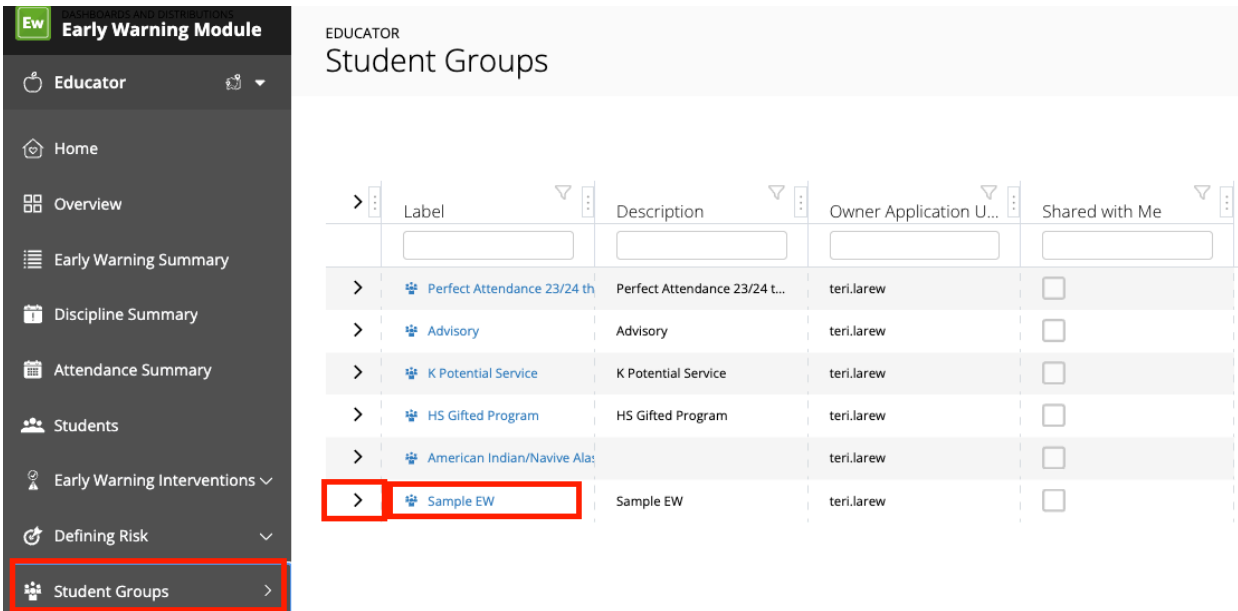


EWM View and Share Student Groups

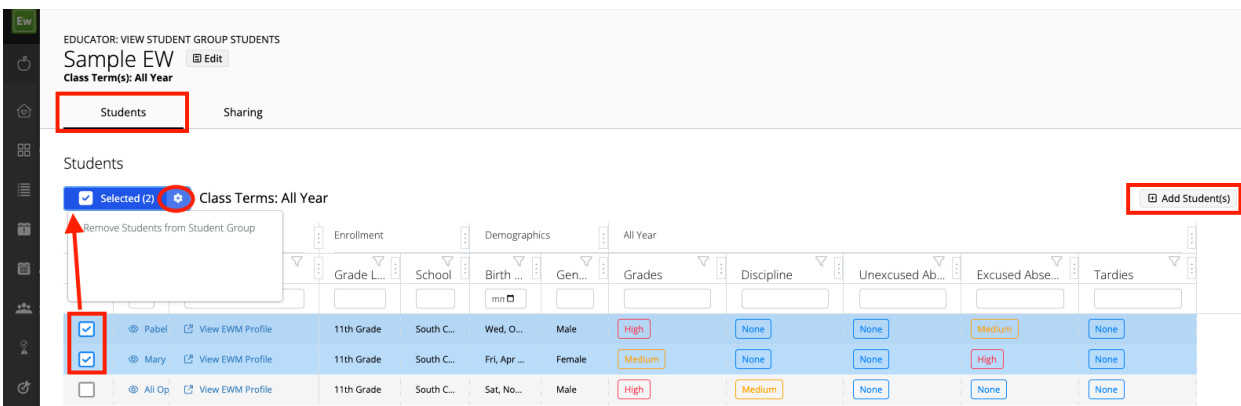
1. Start under **Student Groups** in the left navigation menu.
2. You will see a data table of student groups.
3. Click the **arrow** to the far left to reveal further information.
4. Click the **Label** to view the student group details.



EDUCATOR
Student Groups

>	Label	Description	Owner Application U...	Shared with Me
>	Perfect Attendance 23/24 th	Perfect Attendance 23/24 t...	teri.larew	<input type="checkbox"/>
>	Advisory	Advisory	teri.larew	<input type="checkbox"/>
>	K Potential Service	K Potential Service	teri.larew	<input type="checkbox"/>
>	HS Gifted Program	HS Gifted Program	teri.larew	<input type="checkbox"/>
>	American Indian/Navie Ala...		teri.larew	<input type="checkbox"/>
>	Sample EW	Sample EW	teri.larew	<input type="checkbox"/>

5. You will see two tabs across the top of the page. (Student Tab, Sharing Tab)
6. The **Student tab** is a data table for the students included.
 - o Click **Add Student(s)** in the top right. Click the student field, select the **checkbox** for the student of choice, and click **Accept**.
 - o To select students to remove, click one or more **checkboxes** to the far left. Then click the **Selected Gear** at the top left of the table and choose **Remove Students from Student Group**.



EDUCATOR: VIEW STUDENT GROUP STUDENTS
Sample EW Edit
Class Term(s): All Year

Students Sharing

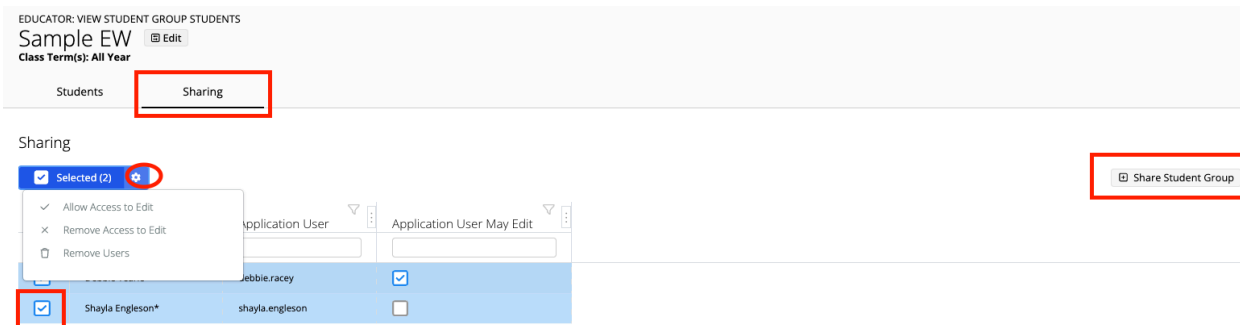
Selected (2) Class Terms: All Year Add Student(s)

Remove Students from Student Group

	Enrollment	Demographics	All Year						
Grade L...	School	Birth ...	Gen...	Grades	Discipline	Unexcused Ab...	Excused Abse...	Tardies	
<input checked="" type="checkbox"/>	11th Grade	South C...	Wed, O...	Male	High	None	None	Medium	None
<input checked="" type="checkbox"/>	11th Grade	South C...	Fri, Apr ...	Female	Medium	None	None	High	None
<input type="checkbox"/>	11th Grade	South C...	Sat, No...	Male	High	Medium	None	None	None

7. The **Sharing** tab is a data table of the users you have shared with.

- Click **Share Student Group** in the top right.
 - Click the **Application Users** field, click one or more **checkboxes** to the far left of those you wish to share the group with, and click **Accept**.
 - Select **Yes/No** from the **Application User(s) May Edit** dropdown menu. Selecting Yes allows the user to add and remove students, which will affect the other student group users.
 - Click **Save**.
- Click one or more **checkboxes** to the far left. Click the **Selected Gear** in the top left of the table and choose one of the following:
 - **Allow Access to Edit:** This student group will be shared with the user, and the user may add or remove students, which will affect the other student group users.
 - **Remove Access To Edit:** This will allow the user to share the student group, but they cannot edit the group.
 - **Remove Users:** This will remove the selected user from sharing the student group. A popover window will appear, and you will be prompted to confirm. Select **Yes/No**.



EDUCATOR: VIEW STUDENT GROUP STUDENTS

Sample EW Edit

Class Term(s): All Year

Students Sharing

Sharing

Selected (2) Share Student Group

	Application User	Application User May Edit
<input checked="" type="checkbox"/>	ebbie.racey	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shayla Engleson*	shayla.engleson <input type="checkbox"/>

Popover menu options:

- Allow Access to Edit
- Remove Access to Edit
- Remove Users