

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

<ul style="list-style-type: none"> Details Attendance Schedule Schools Licenses Degrees Course Work PD Plans Positions Extra-curricular Activities 	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Options ▾ Reports ▾ Help ▾ </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Save Cancel </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Title <input style="width: 100%;" type="text"/></p> <p>Category * <input style="width: 100%;" type="text"/></p> <p>Page icon <input style="width: 100%;" type="text"/></p> <p>Adult Responsible * <input style="width: 100%;" type="text"/></p> <p>Start date <input style="width: 100%;" type="text"/> <input type="calendar"/></p> <p>End date <input style="width: 100%;" type="text"/> <input type="calendar"/></p> <p>Page status <input style="width: 100%;" type="text" value="Disabled"/></p> <p>Public for all Aspen users <input type="text" value="N"/></p> <p>Page label <input style="width: 100%;" type="text"/></p> <p>Enable logging? <input type="checkbox"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel </div>
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Groups

- Details
- Members
- Events
- Page Tabs
- Page Access

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

Member type	Sections
0 of 2 selected	
Course	Description
<input type="checkbox"/> ATT--AM-019	AM Attendance
<input type="checkbox"/> ATT--PM-019	PM Attendance

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

Details
Attendance
Schedule
Schools
Licenses
Degrees
Course Work
PD Plans
Positions
Extra-curricular Activities

Options ▾ Reports ▾ Help ▾

Date *

Time

Summary *

Location

Description

Groups
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▶ Events
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To Manage your Page - See the guide Managing Your Page