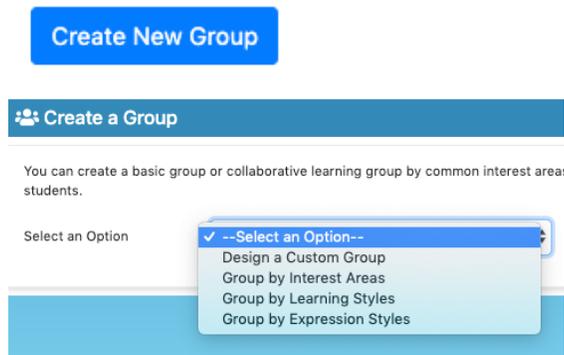


## MY STUDENTS: MANAGE GROUPS

Groups are helpful for organizing students by class, grade, subject, learning style ... there are many possibilities! *Manage Groups* provides flexible grouping options to enable instructional differentiation on the fly! Design *Custom Groups* according to your schedule or let Renzulli Learning create groups based on Students' Profile information!

### Create a Custom Group

1. On the My Students tab, click *Manage Groups*.
2. Click *Create New Group*.
3. Select *Design a Custom Group* from the drop-down menu.
4. Name your Group.
5. Choose if this Group is:
  - **Basic** - Only you can see the group
  - **Collaborative** - Students will get a shared workspace and message board
  - **Global Collaborative** - Currently in Beta testing; partner up with Renzulli schools around the world for collaborative group experiences!



**Note:** For more information on Collaborative Groups, hover over "What is this?"

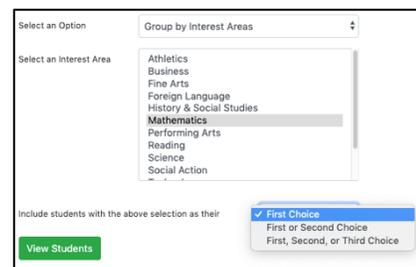
6. Use the Show drop-down menu to filter your Student list:
  - **All Students** — Displays all Students on the Teacher's class roster
  - **All Students Not in a Group** — Displays all Students who do not belong to a group
  - **Grade and School** — Displays by selected grade and school



7. Check the names of the students that you would like included in the Group or select *Check All* to include all the Students displayed.
8. Click *Submit* at the bottom of the screen.

### Create a Group by Profiler Criteria: Interest Areas, Learning Styles, or Expression Styles

1. On the My Students tab, click *Manage Groups*.
2. Click *Create New Group*.
3. Select one of the following from the drop-down menu:
  - **Group by Interest Areas** — Groups students by a specific Interest Area based on their individual Renzulli profile results.
  - **Group by Learning Styles** — Groups students by a specific Learning Style based on their individual Renzulli profile results.
  - **Group by Expression Styles** — Groups students by a specific Expression Style based on their individual Renzulli profile results.
4. Select ONE Interest Area, Learning Style, or Expression Style.
5. Select one of the following from the drop-down menu:
  - **First Choice** — Shows Students with that criteria as their first choice.
  - **First or Second Choice** — Shows Students with that criteria as their first or second choice.
  - **First, Second, or Third Choice** — Shows Students with that criteria as one of their top three choices.



6. Click *View Students*.
7. Name your Group.

8. Choose if this Group is:
  - **Basic** - Only you can see the group
  - **Collaborative** - Students will get a shared work space and message board
  - **Global Collaborative** - Currently in Beta testing; partner up with Renzulli Learning schools around the world for collaborative group experiences!

**Note:** For more information on Collaborative Groups hover over "What is this?"
9. Check the names of the students that you would like included in the Group or select *Check All* to include all the Students displayed.
10. Click *Submit* at the bottom of the screen.
11. Your Groups will be displayed on the next page. Click *View* next to a group to view and edit Group Details.

### Create a Sub-Group

1. On the My Students tab, click *Manage Groups*.
2. In your Manage Groups list, click *Add Sub-Group* next to the Group you wish to create it under.
3. Define your criteria. The choices are the same as in the Create a Group section above, for either Custom Groups or define groups by Profiler criteria.
4. Name your Group.
5. Select Students.
6. Click *Submit*.

Grade 8	Collaborative	Active	Add Sub-Group	9/1/2019	View																								
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7. To view Sub-Groups, click the little arrow next to a Group name in your Manage Groups list.

**Teacher Tip:** You may add a Sub-Group within a Sub-Group using the same procedure. For example, you can create a Group for 8th graders, then a Sub-Group for the 8th graders who are interested in Math, and then those that have a Technology Learning Style.