

Assign to a group

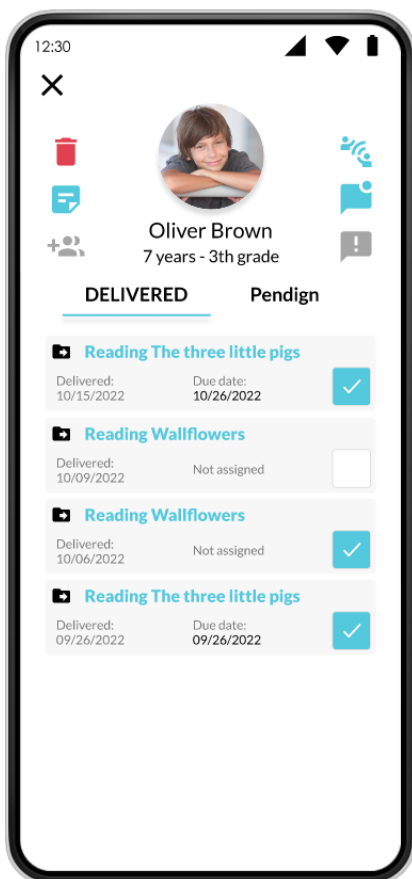
If a new student has joined, you can add that student to a group if you wish.

You can add a student to a group from several places


- From the student's individual profile
- From the list of students on the ALL tab
- From the list of students in GRADE tab.
- From the list of students in GROUPS tab.

From individual profile

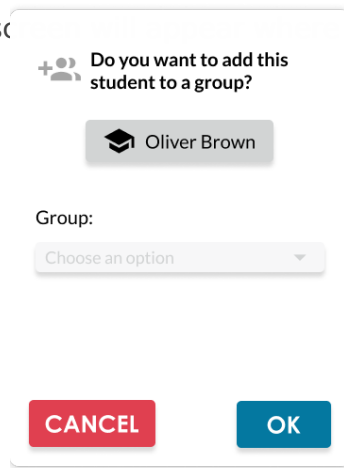
1. Enter the individual profile of the student you want to group.



2. Tap  icon

If the icon is displayed like this:  it means that the student already belongs to a group.

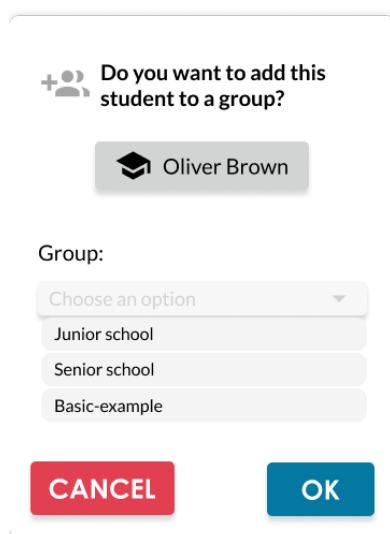
3. If you tap  , a pop-up screen appears where you can select the group to which you




A pop-up screen with a white background and rounded corners. At the top left is a grey icon of two people with a plus sign. To its right is the text "Do you want to add this student to a group?". Below this is a grey button with a graduation cap icon and the text "Oliver Brown". Underneath is the label "Group:" followed by a dropdown menu with the text "Choose an option" and a downward arrow. At the bottom are two buttons: a red one labeled "CANCEL" and a blue one labeled "OK".

want to assign the student.

4. When you tap on the bar, you will have a list of group options.



A pop-up screen similar to the previous one, but with a list of group options. The "Group:" label is followed by a dropdown menu that is open, showing three options: "Junior school", "Senior school", and "Basic-example". The "CANCEL" and "OK" buttons are at the bottom.

5. To finish adding the student: Tap 

From all tab



1. From the top menu, go to ALL
2. The ALL option is the main option by default

ALL

School grade

Groups

3. Each student's individual profile will be on display.

4. You should tap the icon


If the icon is displayed like this: it means that the student already belongs to a group.

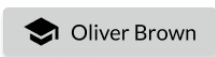
5. If you tap , a pop-up screen appears where you can select the group to which you

The screenshot shows a white pop-up dialog box with rounded corners. At the top left is a small icon of two people with a plus sign. To its right is the text "Do you want to add this student to a group?". Below this text is a grey button with a graduation cap icon and the name "Oliver Brown". Underneath the button is the label "Group:" followed by a dropdown menu with the text "Choose an option" and a downward arrow. At the bottom of the dialog are two buttons: a red "CANCEL" button on the left and a blue "OK" button on the right.

want to assign the student.

6. When you tap on the bar, you will have a list of group options.

 Do you want to add this student to a group?



Group:

Choose an option▼

Junior school

Senior school

Basic-example


CANCEL

OK

7. To finish adding the student: Tap

OK

From school grade tab

1. From the top menu, go to 

2. Tap SCHOOL GRADE tab bar

All **SCHOOL GRADE** Groups

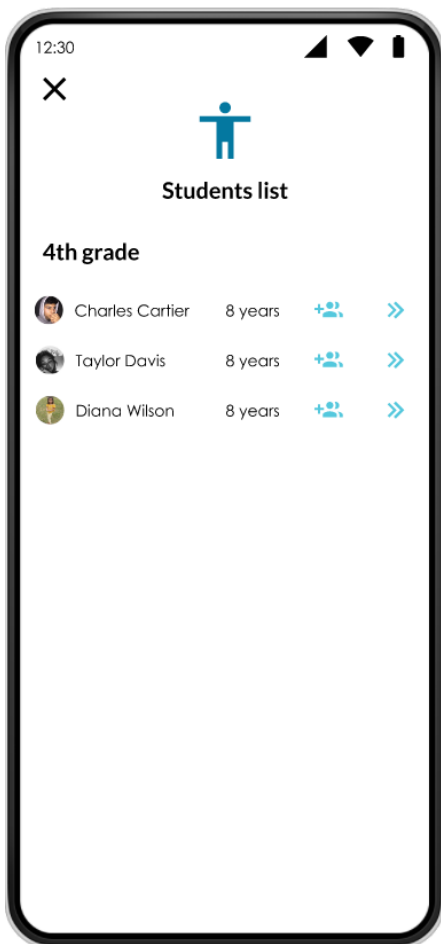
3. Tap the desired group name. A group of options will be displayed


★ 4th grade ▼





4. Tap  from the icons displayed.

5. The students list screen will show you.





6. Each student's individual profile will be on display. (If you want to go to the student's profile tap  icon)

7. You should tap on the icon 

If the icon is displayed like this:  it means that the student already belongs to a group.

8. If you tap  , a pop-up s

 Do you want to add this student to a group?

 Oliver Brown

Group:


Choose an option ▼


CANCEL **OK**

you can select the group to which you

want to assign the student

9. When you tap the bar, you will have a list of group options.

 Do you want to add this student to a group?

 Oliver Brown

Group:

Choose an option ▼

Junior school

Senior school

Basic-example

CANCEL **OK**

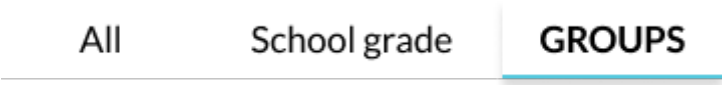
10. To finish adding the student: tap

OK

From groups tab



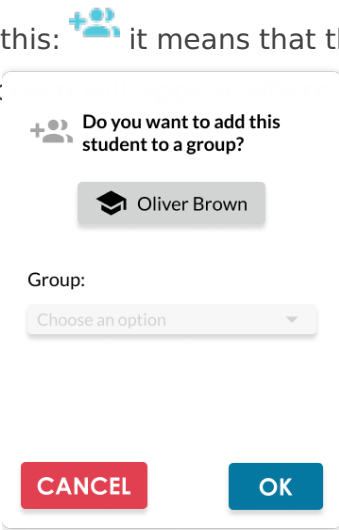
- 1. From the top menu, go to
- 2. Tap GROUPS tab bar




- 3. Tap of the group you wish to view.




- 4. Each student's individual profile will be on display. (If you want to go to the student's profile tap icon)
- 5. You should tap the icon
- 6. If you tap , a pop-up screen you can select the group to which you



- want to assign the student.
- 7. When you tap the bar, you will have a list of group options.

 Do you want to add this student to a group?

 Oliver Brown

Group:

Choose an option▼

Junior school

Senior school

Basic-example

CANCEL

OK

8. To finish adding the student: Tap

OK

Revision #13

Created 28 March 2023 02:07:54 by Maria Valencia

Updated 16 May 2023 01:36:10 by Maria Valencia