

## Create a Group From the Roster (for teachers)

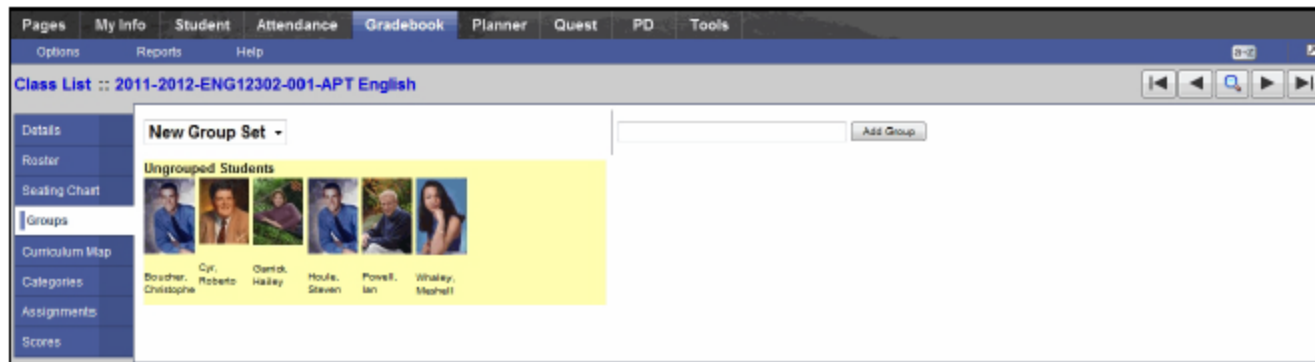
It is possible to create group sets for a class, and groups within each group set from a class roster.

For example, you might like to create a **Reading** group set within your *English Language/Arts* class. Within the **Reading** group set, you can create groups, such as **Greens** (advanced readers), **Blues** (growing readers), and **Reds** (readers who need extra help).

These groups are the same as other groups in Aspen, such as Drama Club, in that you can [enable a Page](#) for them. Then you could add widgets of interest, such as links to book lists appropriate to each reading level.

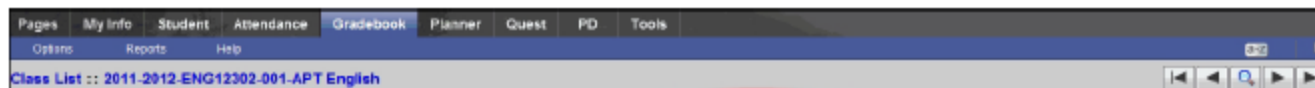
### To create a group set and groups within the set:

1. Log on to the Staff view.
2. Click the **Gradebook** tab. The Class List page appears.
3. Select the class you want to create a group set for, and click the **Groups** side-tab:



The students in your class appear on the left-side of the page.

4. To create a new group set, on the **Options** menu, click **Add**.
5. Type a name for the new group set, and click **Save**.
6. In the **Add Group** field on the right-side of the page, type a name for each group within the group set. For example, you might create a group set called *Readers*. Within that group set, you might create three groups: **Green**, **Yellow**, and **Red**.
7. Click **Add Group**:











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8. Click, drag, and drop the students from the **Ungrouped Students** box to the new groups.
9. Click  next to the group name to edit it.
10. Click  to define each group's details, and to create a page for the group to access using the Student and Family portals:

Save
Cancel

<b>Title</b>	<input type="text" value="Red"/>
<b>Category *</b>	Academic ▾
<b>Page icon</b>	book 3 ▾ 
<b>Adult Responsible *</b>	<input type="text" value="Adams, Gillian"/> 
<b>Start date</b>	<input type="text" value="9/1/2011"/> 
<b>End date</b>	<input type="text" value="8/27/2012"/> 

Page status	Disabled
Public for all Aspen users	<input type="checkbox"/>
Page label	Red
Enable logging?	<input type="checkbox"/>

11. Use the following table to enter information in the fields:



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Field	Description
<b>Title</b>	You can edit the title you created for the group.
<b>Category</b>	<p>Click the drop-down to select one of the following categories:</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Athletic</li> <li>• Club</li> <li>• Staff</li> </ul> <p>The category determines how students access the Page you create for the group.</p>
<b>Page icon</b>	Select the icon you want to use to represent this group's page.
<b>Adult responsible</b>	The teacher's name appears.
<b>Start date and End date</b>	The dates of the schedule term for the class appear.
<b>Page status</b>	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Disabled:</b> The page for this group is disabled.</li> <li>• <b>Enabled:</b> The page for this group is enabled. Click the <b>Pages</b> tab, then <b>Page Directory</b> to locate the page and add widgets and information for your students.</li> </ul>
<b>Public for all Aspen users</b>	Select this checkbox if you want all Aspen users to be able to view the Page from their Page Directory. Otherwise, only students within the group can view the Page.
<b>Page label</b>	Type a label for the Page that appears with the icon you select at the <b>Page icon</b> field.
<b>Enable logging?</b>	Select this checkbox if you want to track all visits to the Page.

12. Click **Save**.