

Assign to a group

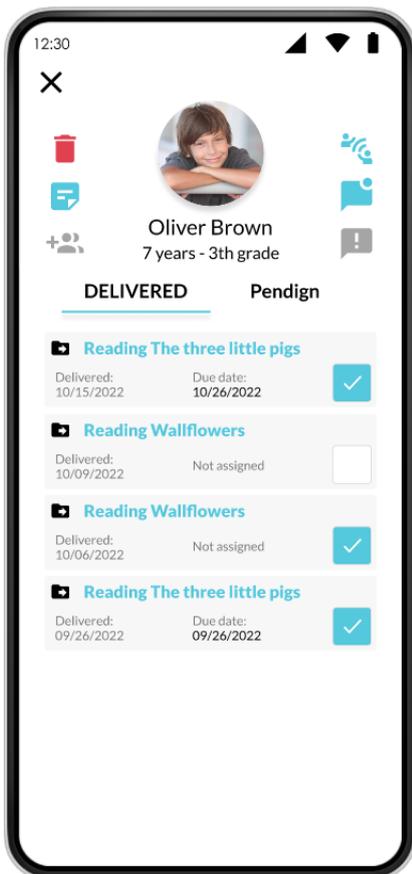
If a new student has joined, you can add that student to a group if you wish.

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

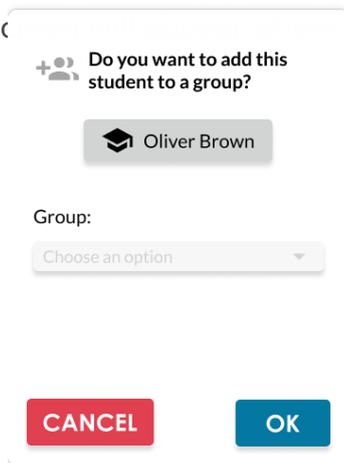
1. Enter the individual profile of the student you want to group.



2. Tap  icon

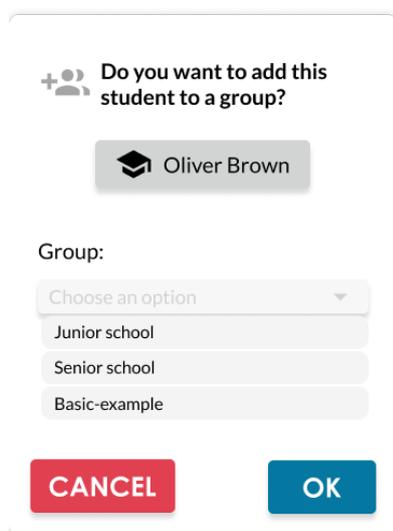
If the icon is displayed like this:  it means that the student already belongs to a group.

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



want to assign the student.

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



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

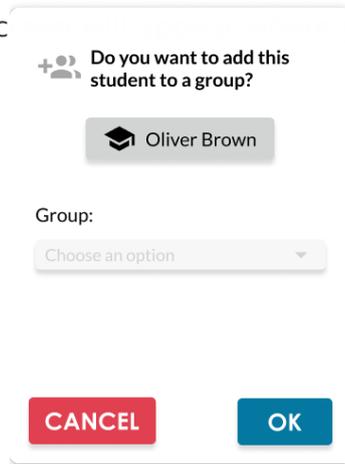
ALL School grade Groups

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

4. You should tap the icon

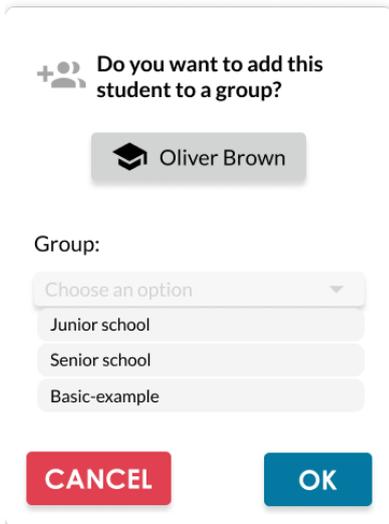
If the icon is displayed like this: it means that the student already belongs to a group.

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



want to assign the student.

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



7. To finish adding the student: Tap 

From school grade tab

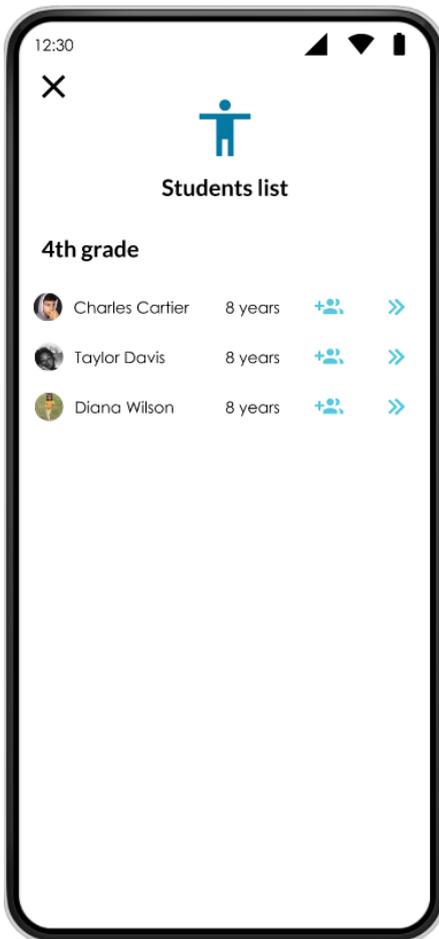
1. From the top menu, go to 
2. Tap SCHOOL GRADE tab bar



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



4. Tap  from the icons displayed.
5. The students list screen will show you.

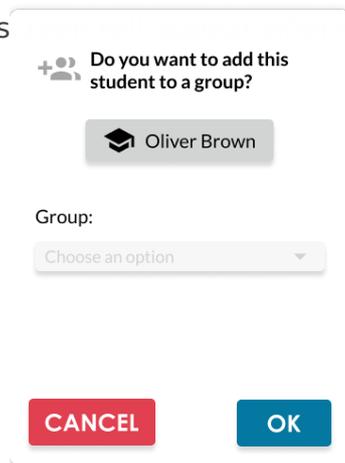


6. Each student's individual profile will be on display. (If you want to go to the student's profile tap  icon)

7. You should tap on the icon 

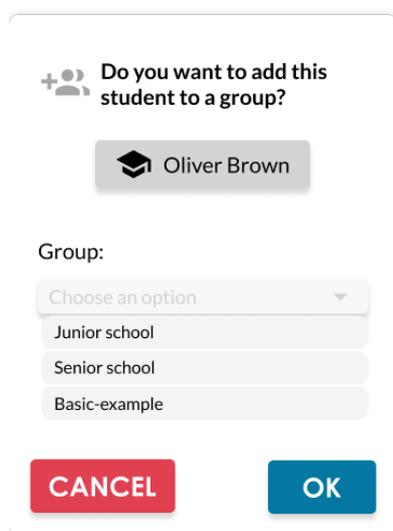
If the icon is displayed like this:  it means that the student already belongs to a group.

8. If you tap  , a pop-up screen appears where 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.



10. To finish adding the student: tap



From groups tab



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



3. Tap  of the group you wish to view.

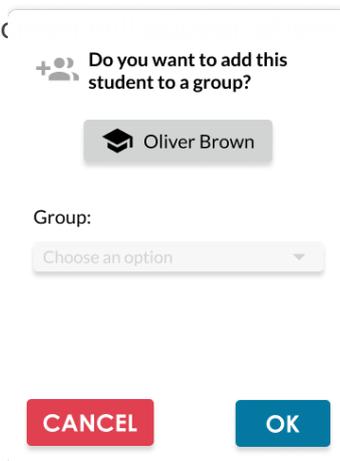


4. Each student's individual profile will be on display. (If you want to go to the student's profile tap  icon)

5. You should tap the icon 

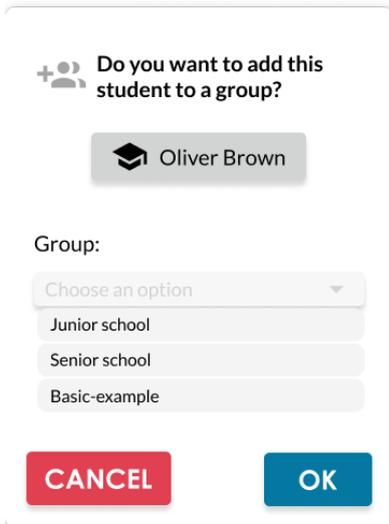
If the icon is displayed like this:  it means that the student already belongs to a group.

6. If you tap , a pop-up screen appears where 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.



8. To finish adding the student: Tap 

Revision #13

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

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