

## Indigo Dashboard Tutorial

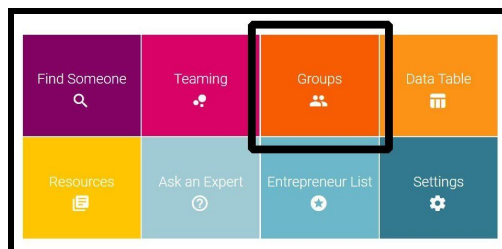
# Groups

Groups can be created in the dashboard for classes, clubs, or other sets of students. Once a group is created, it can be used in other parts of the dashboard such as Teaming.

Video tutorial for Groups: <https://vimeo.com/360887069>

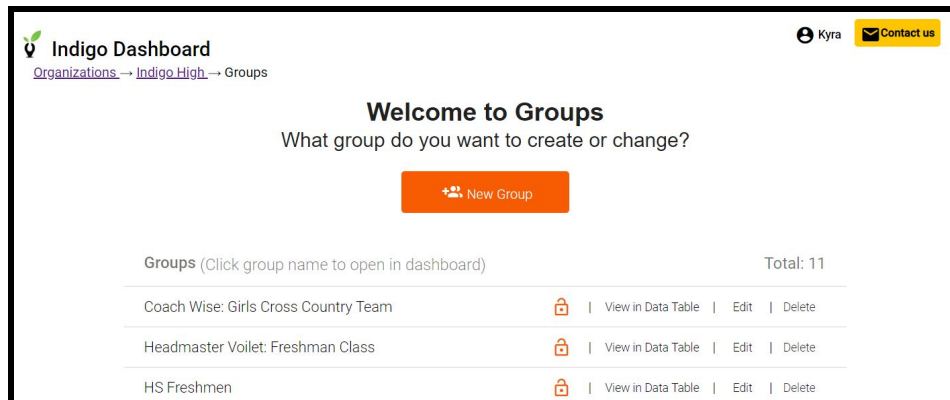
### Create a New Group

Log into the dashboard and click the **Groups** tile to open.



You will see a list of any groups already created in the dashboard.

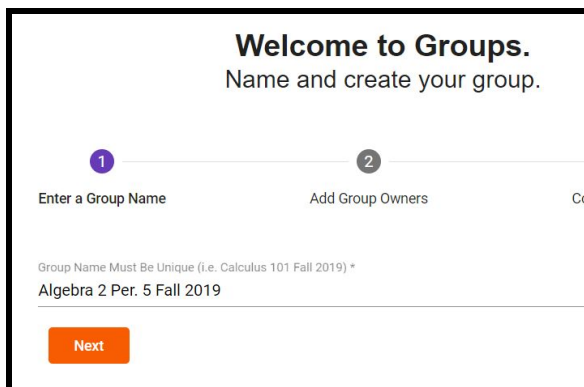
To create a new group, click the **New Group** button at the top of the page.



Then enter the **Group Name**.

The **Group Name** needs to be unique. The **Group Name** can include information such as class name, period, section, or other identifying information. For example: “Smith Freshmen English Period 1” ; “ENG235 Tues/Thurs” ; “Swimming Club”

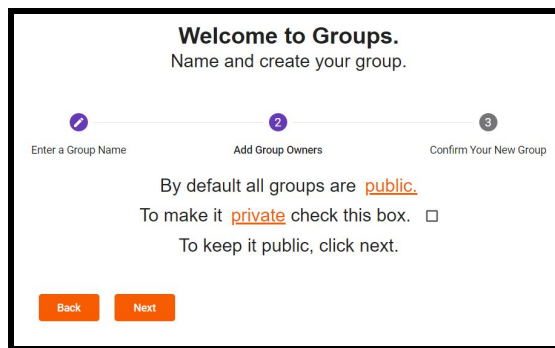
Click **Next**.



Next, decide if the group should be **Public** or **Private**.

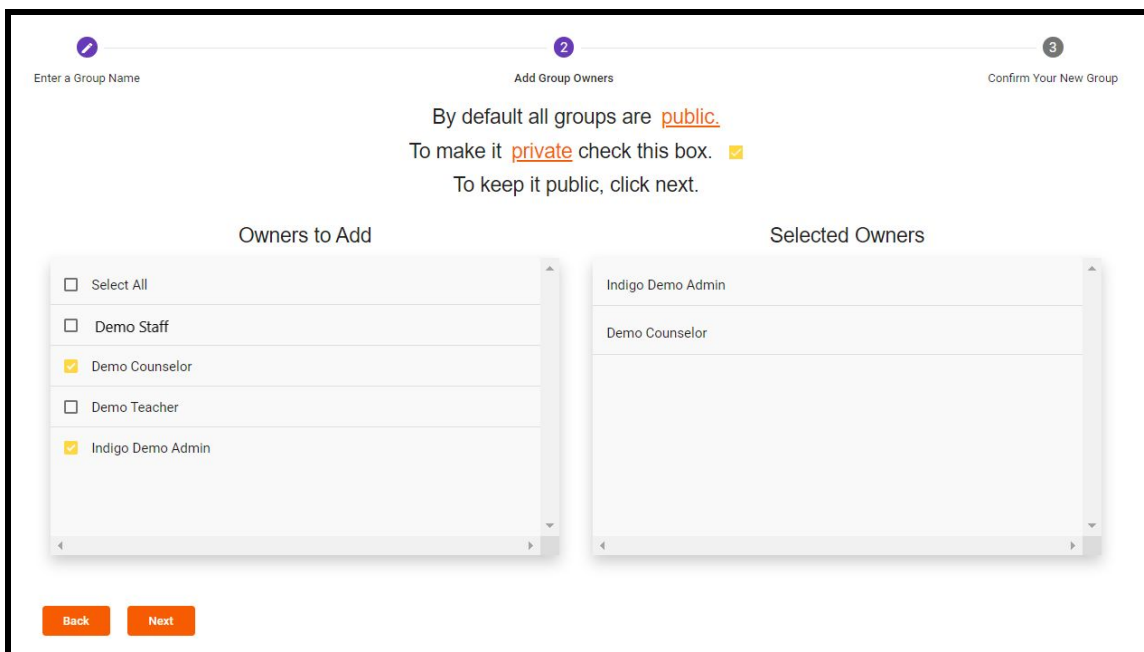
If the group is **Public**, all dashboard users will be able to see, use, and edit the group. To create a public group, just click **Next**.

If the group is **Private**, only you and the users you select will be able to see and edit the group. To make the group private, check the box.



## Private Group Set-Up

If you are creating a public group, skip this section and go to the next page.



When you check the private box, you will be given the option to add group **Owners**. Only group owners can see the group you create.

A list of all dashboard users is displayed on the left. Check the boxes next to the names of every person who should be able to see the group, and they will appear on the list of group owners on the right. As the creator of the group, you are automatically added as an owner. To remove an owner, uncheck the box in the left list.

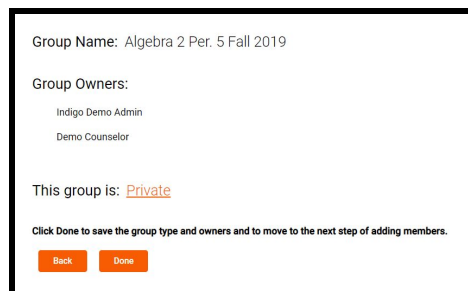
When you are finished adding owners, click **Next**.

## Add Students / Group Members

Confirm group details in the next screen:

1. Group Name
2. Group Owners
3. Public or Private

Then click **Done** to add group members.



Group Name: Algebra 2 Per. 5 Fall 2019

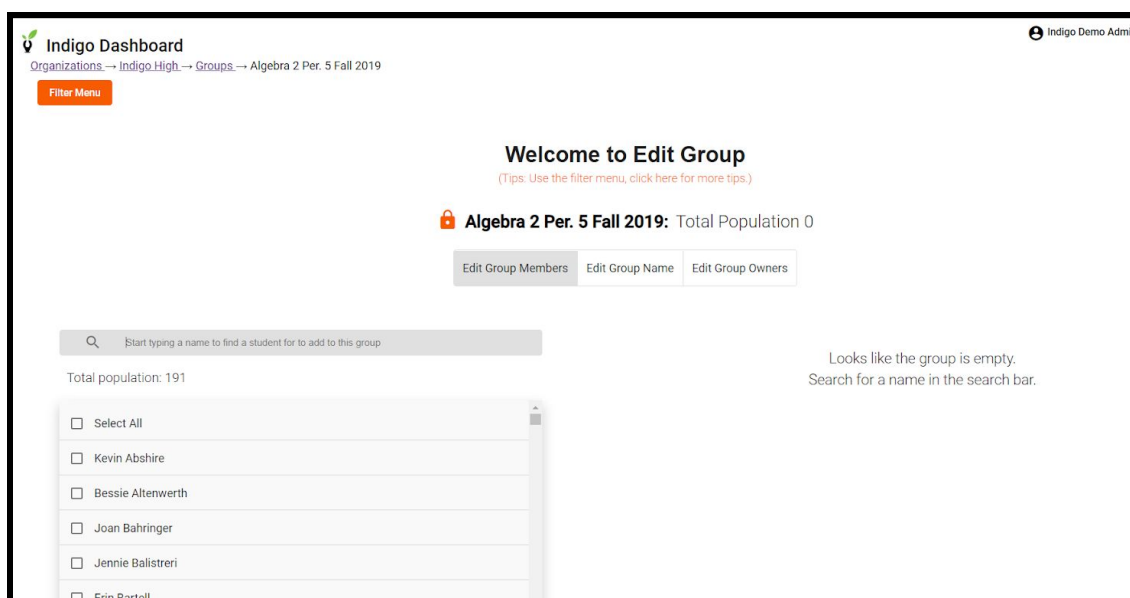
Group Owners:  
Indigo Demo Admin  
Demo Counselor

This group is: **Private**

Click Done to save the group type and owners and to move to the next step of adding members.

Back Done

On the next screen you will select the students to add to the group. Once you add a student to the group, they are automatically saved to the group.



Indigo Dashboard  
Organizations → Indigo\_High → Groups → Algebra 2 Per. 5 Fall 2019

Filter Menu

Welcome to Edit Group  
(Tips: Use the filter menu, click here for more tips.)

Algebra 2 Per. 5 Fall 2019: Total Population 0

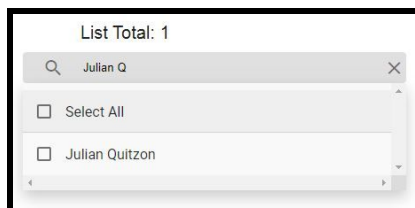
Edit Group Members Edit Group Name Edit Group Owners

Start typing a name to find a student for to add to this group

Total population: 191

Looks like the group is empty.  
Search for a name in the search bar.

Select All  
Kevin Abshire  
Bessie Altenwerth  
Joan Bahringer  
Jennie Balistreri  
Erin Bartell



List Total: 1

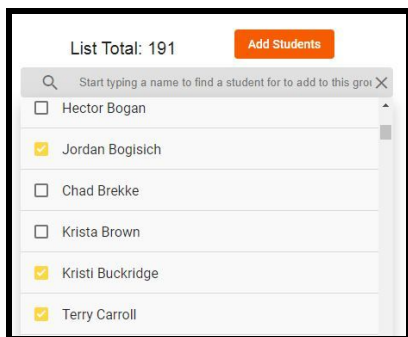
Julian Q

Select All  
Julian Quitzon

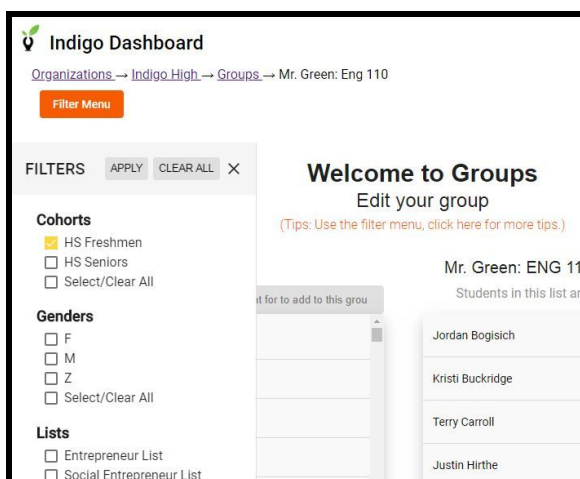
The list on the left has all students who can be grouped.

You can search for a specific student by typing their name into the search box.

Or, scroll through the list and select multiple students at once.



When you have selected one or more students by clicking the checkbox next to their name, click the **Add Students** button above the list. These student names will be added to the group list on the right. Continue until the group is complete.

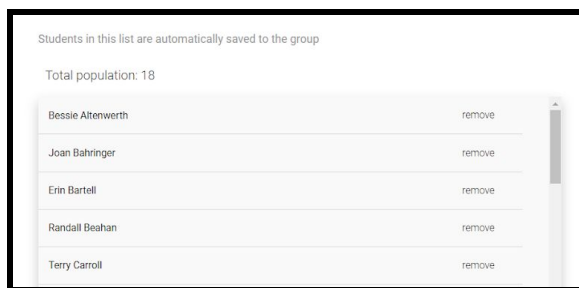


You can narrow down the visible students by using the **Filter Menu** button on the top left. Through the **Filter Menu** you can narrow the students by options such as gender and other groups.

Select the desired categories and click **Apply**. Close the **Filter Menu** to see the updated student list.

The list on the right shows all the students who have been added to the group.

You can remove students from the group by clicking **Remove** next to their name.



The group is automatically saved. After adding students, you can navigate away to other parts of the dashboard. You will see the group in the **Groups** tile, the **Teaming** tile, and the **Filter Menu** in the **Data Table**.

## View or Edit Existing Groups

To view or edit existing groups, open the **Groups** tile.

**Welcome to Groups**  
What group do you want to create or change?

[+ New Group](#)

Groups (Click group name to open in dashboard) Total: 12

Algebra 2 Per. 5 Fall 2019		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Coach Wise: Girls Cross Country Team		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Headmaster Voilet: Freshman Class		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
HS Freshmen		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
HS Seniors		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Mrs. Smith - Period 1 - English		<a href="#">View in Data Table</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Click on a group name to see the students in that group in the data table. Or, click **View in Data Table** on the right. You will see the name of the group selected above the data table. You can also apply additional features using the **Filter Menu**.

**Indigo Dashboard**  
Organizations → Indigo High → Data Table

**Welcome to the Data Table**  
Apply filters, sort columns, or click on a name to learn more.

Filter Menu: **Algebra 2 Per. 5 Fall 2019**

Manage Groups | Load New Reports

Last Name	First Name	Gender	Report Date	D	I	S	C	The	Uti
Altenwerth	Bessie	F	10/17/18	15	94	84	24	4.3	2.2
Bahringer	Joan	F	10/23/18	16	78	86	38	7.0	4.0
Bartell	Erin	F	10/17/18	8	64	86	71	6.5	2.8
Beahan	Randall	M	10/17/18	24	54	86	58	4.8	1.2
Carroll	Terry	F	10/17/18	67	54	38	48	9.8	4.2
Cruickshank	Frederick	M	10/17/18	28	54	77	61	8.7	2.3
Dietrich	Antonio	M	1/30/19	18	28	74	92	9.3	6.0
Donnelly	Penny	F	10/23/18	17	84	92	22	0.7	4.8

You can delete a group by clicking **Delete**. If you do this, you will be asked to confirm the group should be deleted, because deletion of a group cannot be reversed.

**Delete Group**  
Are you sure you want to permanently delete **Algebra 2 Per. 5 Fall 2019** from the dashboard?  
\* This will remove the group and cannot be undone

[Cancel](#) [Delete](#)

You can edit the group by clicking **Edit** to the right of the group name. When you click **Edit**, you will be taken to the student selection screen where you can add or remove students, change the group name, and alter the group's privacy settings and owners.

Groups (Click group name to open in dashboard) Total: 12

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