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Using the Student Grouping Tool

This application is designed to make it easy for students to be placed in groups via a drag-and-drop interface. A user can create multiple groups and assign multiple students to each group. A student can be in multiple groups. Colors are used to visually differentiate the groups.

The application consists of two main screens: the Group Selection Screen and the Multiple Groups Edit Screen.

Group Selection Screen

The Group Selection Screen enables the user to edit one group at a time, or select multiple groups for simultaneous editing. It is the main page of the application. The following is a complete list of all features in this page and how to use them:

Search for groups by name

The user can search for groups by typing the group name into the text box at the upper left corner of the top bar. As the user types in each letter of the group name, the list of groups will be filtered accordingly.
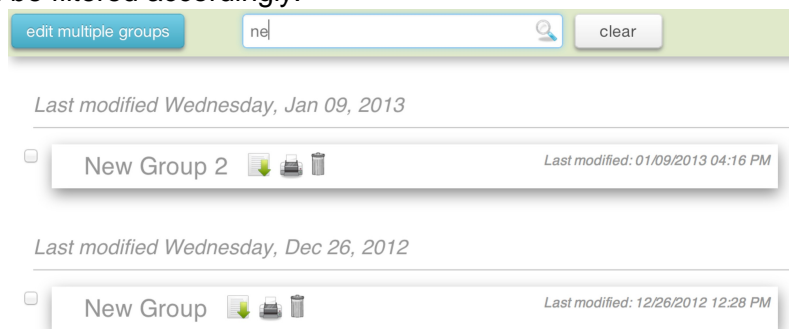
Edit cohort name and description

After selecting a group from the left panel, click on the group name or description to edit them. Once the edit is done, click outside of the group name or description text boxes or the 🖫 icon to save the changes.
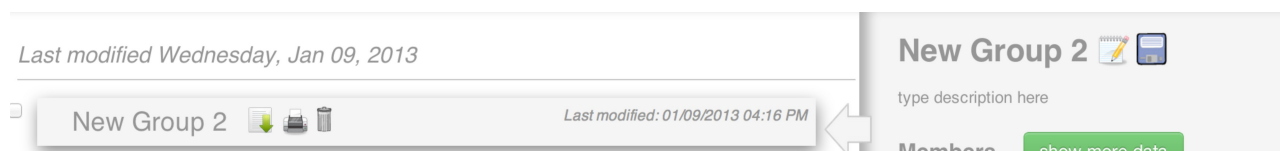
Download, print and delete groups

- To download the group details, simply click on the icon 🔽 to the right of the group name.
- To print out the details of a group, simply click on the 🖨 icon to the right of the group name.
- To delete a group, simply click on the 🗑 icon to the right of the group name.

Last modified Wednesday, Jan 09, 2013

☐ New Group 2 🔽 🖨 🗑   *Last modified: 01/09/2013 04:16 PM*

Download the attached lesson plan from a group

If there is a lesson plan attached to the group, there will be a icon to the right of the group name. Clicking on it will download the lesson plan and prompt the user to save it on his/her machine.

Last modified Saturday, Jan 05, 2013

☐ bob 🔽 📎 🖨 🗑   *Last modified: 01/05/2013 05:01 PM*

Assign/Remove students to groups

- To add a student to the selected group, select a student from the student drop-down list and click on the 'Add' button.
- To remove a student from the selected group, hover over the student and click on the ⓧ icon on the top left corner of the student.

Members	show more data		Add a student to this group ▲	add
			🔍	
ⓧ Lauretta Seip			Lauretta Seip	
full profile			Smouse Zhou	
			Jayme Mabee	
Lesson Plan			Rod Zwolinski	son Plan

Associate student data elements with a group

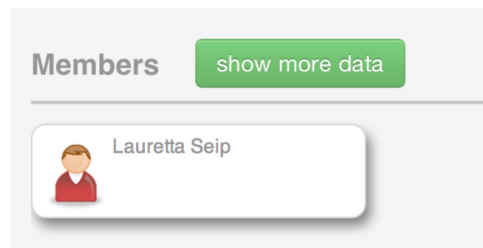To add/remove student data elements associated with a group, click on the 'show more data' button. A window will pop up with the available student data attributes to associate with the cohort. When done selecting, click on the 'Ok' button.

Members show more data

Lauretta Seip

Attach/remove lesson plans to group

Lesson Plan   Upload Lesson Plan

- A lesson plan can only be uploaded to a given group if that group does not already have one attached.
- To add a lesson plan, click on 'Upload Lesson Plan'. A file browser dialog will appear. After the user chooses a file, the filename will appear under the 'Lesson Plan' header.
- To remove an attached lesson plan, click on the 🗑 icon to the right of the attached lesson plan's name.
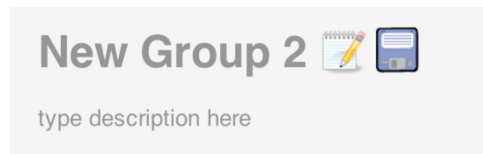
Lesson Plan

Bounty Proposal Team MnM.docx   🗑

Save changes to a group back to the server

- To save changes, click on the 💾 icon. The user will be notified if the save was completed successfully or if there were errors saving back to the server.

New Group 2 📝💾

type description here

- If the user clicks on the icon, the application will redirect the user to the Multiple Groups Edit page with the selected group added to the current workspace.

Select multiple groups and edit on Multiple Group Edits screen

Brings up the multiple group edits screen.

To select multiple groups to edit, click on the check box to the left each group name. Then click on the 'edit multiple groups' button. The user will be redirected to the Multiple Group Edits screen with the selected groups added to the current workspace.

Create a specified number of new groups

Brings up the multiple group edits screen.

To create new groups, specify the number of groups to create in the create groups text box on the top bar and click on the 'create' button. The user will be redirected to the Multiple Group Edits screen with the specified number of new groups created in the current workspace.

Log out of the application

To log out of the application, simply click on 'log out' at the top right corner of the screen. This will redirect the user to the inBloom login screen.
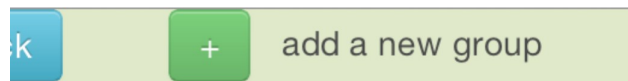
Multiple Group Edits Screen

Allows the user to edit multiple groups simultaneously. The groups being edited are shown in the current workspace. The following is a complete list of all features in this page and how to use them:
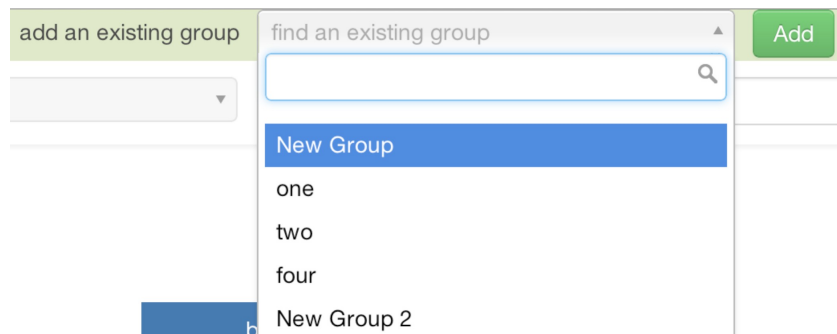
Create new groups

To create new groups, click on the [+] button. This will add a new unsaved group to the current workspace.


Add existing groups to the workspace

To add an existing group to the current workspace, select a group from the group dropdown list on the top bar and click on the 'add' button. This will add the selected group to the current workspace.

Edit the name and description of groups

- To edit the group name, click on it and it will become editable.

- To edit the description, hover over a group and click on the ⓘ icon. This will display a panel to the right of the group. This panel contains the group's description. Click on the description text to make it editable. If there is no description, click directly below the 'Description' text and a textbox will appear.
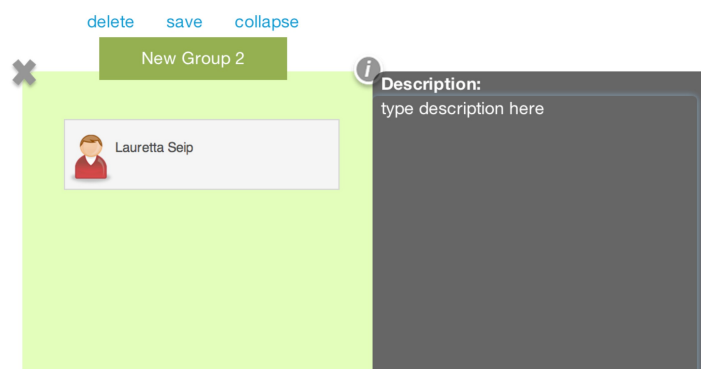
Additional group controls

- Click on the ⬇ icon on the bottom left corner of the group to download the group details.
- Click on the 📎 icon. This will prompt the user to choose a file. After the user has chosen the file, the name of the file will appear underneath the group.
- Click on the 🖨 icon on the bottom left corner of the group to print out the details of the group.
- If there is a lesson plan attached, it will appear underneath the group. Click on the name of the lesson plan to download it.
- To remove the attached lesson plan, click on the 🗑 icon next to the name of the lesson plan.
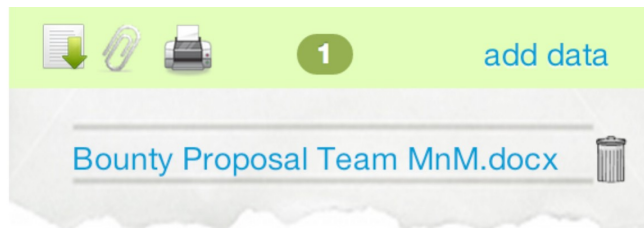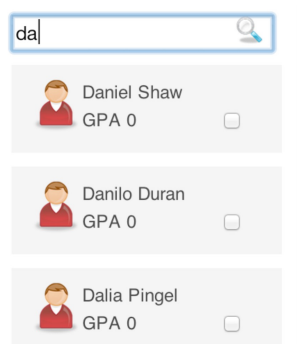

Save changes to a group back to the server

- To save the group changes, hover over a group and click on the 'save' button.
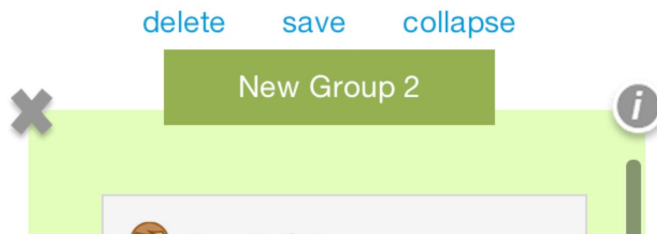
- Click on the ⊗ icon to remove the group from the current workspace (does not delete the group permanently)
- Click on the 'delete' button to permanently delete the group

Filter the list of students
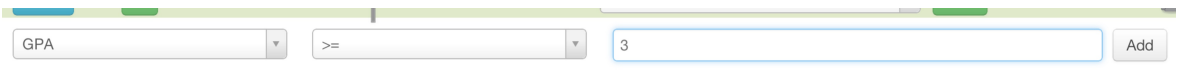
To filter a student by name, simply type the name of the student into the textbox at the top of the student list.
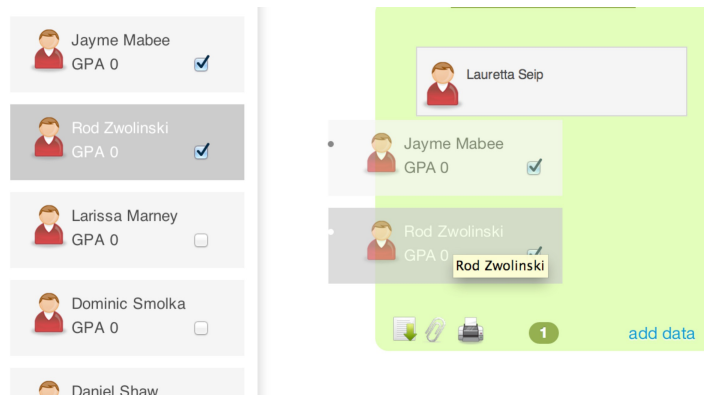
To filter students by other attributes, select an attribute to filter by, then a comparison operator and then a value to compare to. For example GPA > 3.0

Drag students to groups and between groups

To drag multiple students to a group, check the check boxes of the students to be included and then drag them over to a group.

Remove students from groups

To remove a student from a group, hover over a student and click on the ⊗ icon on the top right corner.

Associate student data elements with groups

Click on the 'add data' link at the bottom right corner of the group. This will pop up a panel to the right of the group where the user can select the student data attributes to associate with the cohort.
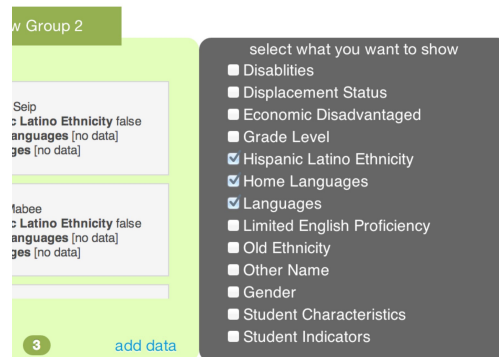
Randomly assign students into groups

Specify the number of students to assign to each group on the left hand side of the top bar and click on the 'random' button next to it.

Save changes to all the groups back to the server

Click on the 'save all' button on the top right of the top bar to save changes to ALL groups.
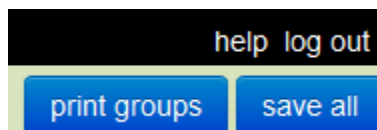
Print out the details for all the groups

Click on the 'print groups' button on the top right corner of the top bar to print out the details for all the groups in the current workspace. Each group will be printed on a different page.

Log out of the application

Click on 'log out' at the top right corner of the top bar to log out of the application. This will redirect the user to the login page.

Troubleshooting

- Login Error
    1. The session has expired. Try refreshing the page.
    2. If problem persists, clear the browser history and delete cookies.
    3. Restart the browser.

- Error saving group
    1. The session might have expired. Try refreshing the page.
    2. If problem persists, clear the browser history and delete cookies.
    3. Restart the browser.

- I can't print the group details in IE9
    1. Go to **Tools** menu
    2. Click on the **Security** tab
    3. Uncheck the **Enable Protected Mode** option
    4. Restart the browser

- I have reached the Error page. What do I do?
Click on the provided link and to go back to the inBloom login screen

FAQ

1. How do I drag multiple students to a group?

   In order to drag and drop multiple students to a group you must select the checkbox inside the student box. Once all the students you want to drag are selected, drag them over to a group.

2. Why does random mess up my current groups?

   Random reassigns every single student in the list into groups of the students. The number of students in each group is specified by the user. Students that have already been assigned to groups will be shuffled around and randomly assigned to other groups.

3. Why can't I change an existing group's name?

   Currently there is a limitation with the API that does not allow us to make changes to the group name.

4. How many lesson plans can I attach to a group?

   One

5. Why doesn't Save All work in IE9?

   IE9 does not support uploading multiple files, therefore when attempting to save more than one group with a file attachment, the Save All option will fail.

6. Where is the Save button on the Group Selection screen?

   The Save button will only appear if you have made changes to a group.

7. Why is there no student for me to select on the Multiple Group Edit screen?

   There might not be any students associated with your school, please contact your system admin to fix this issue.

System Requirements

- Browser: IE9+, Chrome 21+, Firefox 16+
- Minimum resolution: 1280 x 768