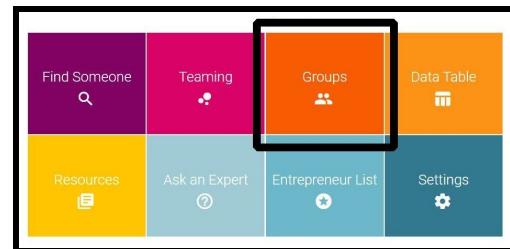*Indigo Dashboard Tutorial*

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.

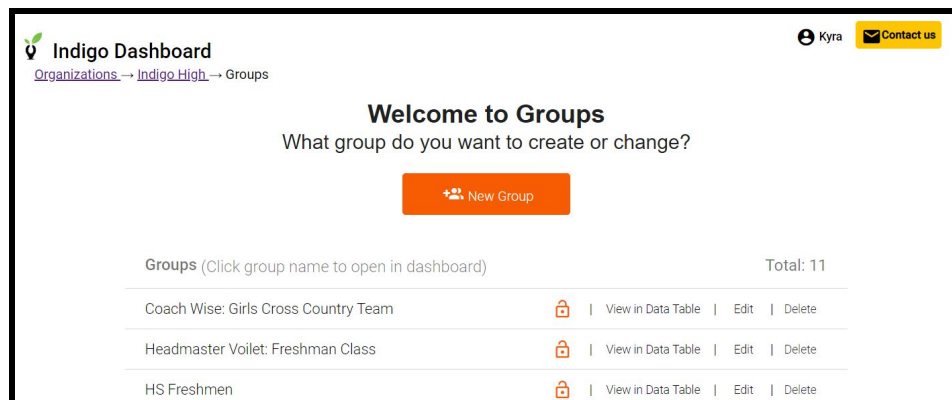Video tutorial for Groups: https://vimeo.com/360887069

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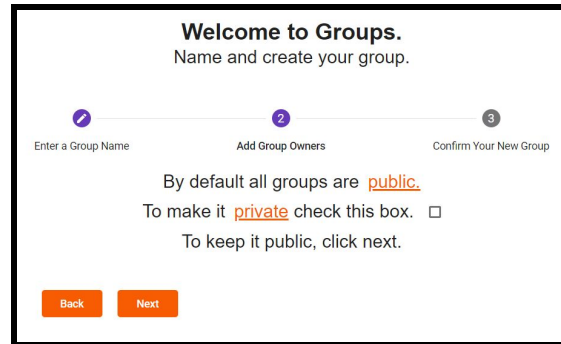
Click **Next**.
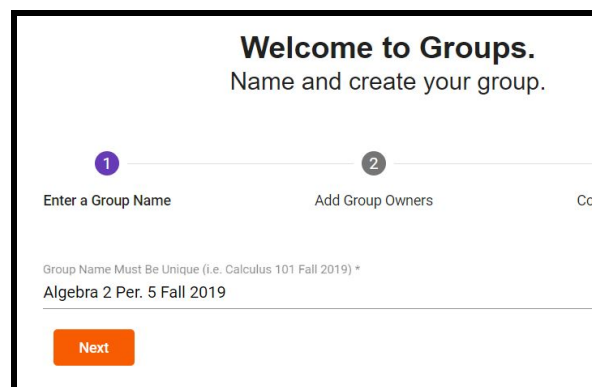
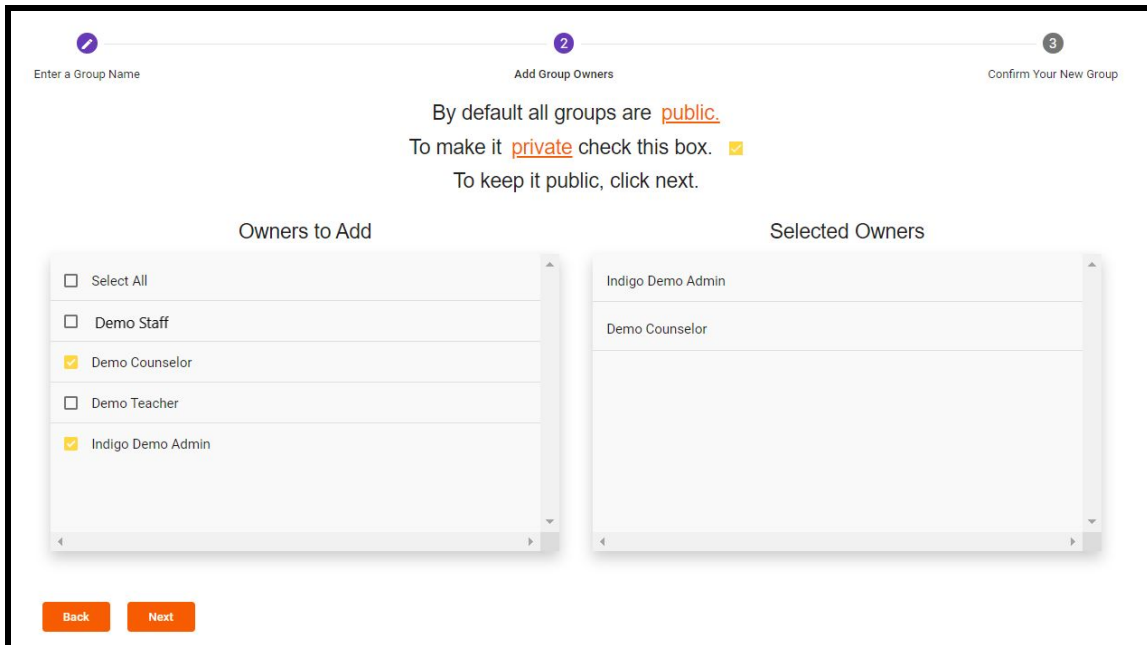Next, decide if the group should be **Public** or **Private**.

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**   ⊖ Indigo Demo Admin
>
> 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   ✕
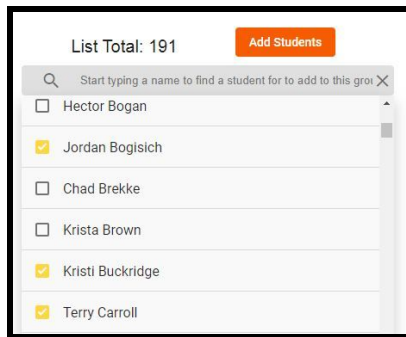>
> ☐ Select All
> ☐ Julian Quitzon

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.
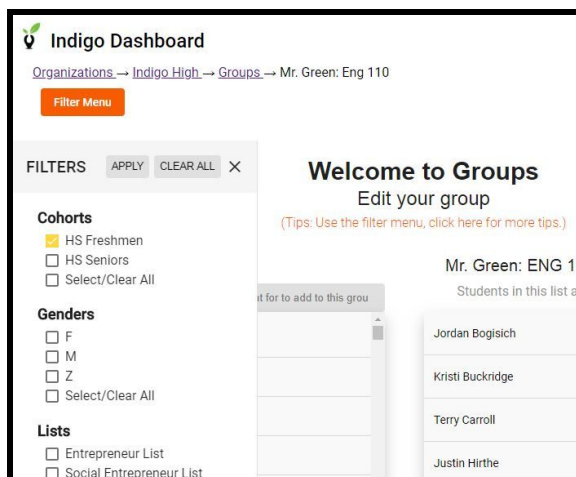

You can narrow down the visible students by using the **Filter Menu** button on the top left. Through the **Filter Menu** you can narrow the students by options such as gender and other groups.

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.
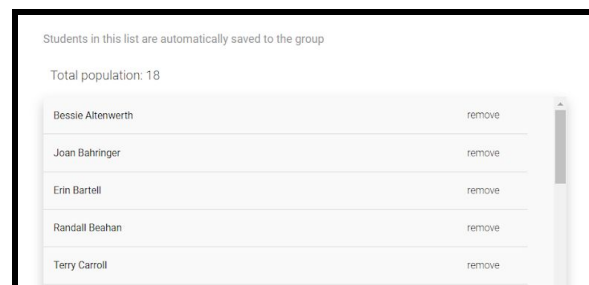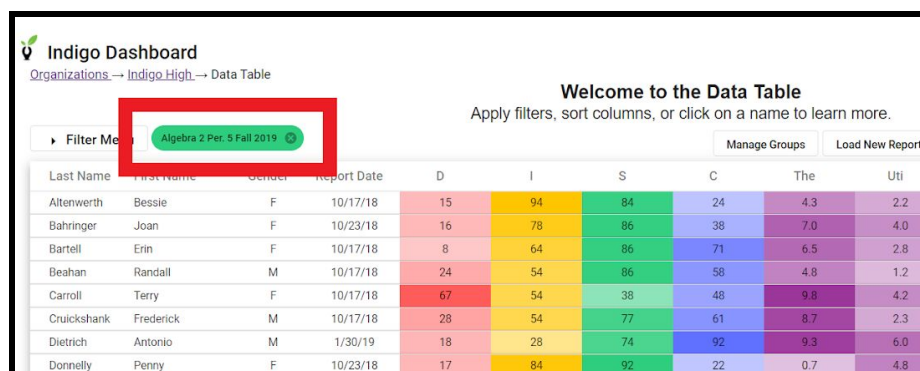

The group is automatically saved. After adding students, you can navigate away to other parts of the dashboard. You will see the group in the **Groups** tile, the **Teaming** tile, and the **Filter Menu** in the **Data Table**.

View or Edit Existing Groups

To view or edit existing groups, open the **Groups** tile.
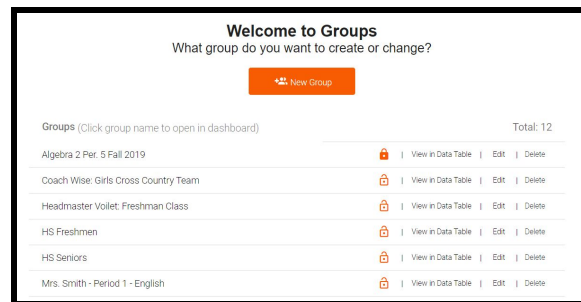
Click on a group name to see the students in that group in the data table. Or, click **View in Data Table** on the right. You will see the name of the group selected above the data table. You can also apply additional features using the **Filter Menu**.
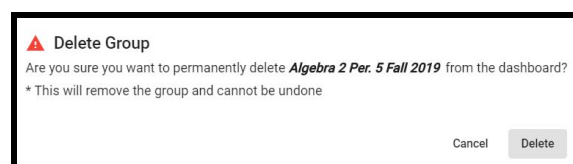

You can delete a group by clicking **Delete**. If you do this, you will be asked to confirm the group should be deleted, because deletion of a group cannot be reversed.

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.
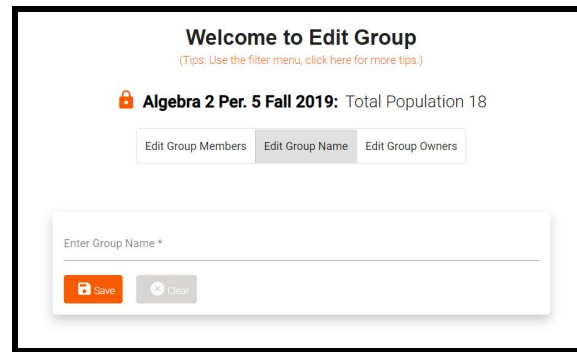
To edit the group name, click on the **Edit Group Name** button, located below the current group name in the Edit Group page.
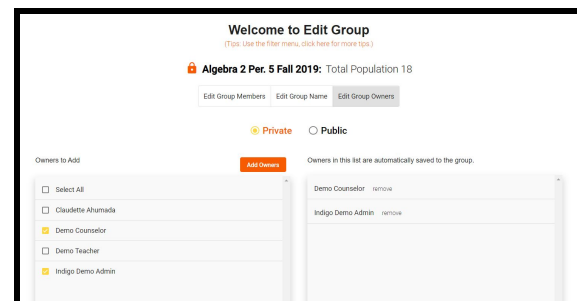
Type in the new group name and click **Save**. Remember that all group names should be unique.

To change whether a group is private or public, click on the **Edit Group Owners** button, located below the group name in the Edit Group page.

Select the **Public** or **Private** radio button to change the type of group.

If the group is Private, you can use this page to add or remove owners.

Return to the main Tiles page or the Groups page by using the links at the top of the page.

Any questions?
Email dashboardrequests@indigoproject.org
*or use the **Ask an Expert** tile in the dashboard.*