Utah STATE OFFICE of Education
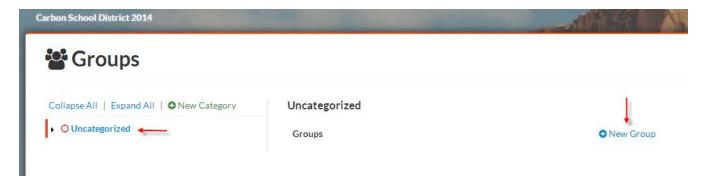
ASPIRE

Groups
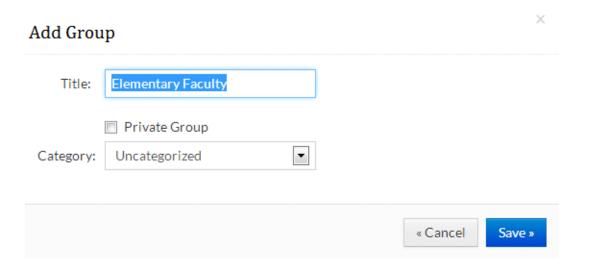
LEA Lens

Select Groups

Pre-Defined Group

Uncategorized – Category is setup but you need to create the Group(s)
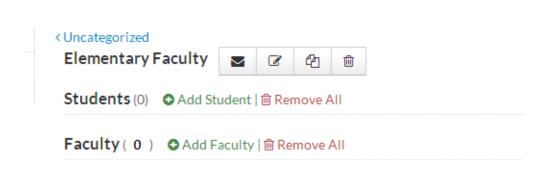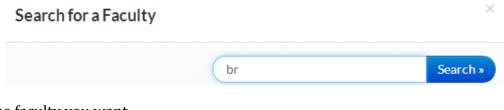
Uncategorized

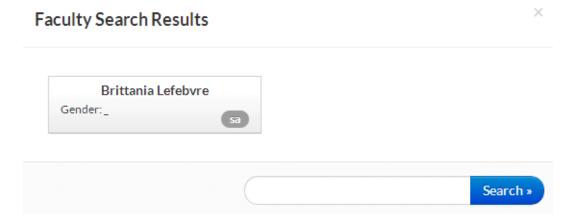Click on Uncategorized then New Group

The following will appear:
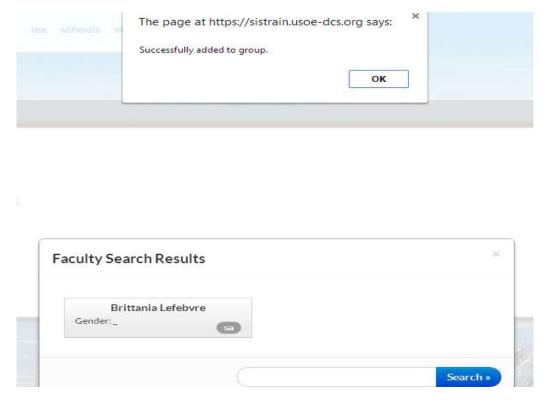

Type in the title and save. The following will appear.

Click on add Faculty

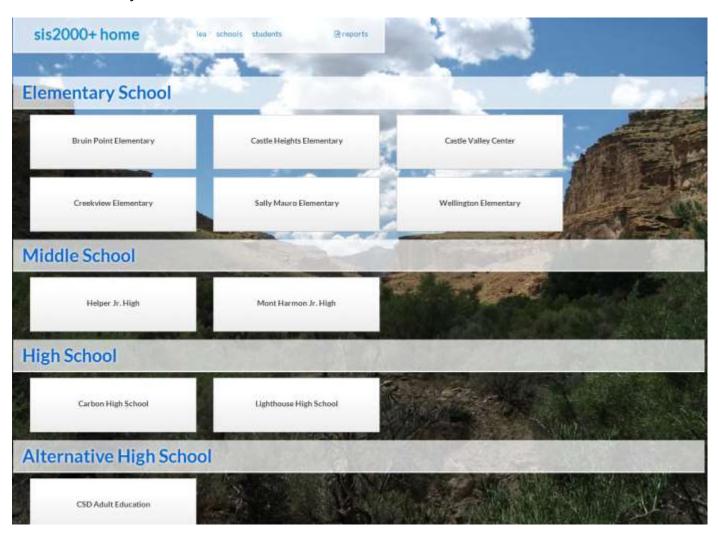**Search for a Faculty**   ×

br   Search »

Select the faculty you want.

Faculty Search Results   ×

Brittania Lefebvre
Gender:_
sa

Search »

Depending on which browser you are using, you will see the following:

The page at https://sistrain.usoe-dcs.org says: ×

Successfully added to group.

OK

Faculty Search Results   ×

Brittania Lefebvre
Gender:_
sa

Search »

Click OK and then search for the next Faculty you want to add.

School Lens
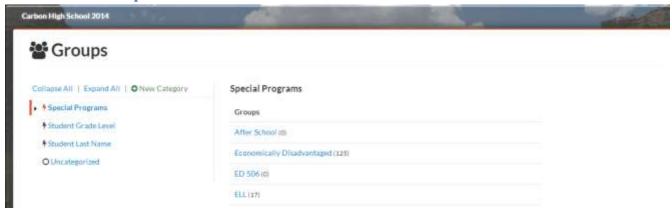
Select the School you want to work with.

Select Groups

Pre-Defined Groups

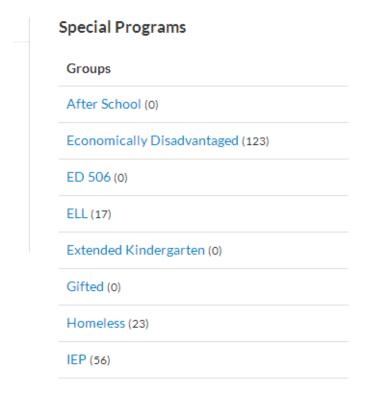Special Programs - Category and Group are already setup for you

Student Grade Level – Category is setup, but you need to create the Group(s)

Student Last Name - Category is setup, but you need to create the Group(s)

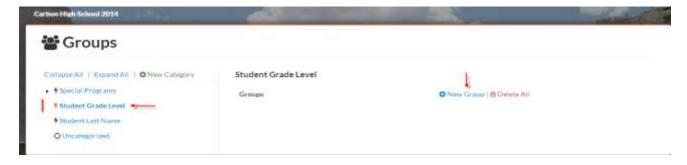Uncategorized – Category is setup, but you need to create the Group(s)

Special Programs

When students are enrolled in a specific program, they will automatically be put in that group. When you click on the name of the group, a new screen will open and have a list of student names.
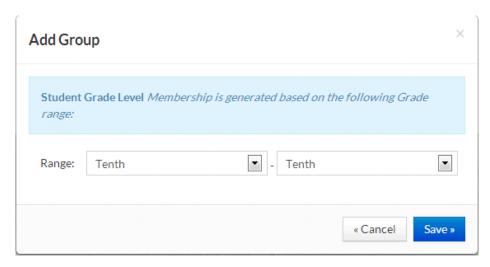
Special Programs

Groups

After School (0)

Economically Disadvantaged (123)

ED 506 (0)

ELL (17)

Extended Kindergarten (0)

Gifted (0)

Homeless (23)

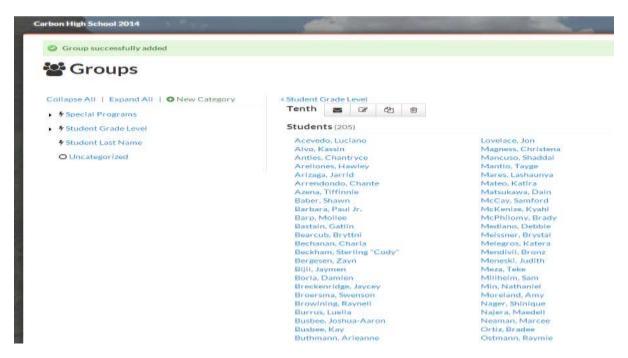IEP (56)

Student Grade Level

Click on Student Grade Level, then New Group.
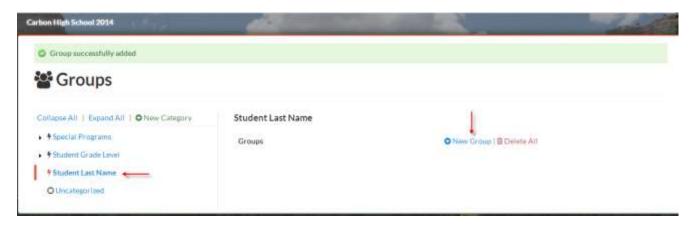
You will see the following:

Select the Grade Range that you want, and then save. It will put all grade(s) students in the group of the grade range you selected. (Example below)
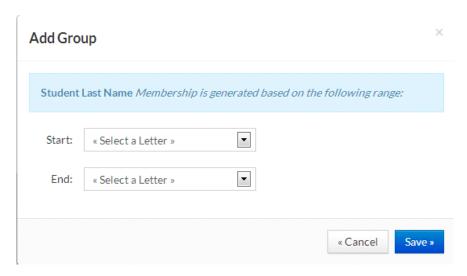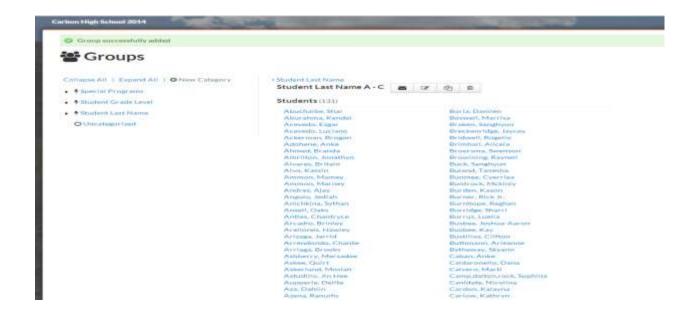
Student Last Name

Click on Student Last Name, and then New Group
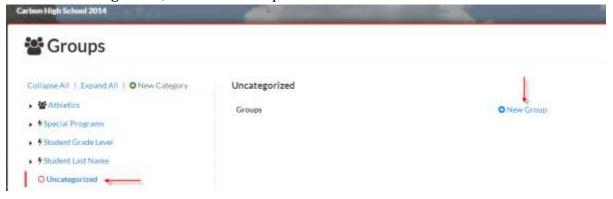

You will see the following:

Select the letter range that you want. All the students with last names starting with those letters will be put into the group of the letter range you selected. (Example below)
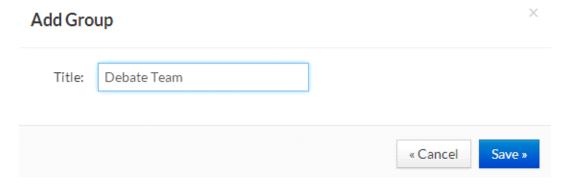
Uncategorized

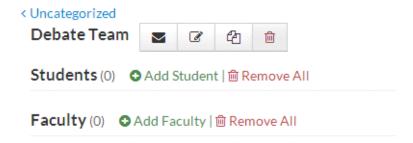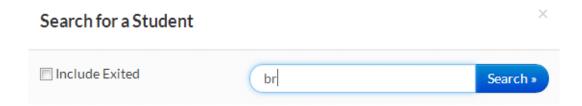Click on Uncategorized, then New Group

You will see the following:

Add Group   ×

Title: Debate Team

« Cancel   **Save »**

Type in the title and save. The following will appear:
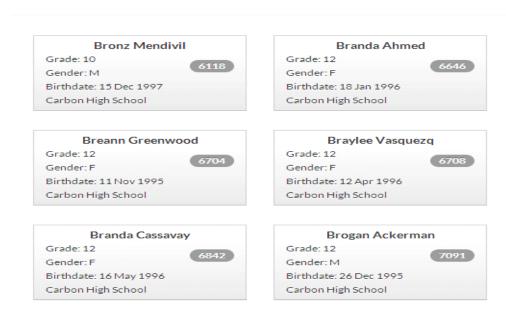
Click on Add Student.
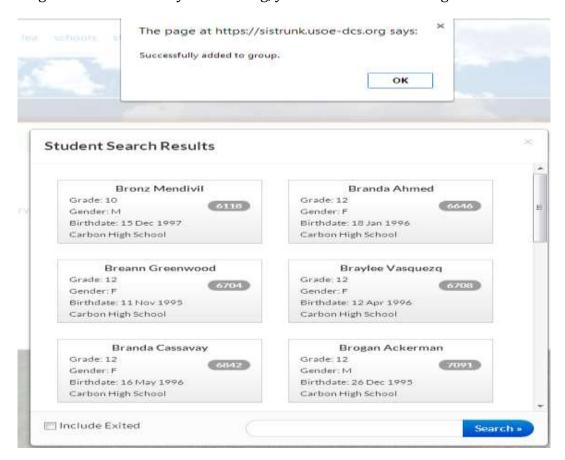

Select the Student you want.

Depending on which browser you are using, you will see the following:

Click OK and then search for the next Student you want to add. You may also add Faculty to a Group.
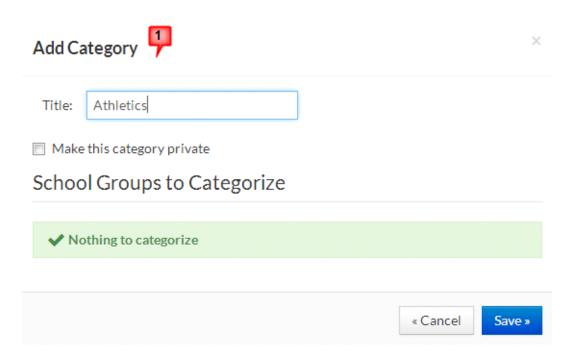
Creating a New Group

There are two steps to creating a group:

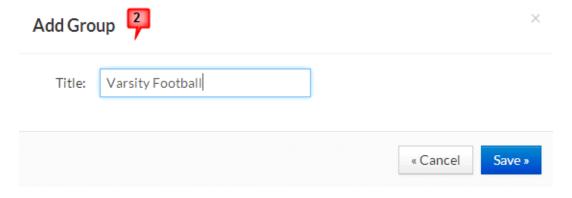- Create New Category

- Create New Group within the Category

Click on New Category and you will see the following:

Add Category 1 ✕

Title: | Athletics |

☐ Make this category private

School Groups to Categorize

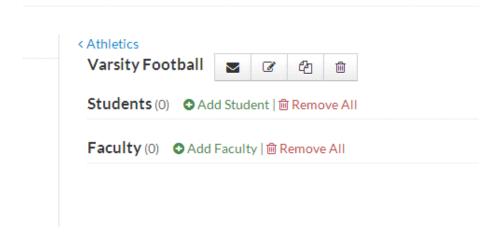✔ Nothing to categorize

« Cancel   **Save »**

Type the title of the category and save. When you check "Make this category private", only the person that created this group can see it.
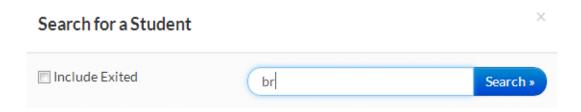
Click on New Group and you will see the following:

Add Group 2 ✕

Title: | Varsity Football |

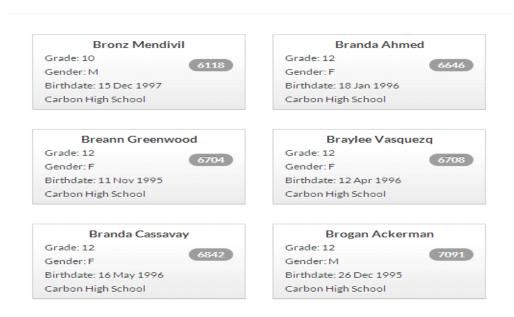« Cancel   **Save »**

Type the title of the group and save. The following will appear.

Click on Add Student
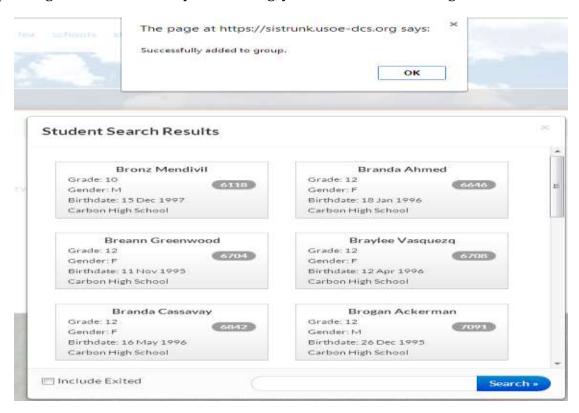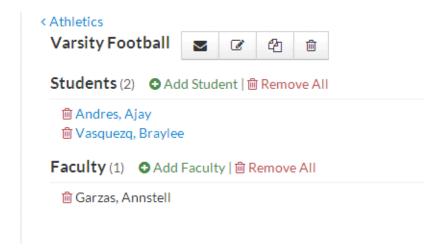

Select the student you want.

Depending on which browser you are using, you will see the following:

Click OK and then search for the next Student you want to add, continue doing this until all students are added to the group. You may also add Faculty to a Group.
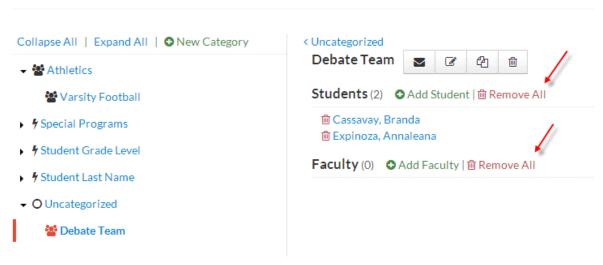
(Example below)

Deleting a Group

To delete a group, you need to remove all Students and Faculty.

Then delete the group.