

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.

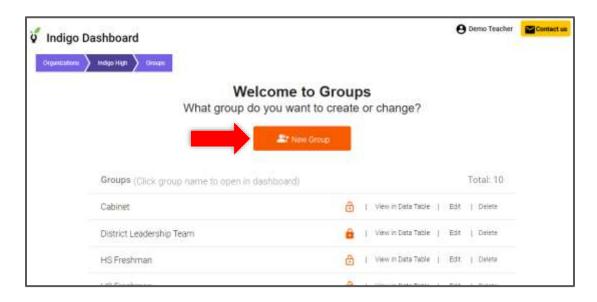
Video tutorial for Groups: <u>https://vimeo.com/360887069</u>

Create a New Group

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



To create a new group, click the **New Group** button at the top of the page. You will see a list of any groups already created in the dashboard below that button.



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"

Welcome to Groups. Name and create your group.				
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Enter a Group Name	Add Group Owters	89		
Group Neme Must Be I	Inque (Le. Galicitus 103 Fali 2019) *			
Paul				

Click Next.

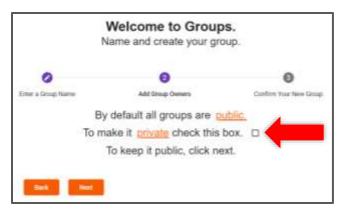
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Next, decide if the group should be **Public** or **Private**.

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.

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Enter a Broup Name	fer a Troup Name Add Group Ovenets		
В	y default all gro	oups are public.	
To n	nake it private	check this box. 😑	
	To keep it pub	lic, click next.	
Owners to Add		Selected	Owners
Select All	*.	Indigo Demo Admin	
Demo Staff		Demo Counselor	
Demo Counselor			
Demn Teacher			
👩 Indiga Demo Admin			
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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.



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.

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	😆 Algebra 2 Per.	5 Fall 2019:	Total Population	0
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Q. First space come in the conductive is address to group				
Total population: 101				Looks like the group is empty Search for a name in the search bar.
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🔲 Revie Abstrac				
📋 Bassie Alterweith				
🗇 Joan Batringer				
📋 Jervie Balatreri				

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

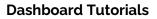
You can search for a specific student by typing their name into the search box. Click the check box to select them.

List Total: 1	
Q, Julan Q	×
Select All	
Julian Quitzon	1
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Or, scroll through the list and select multiple students at once.

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🧧 Jordan Bogisich	
Chad Brekke	
C Krista Brown	
📴 Kristi Buckridge	
Terry Carroll	

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.





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Genders	COLUMN STATES TO A	
□ F	10	Jordan Bogisich
Select/Clear All		Kritti Buckzidge
and in		Terry Carroll
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Entrepreneur List		Justin Hertie

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 cohort.

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.

	Edit your group the filter menu, click here for more tips.)
List Total: 191	Mr. Green: ENG 110 Total: 3
Q. Start typing a name to find a student for to add to this	is grow X Students in this list are automatically saved to the gr
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Jordan Bogisich	Kristi Buckridge remo
Chad Brekke	
Krista Brown	Terry Carroll remo
Kristi Buckridge	

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**.

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Cronin.	Elisa	F	10/17/18	53	64	57	42	4.5	4.0	
Emard	Santiago	M	10/21/18	63	62	66	26	62	2.8	2
			116 22 27 16 2		1000				The second	

You can delete a group from the Groups menu 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.

Welcome to Groups What group do you want to create o	
Groups (Click group name to open in dashboard)	Total: 7
Coach Wise : Girls Cross Country Team Headmaster Vollet : Freshman Class	edt devete
3. Mrs Smith : Earth Science	est, ¹ done

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.



When you click the edit button, you will have multiple options to update.

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.

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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. To add an owner, click the checkbox next to their name on the left and click **Add Owners**. To remove an owner, click **remove** next to their name in the list on the right.

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

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Organizations Vindigo High Vibia Table	Welcome to the Dete Table	

If you have questions or need anything additional, please contact us at support@indigoproject.org