

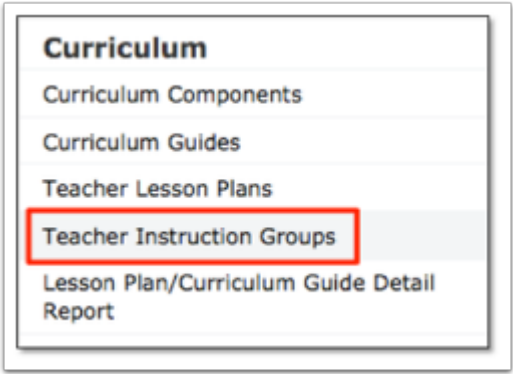
# Teacher Instruction Groups

The Instruction Groups feature provides teachers an easy way to organize students into groups to rotate to various stations or activities for an allotted time. Administrators also have the ability to view and set up teacher instruction groups.

## Creating Instruction Groups

Users create new instruction groups by setting up groups, setting up rotations, and assigning students to each group/rotation.

1. In the **Grades** menu, select **Teacher Instruction Groups**.



2. In the Search Screen, enter search criteria to locate a particular user and click **Search**. To return a list of all teachers at the school, do not enter any search criteria and click **Search**, or click the **User List**. To return a list of all teachers in the district, select the **Search All Schools** check box and click **Search**. In the User List, select the appropriate teacher.



3. At the top-left corner of the screen, select the appropriate section from the pull-down.

Eng 1 - Period 1 View previous date: 03/09/2016 Load Today Copy groups & rotations from 03/09/2016 Copy Reset Save

**Students**

Jin Aguirre

Martena Baker

Stacy Blackburn

Vladimir Bowers

Sylvester Brennan

**Eng 1 Period 1**  
From: Mar 9 2016  
Until:

**New Group**  
Name   
Description  Add

**New Rotation**  
Add  
Rotation Times  
-  
Click to assign a standard

4. The students in the section are displayed along the left side of the screen. To the right of the Students list is the work area where new instruction groups are created.

Begin by entering a date into the **Until** field. The instructions groups will be effective from today's date until the date you enter.

**Students**

Jin Aguirre

Martena Baker

**Eng 1 Period 1**  
From: Mar 9 2016  
Until:

**New Group**  
Name   
Description  Add

**New Rotation**  
Add  
Rotation Times  
-  
Click to assign a standard

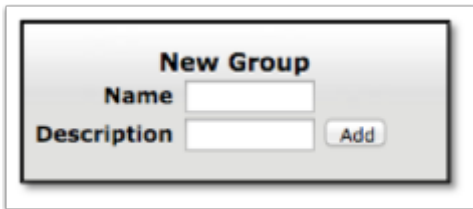
5. Enter a **Name** and **Description** for the first group in the **New Group** block.

6. Click **Add**.

**Guided Reading**

**New Group**  
Name   
Description  Add

7. The group is added along the top of the screen. Add additional groups using the New Group block.

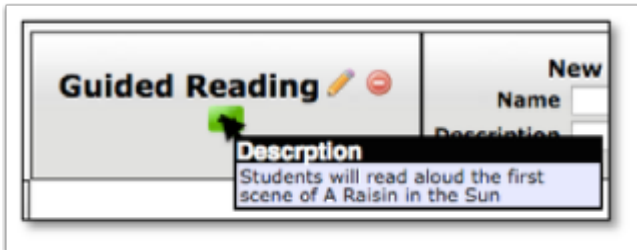




**New Group**

Name

Description

8. Hover the mouse over the green speech bubble to view the group description.



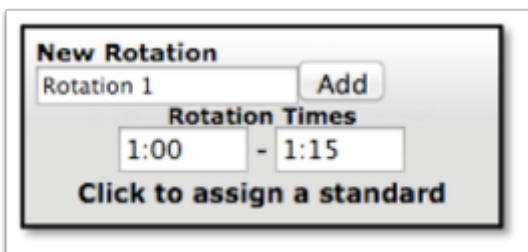
**Guided Reading**  

**Description**

Students will read aloud the first scene of A Raisin in the Sun

9. Add rotations by filling the rotation title and rotation times in the New Rotation block.

10. Click **Add**.



**New Rotation**

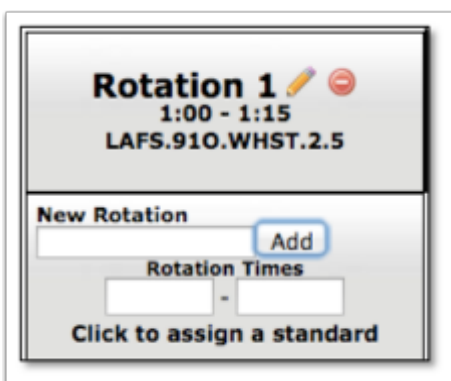
Rotation 1



**Rotation Times**

1:00 - 1:15

**Click to assign a standard**

11. The rotation is added along the left side of the screen. Add additional rotations using the New Rotation block.



**Rotation 1**  

1:00 - 1:15

LAFS.910.WHST.2.5

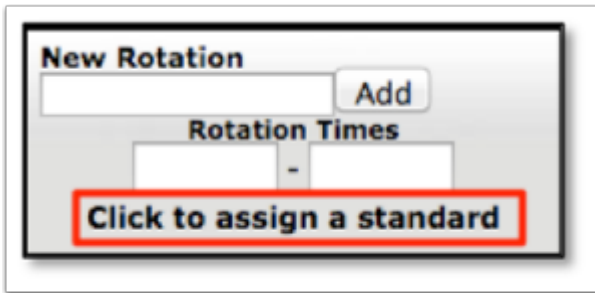
**New Rotation**

**Rotation Times**

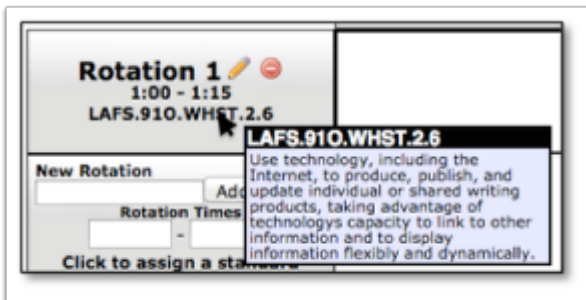
-

**Click to assign a standard**

12. Standards can be added to rotations by clicking the designated area on the rotation block. A list of standards assigned to the course will display. Click a standard to add it to the rotation.



13. The standard title will display on the rotation block. Hover the mouse over the title to view the standard description in a pop-up.



14. Assign students to a group and rotation by clicking and dragging the students into the table. Multiple students can be assigned to a group and rotation.



15. Click the **Save** button at the top-right of the screen to save the instruction groups.

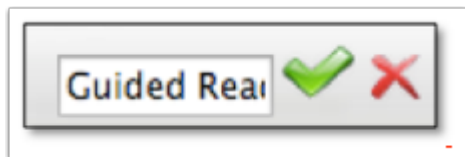
# Editing Instruction Groups

Group or rotation titles, times, and standards can be edited as needed. Students can also be removed from group and rotation.

1. Click the pencil icon on a group or rotation to enable editing.



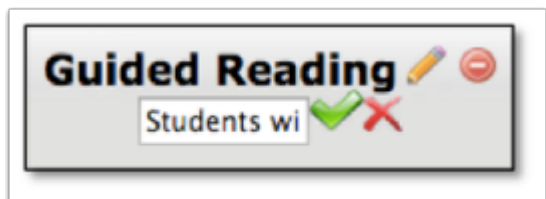
2. After making the changes, click the green check mark to confirm the changes or the red X to cancel the changes.



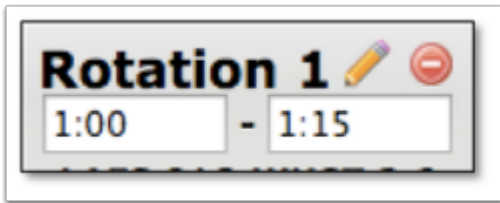
3. To edit the group description, click the green speech bubble.



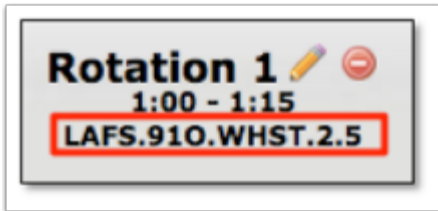
4. After making the changes, click the green check mark to confirm the changes or the red X to cancel the changes.



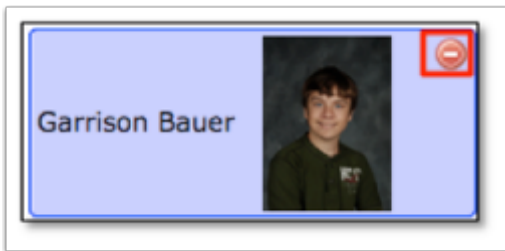
5. Click the rotation time fields to enable the fields for editing.



6. To change the standard assigned to a rotation, click the standard title on the rotation block. A list of the standards assigned to the course will display. Click a standard to assign to the rotation.



7. Remove a student from an instruction group by clicking the red remove icon on the student block.

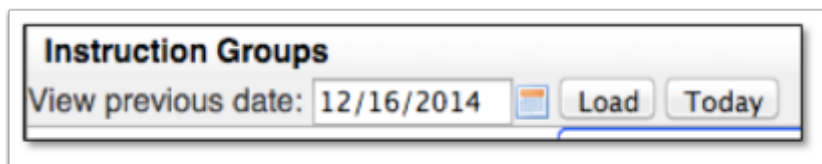


8. Click **Save** at the top-right corner of the screen to save your changes.

## Loading Previous Instruction Groups

Instruction groups from previous days can be loaded to view on the screen.

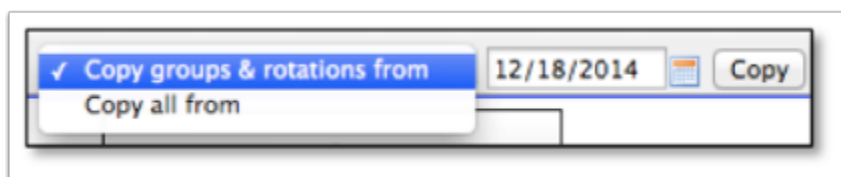
1. At the top-left of the screen, type in a date or use the calendar icon to select a date to view.
2. Click **Load**. The instruction groups from the selected date will load on the screen.
3. To view today's instruction groups, click **Today**.



## Copying Previous Instruction Groups

Instead of creating instruction groups from scratch, instruction groups from previous days can be copied and then edited as needed.

1. At the top of the screen, select whether you want to only copy groups and rotations or all information (which includes students assigned to the groups and rotations).
2. Type in the date you want to copy from, or use the calendar icon to select the date.
3. Click **Copy**.

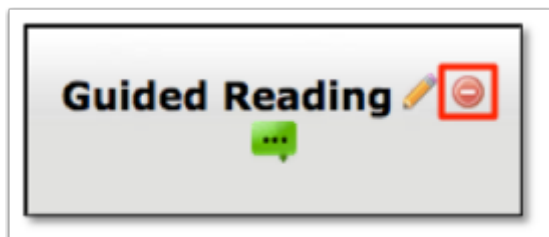


4. The instruction groups will load on the screen. Make any edits as needed, and click **Save**.

## Deleting Instruction Groups

Individual groups or rotations can be deleted as needed.

1. To delete a group or rotation, click the red remove icon on the group or rotation block.



2. The group or rotation will be deleted, along with any students assigned to that group or rotation.
3. Click **Save**.

## Resetting Instruction Groups

All content can be removed from the screen using the Reset button.

To remove all groups, rotations, and students, click **Reset** at the top-right of the screen.

