




Creating a Group in MyEdBC- Clerical

Groups in MyEdBC are created for a variety of reasons.

Create the Group – School TT > Groups ST

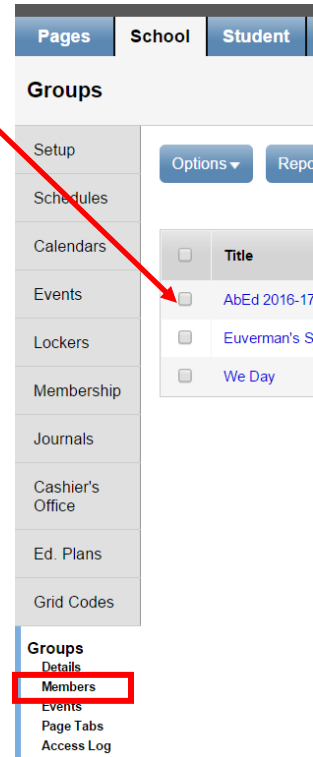
1. Options > Add
2. Title – Name the group
3. Choose a Category
4. Use the pick list  to select the adult responsible
5. Add a start date (beginning of the school year) and end date (end of the school year)
6. Save

The screenshot shows the 'New Group' form in MyEdBC. The form is titled 'Groups :: New Group' and has a navigation bar at the top with tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, and Assessment. The form is divided into a left sidebar with a menu and a main content area. The sidebar menu includes 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 content area has buttons for Options, Reports, and Help at the top, followed by Save and Cancel buttons. Below these are input fields for Title, Category, Page icon, Adult Responsible (with a search icon), Start date, End date, Page status (set to Disabled), Public for all Aspen users (set to N), Page label, Custom Group Resources per tab? (checkbox), Enable logging? (checkbox), Owner (set to Albion Elementary SD42 (School) with a search icon), and Filter by (set to Albion Elementary SD42 (School) with a search icon). At the bottom of the form are Save and Cancel buttons.

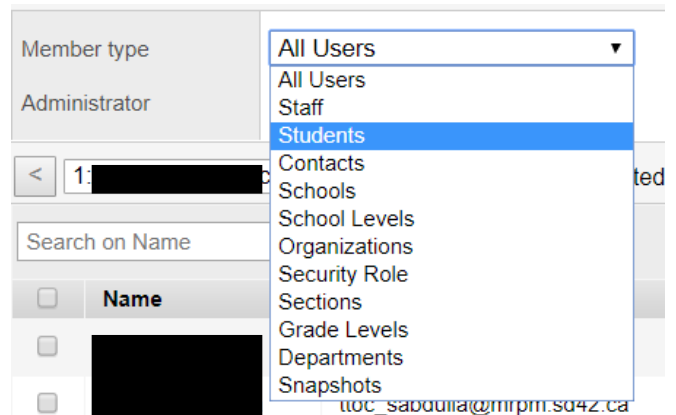


Add Students - School TT > Groups ST

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"/>