Organization

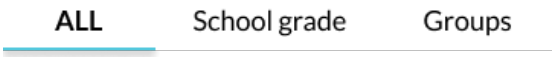
You will be able to see how students are organised in your lists.

- All students
- School grade
- Groups

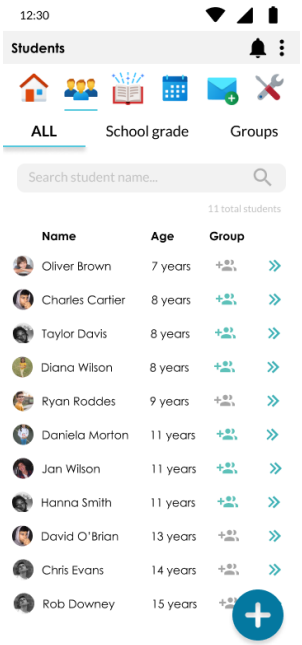
All students

To go to your student section tap on the icon  located in the top menu.

You will see 3 tabs where students are organized.

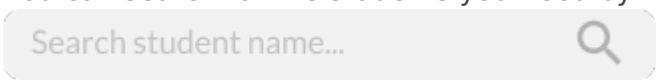


All



You will be able to find the list of the students who are already linked to you.

You can search for the students you need by name or surname in the upper bar



Students are organized in a table by name, age, group (if they have a group assigned or if they are not grouped).



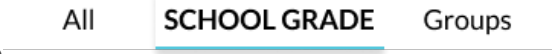
At the bottom you will find the button  to add new students by code.

To access each student's individual profile, tap  icon

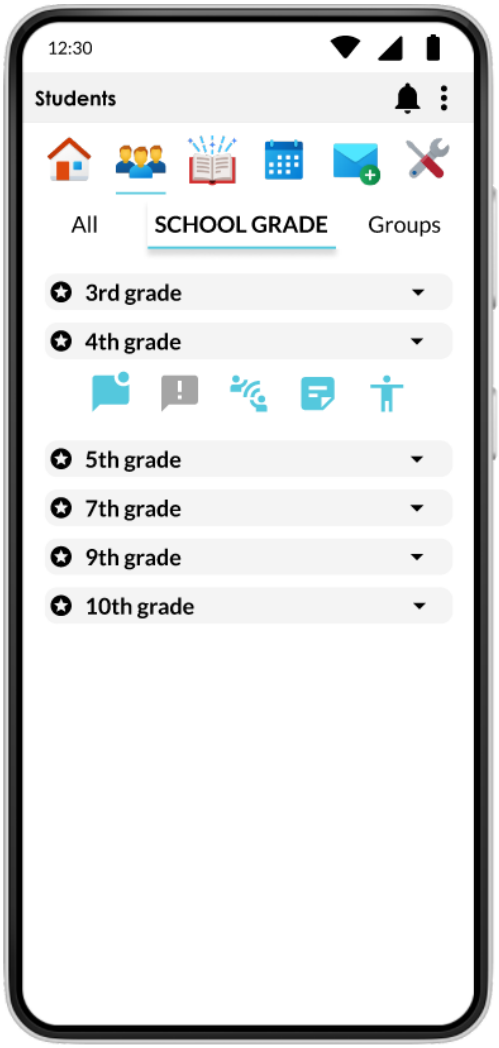
School grade

School grade

To go to your student section tap the icon  located in the top menu.



1. You have to tap



2. Students are automatically organized by school grade in accordance with what has been added to the profile.



3. Each grade group is a grouping of students.

4. A number of options for the group appear when you tap on the class.

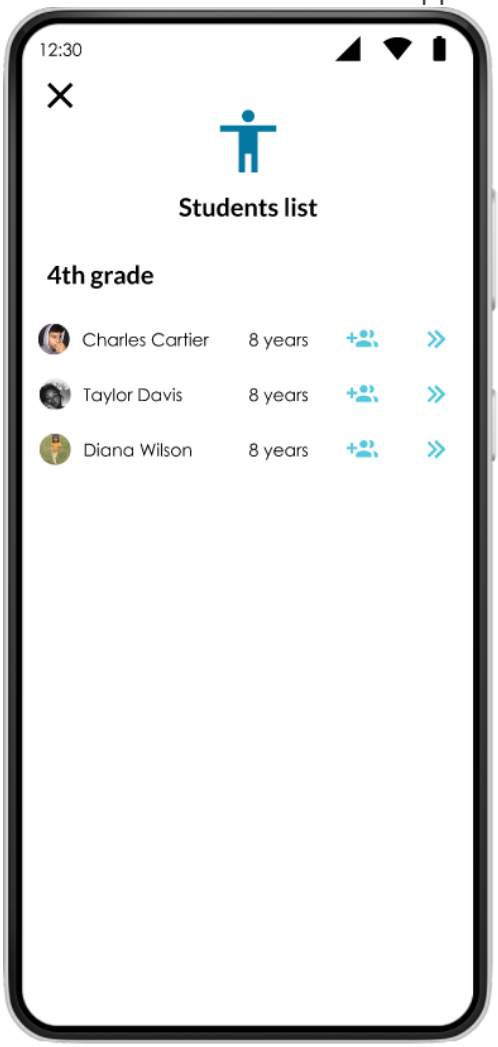


5. You can send a message to the entire class , send a notice , set up a meeting , create a grade note and see a list of the students who are in that grade.

Student list by grade:

1. Tap 

2. Tap grade you want to display.
3. Tap icon from the icons displayed.
4. The students list screen will appear.



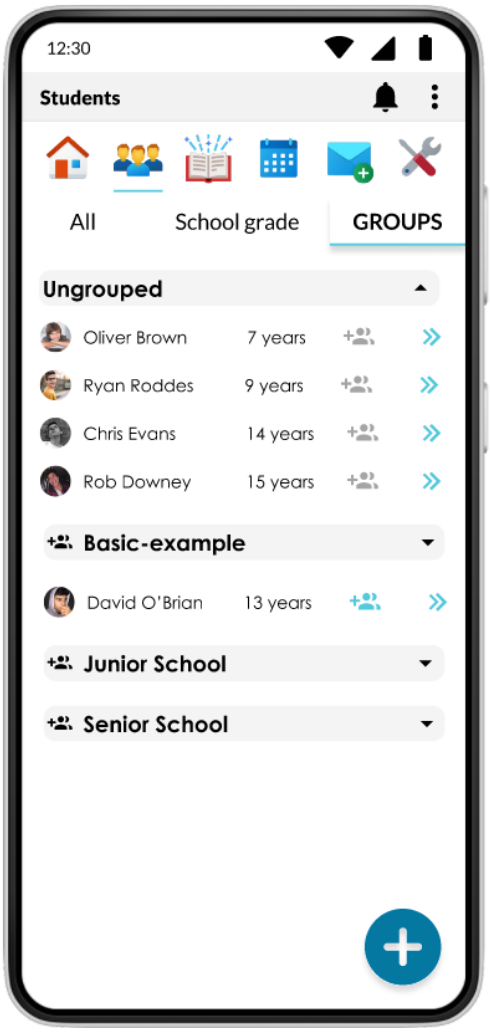
5. If you want to go to the student's profile tap icon.

Groups

GROUPS

To go to your student section tap the icon  located in the top menu.

You have to tap 



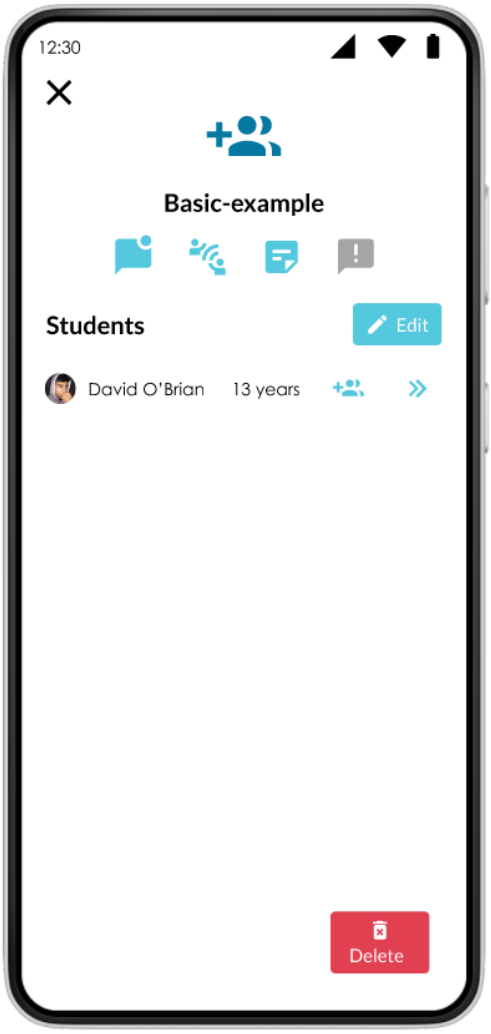
You will find custom groups that you can create to organize your students according to the needs that you set as a parameter.

Tap´the name of each group to see the options available for it. You can also edit or delete the group.

Student list by groups

1. Tap 

2. Tap the icon next to the name of the group
3. The list of students belonging to the group created will be displayed.
4. Tap the group name and it will open a screen with more options for the selected group.



5. If you want to go to the student's profile tap  icon.