in your school.

### Shared groups

All shared groups on your site are shown here, both those created by you and other teachers. The **Created by** column shows which teacher created the group.

### Creating a new group

To create a new group:

1. In the sidebar, select **Create Group**
2. Enter a **Name** for the group
3. If appropriate, add **Notes** and/or a **Subject** for the group
4. To share the group with the other teachers in your school, select **Allow other teachers to use this group**
5. Add students to the group by moving them into the Students in this group box.
6. Click **Save**

**Note:** If you choose to share the group with other teachers, those teachers will be able to edit the students in your group. They will not be able to edit the other details.

### **Adding students to groups**

To add students to a group:

1. Check the box next to each student you want to add to the group
2. In the sidebar, select **Add to Group**
3. Choose the group from the drop down menu and then click **Add to Group**

**OR**

4. Click **Create New Group**, complete the details for the new group, and then click **Create**
  - Search for students by name, class or year group by typing into the box and then clicking the magnifying glass
  - Check the box next to each student that you want to add to the group
  - Click on the **move left** arrow to add the selected students to the group
  - Use the **move right** arrow to remove selected students from the group

### **Editing a group**

To edit a group:

1. Click on the name of the group you want to edit
2. Edit the details as appropriate (see *Creating a new group* above for more information)
3. Click **Save**

**Note:** If you are editing a shared group that you didn't create yourself you can only edit the students in the group (unless you are the Site Manager).

### **Deleting a group**

To delete a group:

1. Select group(s) by checking the box to the left of the group
2. In the sidebar, select **Delete Group**
3. Click **OK**

**Note:** You can only delete groups that you have created yourself (unless you are the Site Manager).

*Adapted from Learning Grids WriteOnLine User Guide <http://www.learninggrids.com/tms/WriteOnlinePage.aspx>*