



ProgressBook®

GradeBook

# Groups Within Classes Quick Reference

**Gradebook Administration**

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Creating a group of students from within a class (or multiple classes) is an easy way to assign work to specific students who may be involved in projects that other students in your class(es) are not.

**ProgressBook** Student Groups GradeBook | Help | Sign Out

GradeBook

Dashboard

Select a Class: AMERICAN LITERATUR

Student Groups (Click to Edit)

- Gifted
- Inclusion

Use this page to create groups of students. [Delete this group](#)

Name: Independent Readers

Description: Students who meet after class on Wednesday to discuss the boo

To select multiple students at once in either list, click one student's name, then press CTRL and click another student's name. Continue as necessary.

Check the classes that will use this group. You may also assign students to the group.

Available	Selected
AMERICAN LITERATURE: 16	AMERICAN LITERATURE: 15
...Curtis, Wilhelmina	...Andrews, Ivana
...Davidson, Phineas	...Armstrong, Marc
...Douglas, Delecia	...Bradley, Sirisha
...Fleming, Ivan	...Carpenter, Bobbi
...Herrera, Jewel	...Chavez, Tyla
...Holland, Satchel	...Elliott, Lev
...Hopkins, Mariana	...Greene, Jagger
...Jensen, Athena	...Harper, Gaby
...May, Bannon	...Lane, Deshawne
...Smith, Fayme	...Lawrence, Olinda
...Soto, LeAnn	...Riley, Pansy
...Terry, Chantal	...Ruiz, Alfie
...Vargas, Gus	...Sims, West
...Wade, Orlando	...Smith, Flip

\* = not all students selected

Update

To move entire classes between lists, double-click the name of the class (or click the name of the class and use the arrow buttons).

Click **Show Students** to display individual students within the classes in the lists. Click **Hide Students** to limit the list back to entire classes.

Click **Add a Group** to initiate the group creation process.

Use these buttons to move items between classes.



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Description:

Assignment Type:

Assigned Date:

Points:

Assign to Student Group:

Setup as a floating assignment?  Exclude from student averages?

Post to the homework web page?  Post the marks to the web?

Add this assignment to the assignment bank?

**Share this assignment with the following classes:**  
*Note: Only classes that share assignment types and have the same grading scale setup can share assignments.*

AMERICAN LITERATURE: 16       COMPOSITION: 25       COMPOSITION: 26

From the **Assign to Student Group** drop-down list, select the student group to which you want to give the assignment.

