

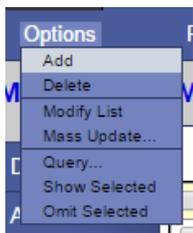
How to Create a Group

1 My Info Top Tab > Groups Side Tab



In the **Staff View**, go to the **My Info** top tab and the **Groups** side tab. This will open up several more options. We will focus on: Details, Members & Events

2 Options > Add > Enter Details > Click Save



The screenshot shows the 'New Group' form in the Staff View. The form has a left sidebar with navigation options: Details, Attendance, Schedule, Schools, Licenses, Degrees, Course Work, PD Plans, Positions, and Extra-curricular Activities. The main form area has a 'Save' and 'Cancel' button at the top. The form fields are: Title (text input), Category (dropdown), Page icon (dropdown), Adult Responsible (text input), Start date (calendar icon), End date (calendar icon), Page status (dropdown set to 'Disabled'), Public for all Aspen users (checkbox set to 'N'), Page label (text input), and Enable logging? (checkbox). There are 'Save' and 'Cancel' buttons at the bottom of the form.

Title: The name of your group (e.g. Mrs. Murden's Class or SS 9)

Category: Select from the dropdown (Class, Academic, School, Athletic, etc.)

Page Icon: Select an image to represent your page

Adult Responsible: this will be empty as you will be the default Administrator of the group/page, since you are creating it.

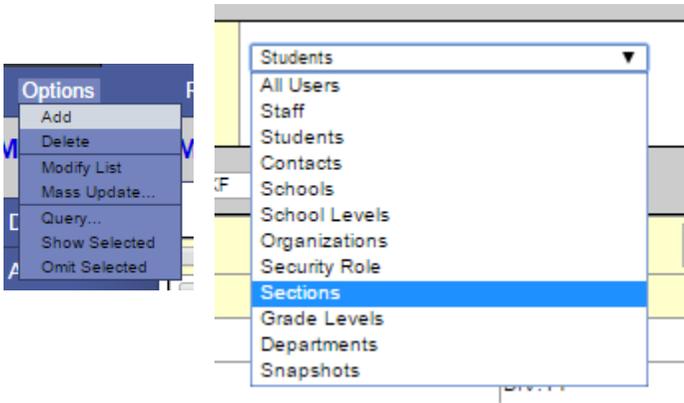
Start/End Date: Optional Field

Page Status: If you would like a Webpage for your group, set to **Enabled for All Members**. If you **DO NOT** want a webpage for your group, leave this set to **Disabled**.

Page Label: This is what will appear on the Pages Tab to identify your page to the group member

Enable Logging: If you check the box, you will be able to see who has accessed your page.

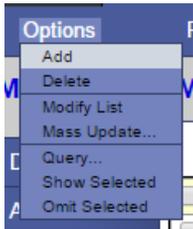
3 Members Leaf > Options Add > Select Member Type



You will want to select **Sections** to select certain sections that you teach. In **Elementary**, this would be your “AM” section or “PM” section and will add your class list to your group. For **Secondary**, you can add as many sections of SS 9 to one group/page as you would like. Or, you may like to have a different group for each section you teach.

Note: If you select **Students** and hand pick them manually, this will be a static grouping and will not change with enrollment. If you select **Sections**, the group will be dynamic and will update/change with any enrollment changes.

4 Events Leaf > Options Add



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

Murden, Meghan :: Choir :: New Group Event

Save Cancel

Date *

Time

Summary *

Location

Save Cancel

You are now ready to manage your page, if you chose to create one 😊. Please see “Managing Your Page” for a step-by-step guide.