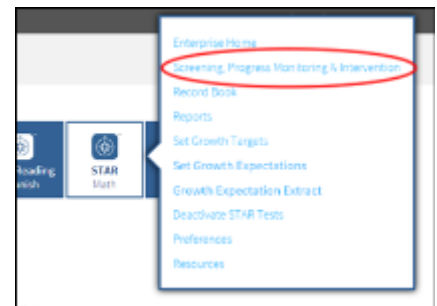


Editing or Creating Groups

Students can be placed in groups so that certain reports can be created just for the students in that group. A student can belong to more than one group.

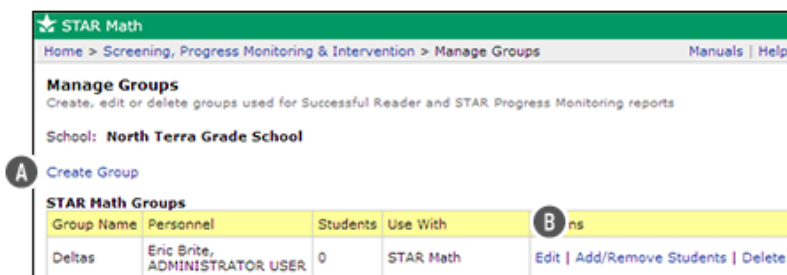
1. Click **STAR Math** on the Home page, then click **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose which school's groups you want to work with; then, in the gray sidebar on the left side of the page, click **Manage Groups**.



Teachers can only edit groups that they created or that they are assigned to.



3. On the Manage Groups page: click **Create Group** ^A to create a new group, or click **Edit** ^B in the row for an existing group to edit that group.



STAR Math
Home > Screening, Progress Monitoring & Intervention > Manage Groups

Manage Groups
Create, edit or delete groups used for Successful Reader and STAR Progress Monitoring reports

School: **North Terra Grade School**

^A Create Group

STAR Math Groups				
Group Name	Personnel	Students	Use With	^B ns
Deltas	Eric Brite, ADMINISTRATOR USER	0	STAR Math	Edit Add/Remove Students Delete

4. On the Edit Group page or Create Group page, enter or update the following information for the group: The name of the group **C**.

- The personnel assigned to the group **D**. You can choose a single person from the **Personnel** drop-down list, or click **Select Multiple Personnel** **E** to assign more than one personnel member to the group.
- The programs the group will be used with. STAR Math will already be checked **F**. If there are other programs that can use this group, they will be listed here; check the boxes for them if you want to use this group for those programs as well.
- You can type a short description of the group in the Description field **G** if you want to (optional).

5. Click **Save** **I** to save the new group (or the changes you've made to an existing group). Click **Cancel** **J** to leave this page without saving any changes.

If you are editing an existing group, the school **cannot** be changed. If you are creating a new group, the school you chose on the Screening, Progress Monitoring & Intervention page will be pre-selected as the school this group belongs to **H**. If you need to create the group for a different school, click **Cancel**, use the **School** drop-down list on the Screening, Progress Monitoring & Intervention page to choose the correct school, and then click **Manage Groups** and **Create Group** again.