

How to Create a Student Group Manually

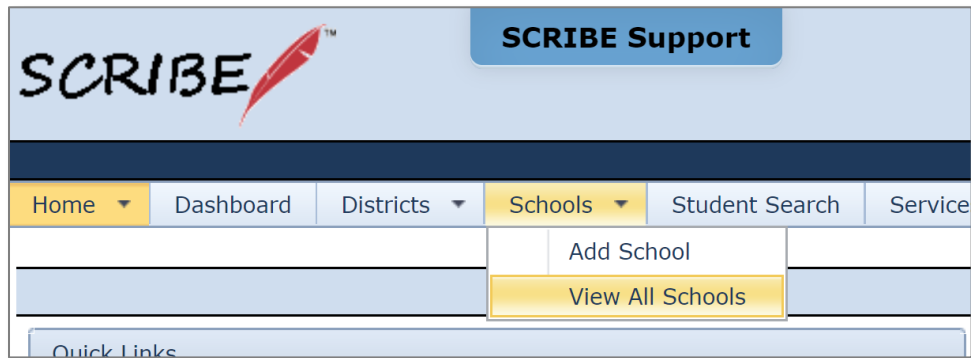
Student groups are useful for informally grouping students from the same school (e.g., tutoring groups, mentoring groups, clubs, F list, students to watch, etc.).

Using [a student group to add participation](#) saves time because participation can be added to the entire Student Group or a subsection of group members.

[Filtering reports using Student Groups](#) allows users to monitor data more closely for targeted groups.

Create a Student Group

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the school where you want to create the group.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.
Click the Add button to add a new school.

Search

Add

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary -

5 Items

Pages: 1 - 1 (5 items)

1

Page size: All

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- Click on the **Student Groups** tab.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff Students Courses Services **Student Groups** At

The following are the student groups associated to this school.
Click the add button to add a student group to the school.

🔍 **Search**

Add

	Student Group Name
View	Spanish Club
View	Thursday Tutoring Group

2 Items Page 1 of 1 1 Page size: 20

- Click **Add** to add a new Student Group.
- Enter the **Group Name** of the new group. Click **Save**.

SCRIBE Home > School List > School Details > Add Student Group

School Name: West Beverly High School

Enter the name of the student group you wish to add.

Group Name: *

Save Cancel

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6. The newly created group will appear in the Student Group list.

The screenshot shows the 'SCRIBE Home > School Details' interface. At the top, it displays 'School Number: 2' and 'School Name: West Beverly High School'. Below this is a navigation bar with tabs: 'School Record', 'School Year Details', 'Staff', 'Students', 'Courses', 'Services', and 'Student Group'. The 'Student Group' tab is selected. A yellow message box states: 'The following are the student groups associated to this school. Click the add button to add a student group to the school.' Below this is a 'Search' section with a magnifying glass icon and an 'Add' button. A table lists the student groups:

	Student Group Name
View	Spanish Club
View	Thursday Tutoring Group
View	Time Travelers

At the bottom of the table, it says '3 Items'. Below the table is a pagination bar showing 'Page 1 of 1' with navigation arrows and a page number '1'. To the right, it says 'Page size: 20' with a dropdown arrow.

Additional Resources

[How to Add or Delete Students from a Student Group Manually](#)

[How to Add Students to a Student Group via Import](#)

[How to Add Participation Manually using a Student Group](#)

[How to Run a Student Group Export](#)

[Which Reports Can Be Filtered by Student Group?](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.