








Student Group Manager: My Groups

The My Groups Page is where all the student groups you have made are stored and managed. Your groups will be listed together or in categories if you have set those up. In addition, each group in the list will have some button options on the right side of the page.


	The downward arrow button will display more information about your group, specifically what was entered into the description box when the group was made.
	The four-pointed arrow allows you to click and drag the group in the list to change the order in which the groups are presented.
	The pencil button displays a drop-down menu of options.

The Manage button brings you into the definition of the student group and lets you edit the properties, filters, etc.

 Edit Item	Edit Item allows you to edit the name and/or move the group into a category.
 Create Shortcut	Create Shortcut will enable you to make a shortcut to your group to put somewhere else. For example, if you had a category of groups called “Special Education by Grade” and your group “Grade 5 Special Education” was inside the category. Still, you also wanted it in the “Grade 5 Services” category; you could shortcut it so the same group was listed in two places.
 Clone Item	Clone Item allows you to duplicate an existing group. This can be helpful if you make multiple similar groups to copy one and change it instead of starting each from scratch.
 Delete	Delete will delete the student group.

In the top right corner, there is a button labeled Actions. When clicked, it drops down a menu to select from:



<p>Display Modes</p> <p><input type="radio"/> Grid</p> <p><input type="radio"/> Columns</p> <p><input checked="" type="radio"/> List</p>	<p>The Display Modes shows the groups in the list as a grid, organized into columns or in a list format.</p>
<p>Navigation</p> <p>Open Category Tree</p>	<p>Open Category Tree shows you all your categories, and where they are, you have multiple categories nested inside each other and can't find what you are looking for.</p>
<p>Manage</p> <p> Add new Category</p>	<p>Add New Category allows you to add a category to your list. For example, you must find the group and click the pencil button to add a student group to a category.</p>