

Add Groups

You can add a new group at any time of the year from the Groups page. Creating groups is a two stage process. First you add a new group to the Groups list and then assign staff and students to the group.

1. On the Groups page, click **Add Groups**.

The screenshot shows the 'Groups' tab selected in a navigation menu. The page title is 'River Drive'. There are buttons for 'BATCH ENROLLMENT', 'DOWNLOAD', 'IMPORT', and 'HELP'. A search bar labeled 'Find Groups' with the placeholder 'Enter Group Name' is visible. Below the search bar, it says '4 Groups'. A table lists the groups:

<input type="checkbox"/>	Group Name ↓	Staff ↓	Students ↓
<input type="checkbox"/>	First Grade ELA	1	4

The page expands to show the Add Groups section.

2. The Add Groups section contains the Group Name field.

The screenshot shows the 'Add Groups' section expanded. The page title is 'Washington Elementary'. There is an 'Add Groups' button. The 'Add Groups' section contains a 'Group Name' field with a red asterisk and a close button (X). The text 'Math is Fun' is entered in the field. Below the field is a '+ Add Row' link. At the bottom of the section are 'Submit' and 'CANCEL' buttons. Below the 'Add Groups' section is the 'Find Groups' search bar with the placeholder 'Enter Group Name'.

Click **+Add Row** to add up to 10 groups at a time.

3. Enter the Group Name and click **Submit** to create a group.

The screenshot shows a confirmation box titled 'Records Added'. It contains a black box with the text 'GROUP NAME' and a white box with the text 'Math is Fun'.

A confirmation box displays the new group and the group is added to the Groups list.

If the Amplify system encounters errors when attempting to save the records, the errors are highlighted. Correct them and click **Submit** again.

4. Click **Add Groups** to collapse the Add Groups section.
5. After creating the group, you must assign staff and students to the group in the Group Details panel.

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