
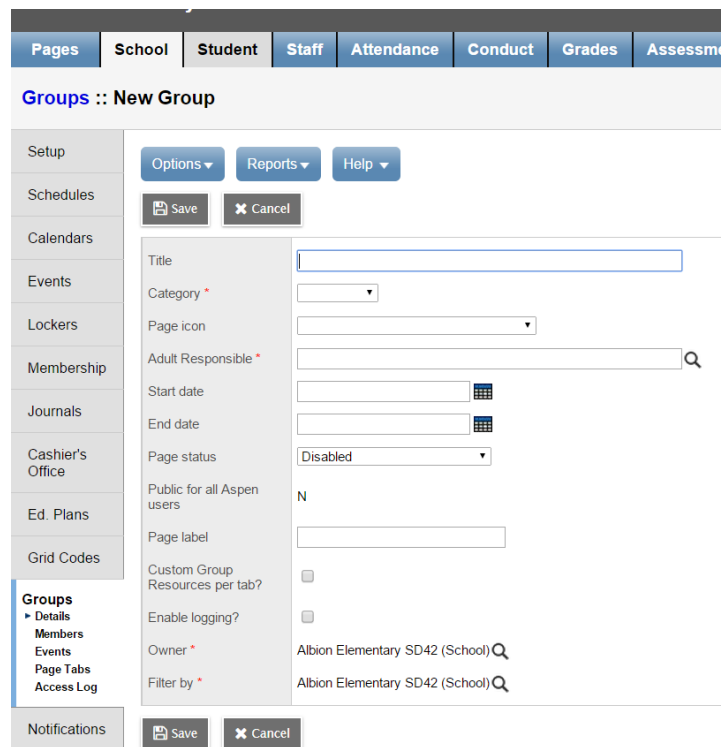


Creating a Group in MyEdBC- Clerical

Groups in MyEdBC are created for a variety of reasons.

Create the Group – School TT > Groups ST

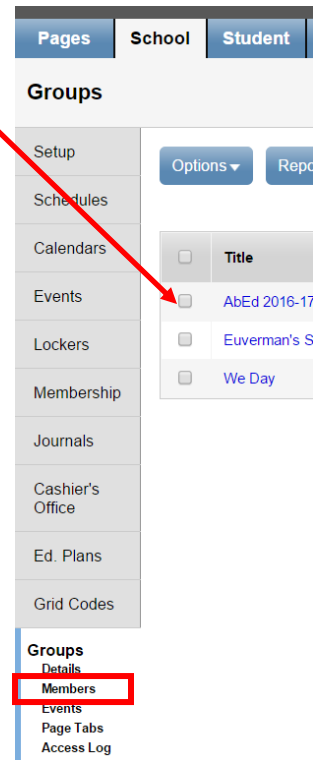
1. Options > Add
2. Title – Name the group
3. Choose a Category
4. Use the pick list  to select the adult responsible
5. Add a start date (beginning of the school year) and end date (end of the school year)
6. Save



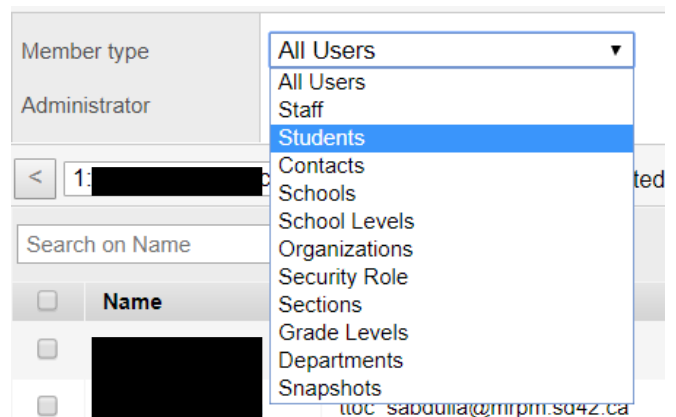
The screenshot shows the 'New Group' form in MyEdBC. The interface includes a top navigation bar with tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, and Assessment. Below this is a sidebar menu with categories like Setup, Schedules, Calendars, Events, Lockers, Membership, Journals, Cashier's Office, Ed. Plans, Grid Codes, Groups (with sub-items: Details, Members, Events, Page Tabs, Access Log), and Notifications. The main form area is titled 'Groups :: New Group' and contains several input fields and buttons. At the top of the form are 'Options', 'Reports', and 'Help' buttons. Below these are 'Save' and 'Cancel' buttons. The form fields include: Title (text input), Category (dropdown), Page icon (dropdown), Adult Responsible (pick list with search icon), Start date (calendar icon), End date (calendar icon), Page status (dropdown set to 'Disabled'), Public for all Aspen users (checkbox, currently 'N'), Page label (text input), Custom Group Resources per tab? (checkbox), Enable logging? (checkbox), Owner (pick list showing 'Albion Elementary SD42 (School)'), and Filter by (pick list showing 'Albion Elementary SD42 (School)'). At the bottom of the form are 'Save' and 'Cancel' buttons.

Add Students - School TT > Groups ST

1. Select the group you wish to add students to
2. Click Members Sub ST
3. Options > Add



4. Select Member type – Students or Snapshots
NOTE: When creating a group for the parent portal select students. The parent portal **does not** recognize group members when added with a snapshot
5. Select your snapshot or pick your student(s)
6. Click Ok



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

To add a second Adult Responsible

1. Members ST > Options Add
2. Member Type – Staff
3. Check the Administrator Box
4. Select the staff member
5. Ok

Member type	Staff ▼
Administrator	<input type="checkbox"/>