

Create group

Creating a group will help you organize the information, tasks, and activities you want to assign to your students, as well as help you communicate with them.

Create a group

1. From the top menu, go to 
2. Tap   
3. Tap  icon located at the bottom right of the screen.
4. Enter the name you want to give this group . It is best to use a name that will help you to identify the students you are dealing with.
5. Under  Add student tap the name of the students you want to add to this group, or leave blank if you do not have any students for this group yet.
6. The icon  next to the student's name will become active when you select the student you want to add.
7. To save the group and its members: Tap 
8. The name of the group and the names of the students in the group will be displayed in summary mode in the pop-up screen. Tap  to finish.

Your group has been created. It will appear in your Groups tab.

Revision #9

Created 28 March 2023 01:24:50 by Maria Valencia

Updated 16 May 2023 01:34:12 by Maria Valencia