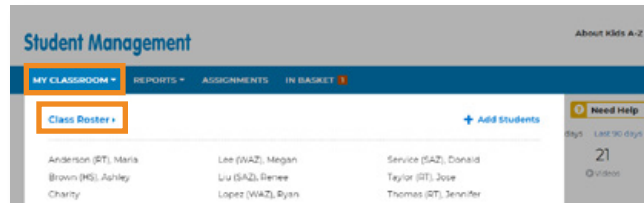


How to Create Student Groups

Grouping students allows you to reflect the structure of your classroom, making assigning resources and reviewing reports a seamless process.

To Group Students:

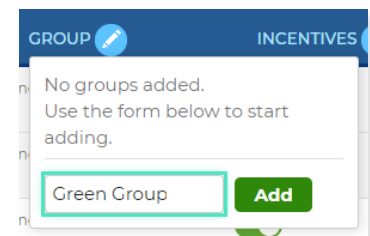
- 1 Log in to Kids A-Z with your teacher username and password.
- 2 Select the Roster link from the *My Classroom* or *Manage Students* menu.



- 3 To select a student, check the box to the left of their name. To select all students, select the box in the header row.



- 4 Click *Group*.
- 5 Check the box for each group you want to add the students to.
 - To create a new group, enter the group name and click *Add*.
 - Changes are saved automatically.



To rename a group:

1. Click the *Viewing* menu on the *Roster* page.
2. Hover over the name of the group you'd like to change and select the pencil icon.
3. Change the name as desired and select *Save*.

To delete a group:

1. Click the *Viewing* menu on the *Roster* page.
2. Hover over the name of the group you'd like to delete and click the trash can icon.
3. Click *Delete Group*.

(W1941) Revised 03/21