


SchoolRack Community Documentation: Groups

 <p>The screenshot shows a sidebar menu under the heading 'Students & Parents'. The menu items are: 'Groups' (highlighted with an orange border), 'Assignments', 'Discussion Board', and 'Mailing Lists'. Each item has a small icon to its left.</p>	<p>Groups is where you can organize students or their parents into groups to stay connected with them outside of class. After you create a group, you will be assigned a special code to hand out to members to automatically join your group. Alternatively, students or parents can join your group manually through their account, but must be approved by you before they are a part of the group.</p> <p>After you set up your groups, you'll be able to post, collect, and grade assignments, hold discussions, and send private messages to members of your groups.</p> <ol style="list-style-type: none">1. Benefits of using groups and sample uses2. Creating a group3. Editing a group4. Moving members between groups5. Removing members from a group6. What if I don't want to organize groups?
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1. Benefits of using groups and sample uses

Due to popular demand, we have added Groups functionality to the new version of SchoolRack. Groups can be used for classes, clubs, parents of students, or any other organizational unit at your school. Once you have created groups, you can:

- Create, collect, and grade assignments for group members
- Hold online discussions with group members
- Send private messages to group members

Also, getting started is much easier than you think, we've created a user-friendly interface to make managing groups of students or parents a breeze.

Imagine a teacher, Bill, with two classes: Algebra and English. For his Algebra class, Bill uses the groups functionality to occasionally send out reminder messages of upcoming tests and hold discussions online to answer questions on difficult topics. For his English class, he uses groups to collect essays online and to ask thought-provoking questions about weekly reading assignments in the discussion boards for all his students to answer.

2. Creating a group

1. Once you have logged in to your account, enter the **Groups** section of your account
2. Click the **Create a New Group** button
3. Fill in the short form to specify which type of group you'd like to create and click the **Create Group** button

Group Name

Please choose a descriptive group name so students and parents can find it easier!

Group Description

Think of this as your group's tagline, it will be displayed alongside your group.

Allowed Members

Students and Parents

Students

Parents

You may choose students, parents, or both! You can always remove or block users from joining your group any time.

4. After you create your group, you will be provided a special group code to hand out to members of your group. This is the easiest way to add members to your groups, as they will be automatically added to the group upon signing up to SchoolRack.



5. After handing out the code to students or parents, watch the number of members in your group increase in real time as students or parents subscribe to your group in their personal SchoolRack accounts

My Groups			
GROUP NAME	# OF MEMBERS	EDIT	DELETE
<u>Period 1 (English)</u>	23		
<u>Period 2 (Algebra)</u>	13		

3. Editing a group

1. Once you have logged in to your account, enter the **Groups** section of your account

2. In your list of groups, click the Edit icon next to the name of the group

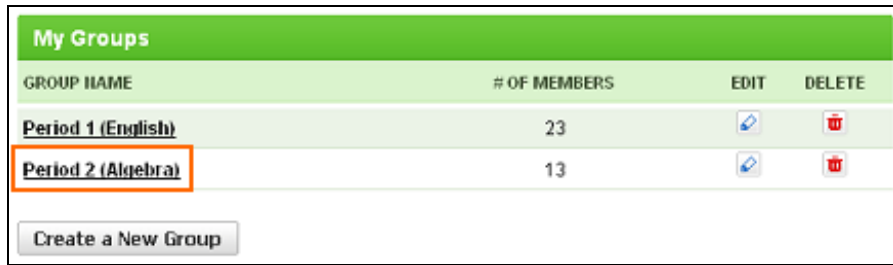
My Groups			
GROUP NAME	# OF MEMBERS	EDIT	DELETE
<u>Period 1 (English)</u>	23		
<u>Period 2 (Algebra)</u>	13		

3. Make any changes to your original settings for the group and click the **Save Group** button, the changes take effect immediately

4. Moving members between groups

1. Once you have logged in to your account, enter the **Groups** section of your account

2. Click the name of the group you'd like to delete members from

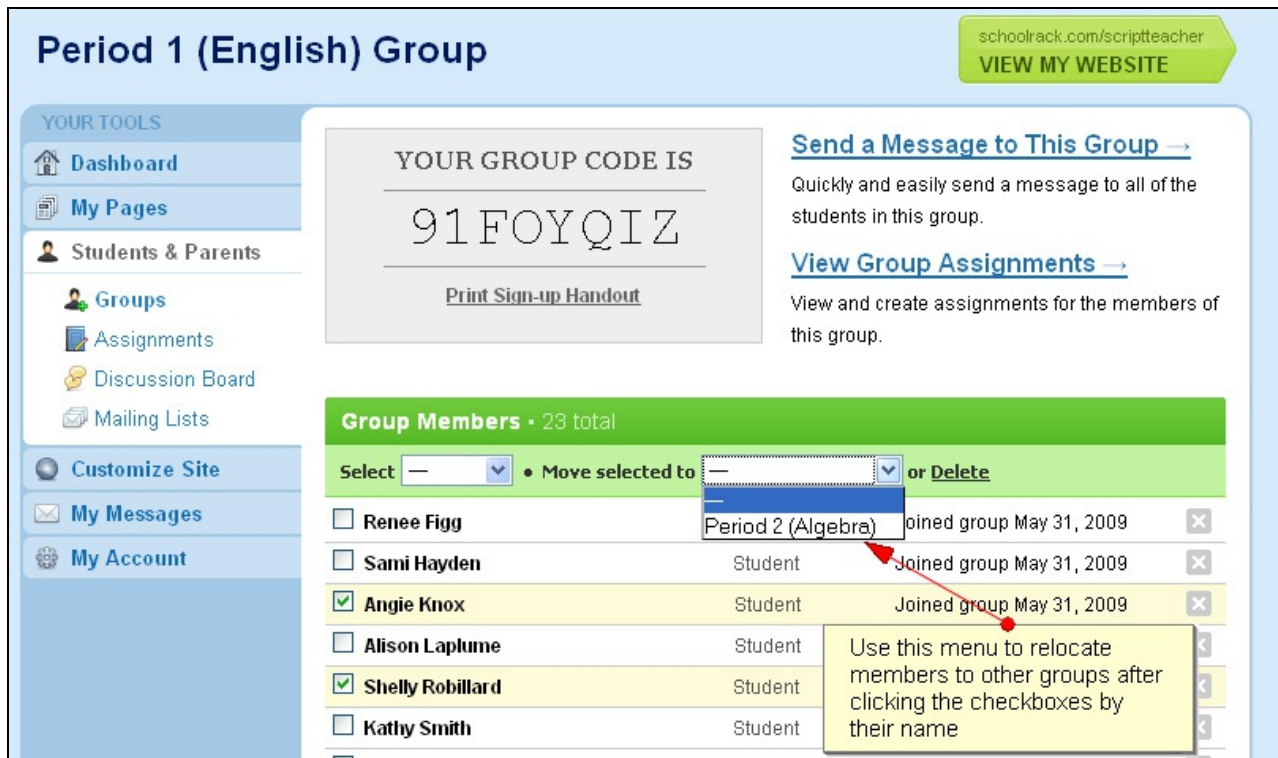


The screenshot shows a table titled "My Groups" with columns for "GROUP NAME", "# OF MEMBERS", "EDIT", and "DELETE". The "Period 2 (Algebra)" row is highlighted with a red box. Below the table is a "Create a New Group" button.

GROUP NAME	# OF MEMBERS	EDIT	DELETE
Period 1 (English)	23		
Period 2 (Algebra)	13		

Create a New Group

3. After clicking the group name, you will be taken to a page to manage all of its members. Here, you can relocate members to other groups by clicking the checkboxes by their name and selecting the group name from the 'Move selected to' dropdown menu



The screenshot shows the "Period 1 (English) Group" management page. It includes a sidebar with "YOUR TOOLS" (Dashboard, My Pages, Students & Parents, Groups, Assignments, Discussion Board, Mailing Lists), "Customize Site", "My Messages", and "My Account". The main content area shows the group code "91FOYQIZ" and a "Group Members" section with 23 total members. A dropdown menu is open, showing "Period 2 (Algebra)" selected. A red arrow points to the dropdown, and a yellow callout box says "Use this menu to relocate members to other groups after clicking the checkboxes by their name".

YOUR GROUP CODE IS
91FOYQIZ
Print Sign-up Handout

Send a Message to This Group →
Quickly and easily send a message to all of the students in this group.

View Group Assignments →
View and create assignments for the members of this group.

Group Members • 23 total

Select — • Move selected to — or Delete

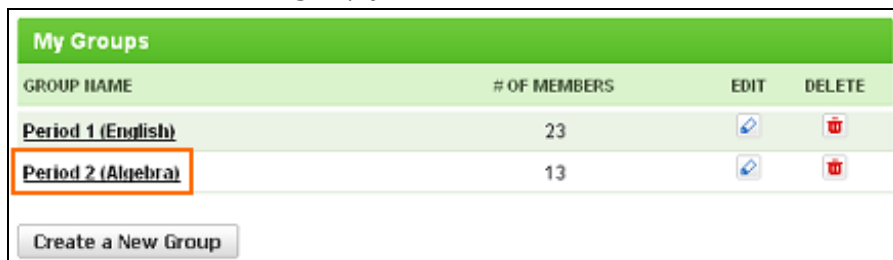
<input type="checkbox"/>	Renee Figg		Joined group May 31, 2009	
<input type="checkbox"/>	Sami Hayden	Student	Joined group May 31, 2009	
<input checked="" type="checkbox"/>	Angie Knox	Student	Joined group May 31, 2009	
<input type="checkbox"/>	Alison Laplume	Student		
<input checked="" type="checkbox"/>	Shelly Robillard	Student		
<input type="checkbox"/>	Kathy Smith	Student		

Use this menu to relocate members to other groups after clicking the checkboxes by their name

5. Removing members from a group

1. Once you have logged in to your account, enter the **Groups** section of your account

2. Click the name of the group you'd like to remove members from



The screenshot shows a table titled "My Groups" with columns for "GROUP NAME", "# OF MEMBERS", "EDIT", and "DELETE". The "Period 2 (Algebra)" row is highlighted with a red box. Below the table is a "Create a New Group" button.

GROUP NAME	# OF MEMBERS	EDIT	DELETE
Period 1 (English)	23		
Period 2 (Algebra)	13		

Create a New Group

3. After clicking the group name, you will be taken to a page to manage all of its members. Here, you can a) delete members by clicking the **x** button next to their names or b) by clicking the checkboxes of multiple members and clicking the **Delete** link above the table.

Period 1 (English) Group schoolrack.com/scriptteacher
VIEW MY WEBSITE

YOUR TOOLS

- Dashboard
- My Pages
- Students & Parents
 - Groups
 - Assignments
 - Discussion Board
 - Mailing Lists
- Customize Site
- My Messages
- My Account

YOUR GROUP CODE IS
91FOYQIZ
[Print Sign-up Handout](#)

[Send a Message to This Group →](#)
Quickly and easily send a message to all of the students in this group.

[View Group Assignments →](#)
View and create assignments for the members of this group.

Group Members • 8 total

Select — • Move selected to — [Delete](#)

<input type="checkbox"/>	Renee Figg	Student	Joined group May 31, 2009	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Saml Hayden		up May 31, 2009	<input type="checkbox"/>
<input type="checkbox"/>	Angie Knox		up May 31, 2009	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Anton Laplum		up May 31, 2009	<input type="checkbox"/>
<input type="checkbox"/>	Shelly Robillar		up May 31, 2009	<input type="checkbox"/>
<input type="checkbox"/>	Kathy Smith	Student	Joined group May 31, 2009	<input type="checkbox"/>
<input type="checkbox"/>	Danny Turner			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tammy Zackus			<input checked="" type="checkbox"/>

[Edit Group](#) [Delete Group](#)

Option b)
Click the checkboxes next to the names you wish to remove and click the Delete link above

Option a)
Remove individual members by clicking the x button next to their names

6. What if I don't want to organize groups?

There are three ways for visitors to become group members of your website:

1. Via the special group code given to you upon creation of the group (**recommended**)
2. Via their account, by searching for your name (**approval required**)
3. Via your website, by clicking the **Subscribe to this Page** button up top (**approval required**)

If you create a group, the best way for members to subscribe is with the special code given to you upon creation (option 1). However, if you wish to not organize members in to groups and have an unorganized list of members, users can simply subscribe after visiting your website (option 2) or searching for your name in our search directory (option 3). Before they can be subscribed to your page though, you must first approve all subscription requests. Though we recommend organizing students and parents into groups, you can simply have students or parents subscribe to your page to be placed in a general bucket of ungrouped subscribers.

You don't have to create groups in order to enjoy the group features with students and parents. If students subscribe to your website via options 2 and 3, they will simply be placed in a group called Subscribers (Ungrouped). You must approve all users that don't sign up using option 1.

If a user adds your group to their account manually via options 2 or 3 (i.e., without the special code assigned to your account), they will be placed in a "pending approval" bin until you approve their membership. If you see the following notice at the top of your Groups page, simply click "[View Pending →](#)" and approve or deny the members listed.

You have 2 members who are pending your approval! [View pending →](#)