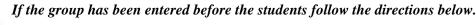# SuccessMaker®

Create a Group

How to Create a Group and add Students if enrolled:

1. From the Home Page, click **Users/Groups**.
2. Click **Groups**.
3. Click **Create.** The **Create Group** window appears.
4. Enter the group information as follows-school name (space) grade level (space) teacher's last name. Example. **Dade 04 Smith**
5. Click **Save Group**.
6. Click **Add Students to Group** button at the bottom.
7. When the Add Students_____'s Group window appears use the drop down menus to find the specific students you wish to add to the group or select Go to see all the students in the school.
8. Select the Grade from the drop down menu and select **GO** if you wish to see a list of all the students in a particular grade.
9. When you have the list that you wish to use, select the check boxes for the students you want to place in the group.
10. If you wish to select the entire list of students, select the text box at the top of the column to select all of the students.
11. Click the **Add Selected Students** button.

If the group has been entered before the students follow the directions below.

Add Students to a Group
*(Including the **ALL grade group** for all New Students and Transfers)*

How to Add a Student to a Group:

1. From the Home page, click **Users/Groups.**
2. Click **Groups.**
3. Click **View/Browse.** The **View/Browse Groups** window displays a list of groups you own.
4. Select a different teacher from the display menu and select go to add the student to other groups.
5. Search for the group in the list and click on the group name. (All students must be added to the ALL grade group-you will find this group usually under the school name under the teacher display menu)
6. The right pane displays the **Assignments, Roster, and Profile** tab for the selected group.
7. Click the **Roster** tab.
8. To add students to a group, click the **Add Student** button. The **Add Students** window appears.
   - *Change the Grade drop down and select GO if you wish to see a list of all the students in a particular grade.*
9. When you have the list that you wish to use, Select the check boxes for the students you want to place in the group.
10. If you wish to select the entire list of students, select the text box at the top of the column to select all of the students.
11. Click the **Add Selected Students** button**.**

Enrolling New Students-To be done by Liaison at each school.
(If the student is coming from another school using the product use transfer form)

How to Create a Student Profile (Enroll/Register a Student):

1. From the Home page, click **Users/Groups**.
2. Click **Students**.
3. Click **Create.** The **Create Student** window appears.
4. Enter the student's registration details. Username and password will be their 7 digit ID numbers. Fields marked with an asterisk (*) are required.

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