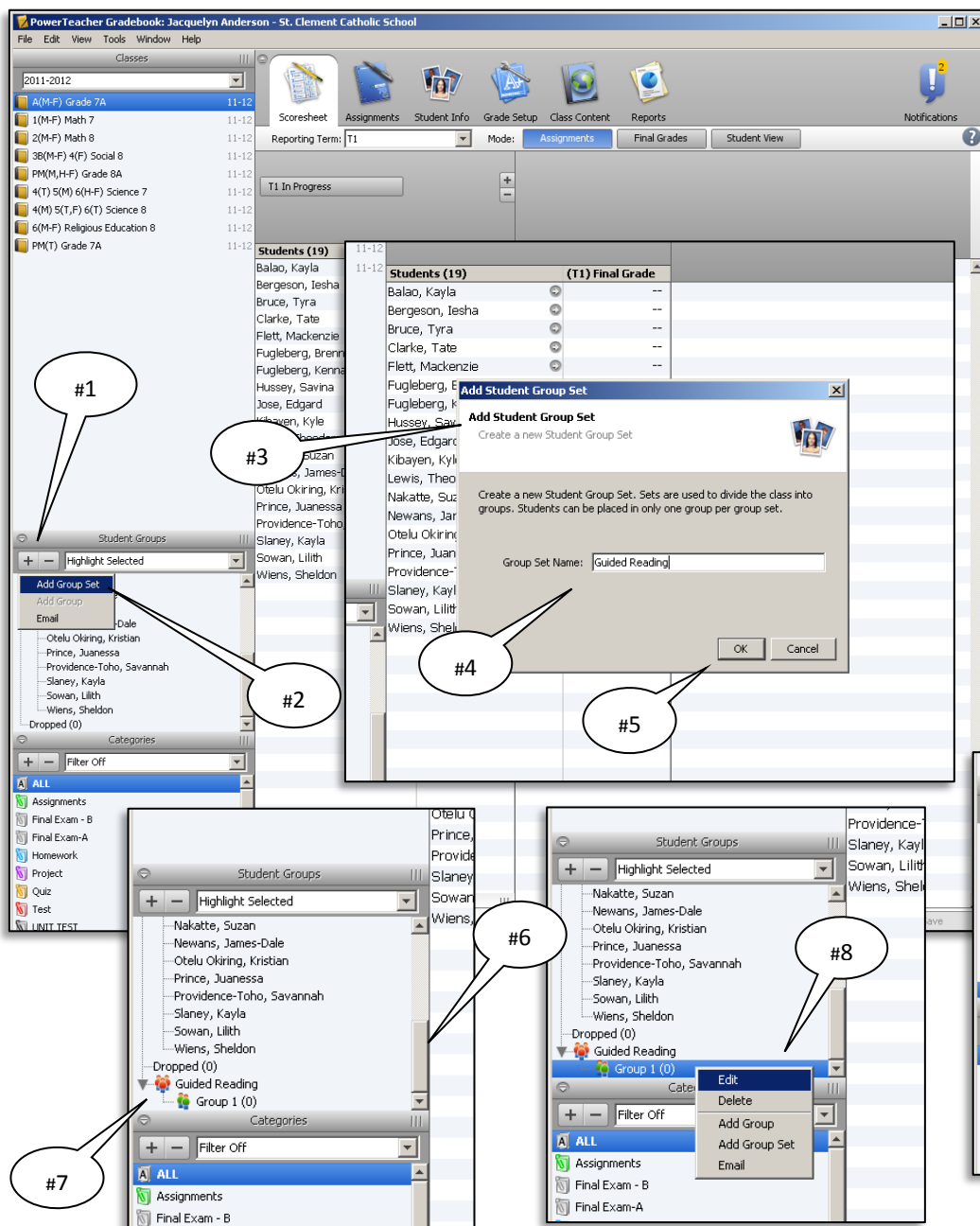
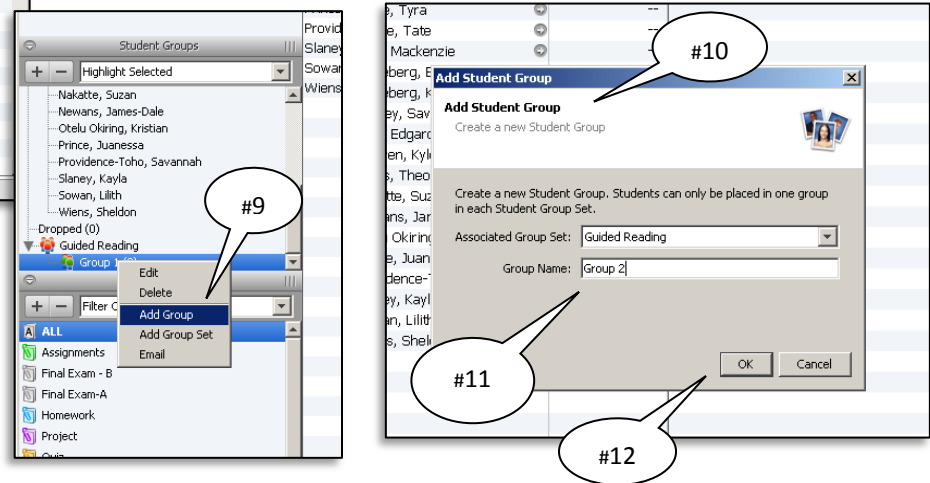
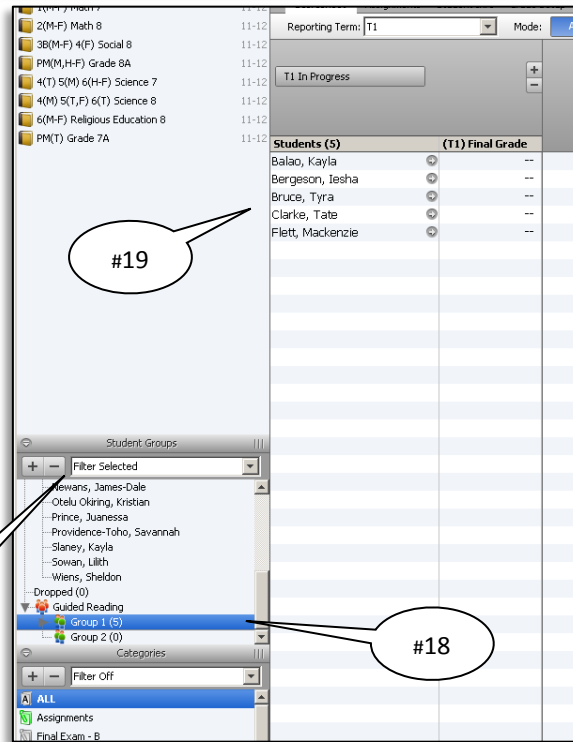
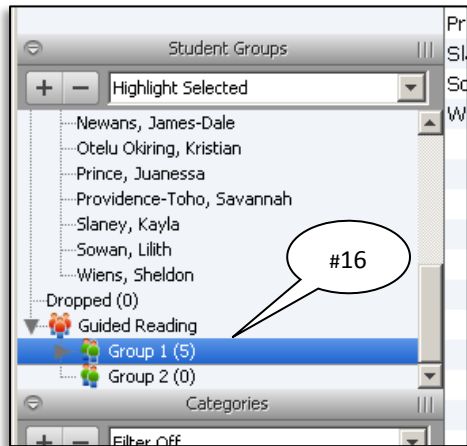
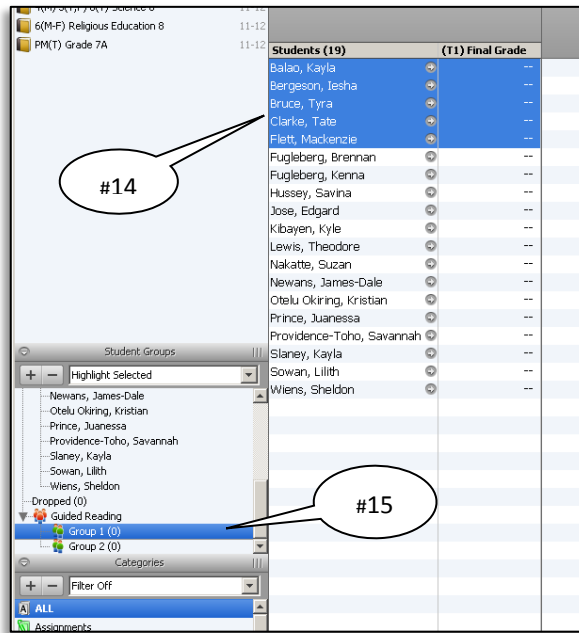
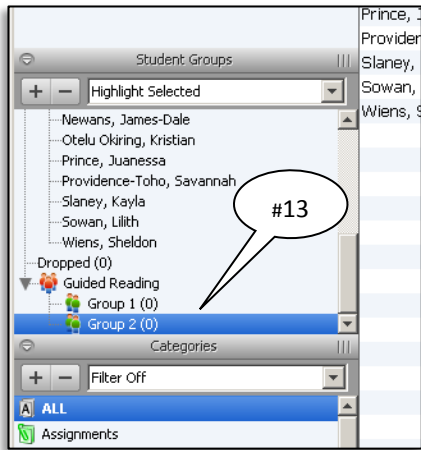


Gradebook Tutorial #10: How to create a Group Set (of students)



- #1: Click on the "+" sign.
- #2: Select "Add Group Set" from the dialogue box that appears.
- #3: The "Add Student Group Set" dialogue box appears.
- #4: Enter the Group Set Name.
- #5: Click "OK".
- #6: Scroll down to the bottom of the Student Group window.
- #7: The new Student Group Set has been added. The Group Set contains one Group (Default name is "Group 1") with no students.
- #8: You can edit the name of this group by selecting the group, right clicking and selecting "edit" from the dialogue box that appears.
- #9: You can also add another group to this Group Set. Select "Add Group" from the dialogue box.
- #10: The "Add Student Group" dialogue box appears.
- #11: Enter the name of the new Student Group, and
- #12: Click "OK".





- #13: The new group appears in the “Student Groups Window”.
- #14: To add students to a group, select the students you wish to add,
- #15: Click and hold and drag the selected students to the appropriate group.
- #16: A number appears to the right of the group name indicating the number of students in that group.
- #17: To see the students in the group, select “Filter Selected”.
- #18: Select the group from the “Student Groups” window.
- #19: The students in that group will appear in the student pane.