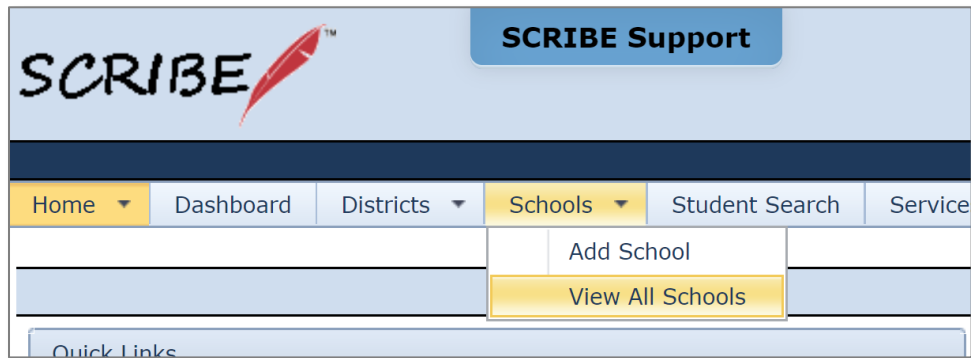# How to Create a Student Group Manually

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.

How to Create a Student Group Manually

3. 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 ▼

4. Click **Add** to add a new Student Group.

5. 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: Time Travelers *

Save   Cancel

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

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.