Creating a Group in MyEdBC - Teachers

Create the Group – Staff View > My Info TT > Groups ST

1. Options > Add
2. Title – Name the group
3. Category - Use the drop down to choose a Category
4. Page Icon - Use the drop down to choose a Page Icon
5. Adult Responsible - You are the default Administrator of this group/page
6. Add a start date (beginning of the school year) and end date (end of the school year)
7. Page Status – If you want a webpage – set to Enabled for All Members
   If you don’t want a webpage – set to Disabled
8. Page Label – This is what will appear on the Pages Tab to identify your page to the group member
9. Enable Logging – If you check this box, you will be able to see who has accessed your page
Add Members to your group
My Info TT > Groups ST > Members SubST

1. Select the group you wish to add members to
2. Click Members Sub ST
3. Options > Add
4. Select Member type – Sections
   a. Elementary – This will be your divisions
   b. Secondary – This will be the sections of the courses you teach
5. Select your Division(s) / section(s)
6. Click Ok

Note: If you select Member type – students, and hand select them, this will create a static grouping and will not change with enrollment changes. If you select Member type – Sections, the group will be dynamic and will update/change with any enrollment changes.

To see the members double click on the Group Name or People Side Leaf

Add Events to Your Page
If you have an event that you would like to add to your group (e.g. an assignment due date, or a field trip date) you can add them here and it will appear in both yours and your student’s calendars.

My Info TT > Groups ST > Events Sub ST
Options > Add

To Manage your Page - See the guide Managing Your Page