Group Comments (Elementary)

Please note that personal information in this guide has been scrambled or hidden to protect privacy.

This guide explains how to use the Group Comment feature for Grade 1-8 Progress and Term Report Cards and Kindergarten Communication of Learning.

To access the group creation area, click on Gradebook TT > Groups ST. You can navigate between classes using the VCR buttons in the top right corner. You should see your list of students in each class. Groups are class specific. E.g., if you set up groups for Math, they will not carry over to Language.


TASK: ADDING, EDITING AND DELETING GROUP SETS

1. For each subject class, you can have multiple group sets. Group sets are used to separate different types of groups. For example, in your language class, you might have a group set based on reading groups, a second set for students working in groups on an interdisciplinary project, and a third set for students using reading support software or receiving reading intervention instruction in lieu of another subject (e.g., Social Studies).

2. Each subject class comes with one default group set called "New Group Set".

3. To add a new group set, click on Options > Add. You will be prompted to name your new group set. Type in a new in the dialogue box and choose "Save".
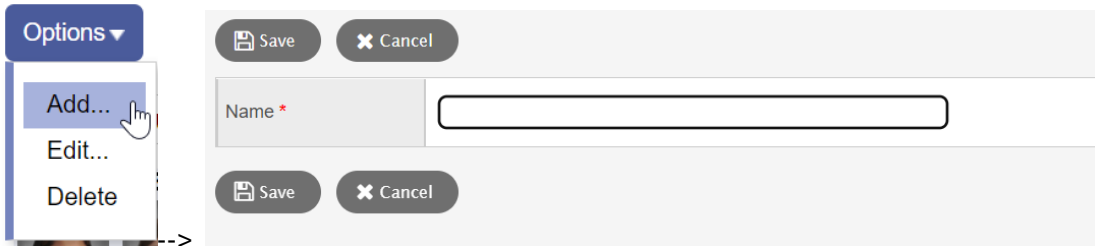
4. To edit (rename) a group set (e.g., the original "New Group Set"), choose the group set you wish to edit. Then choose Options > Edit and you will be prompted to rename the group set.
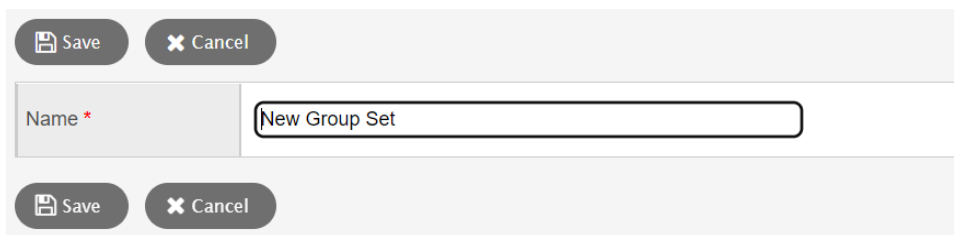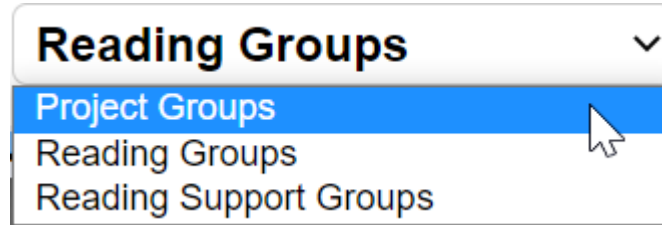

5. To delete a group set, choose the group set you wish to delete. Then choose Options > Delete and you will be asked to confirm deletion of the group set.
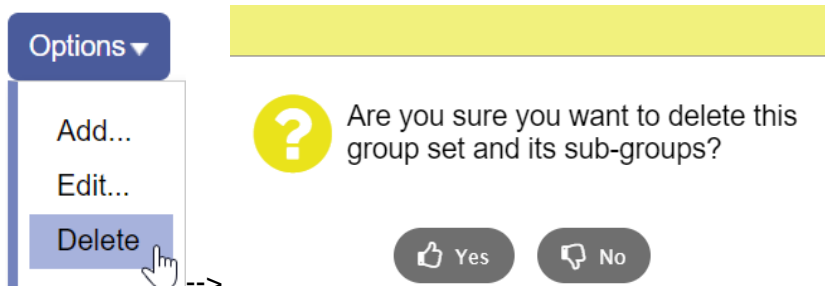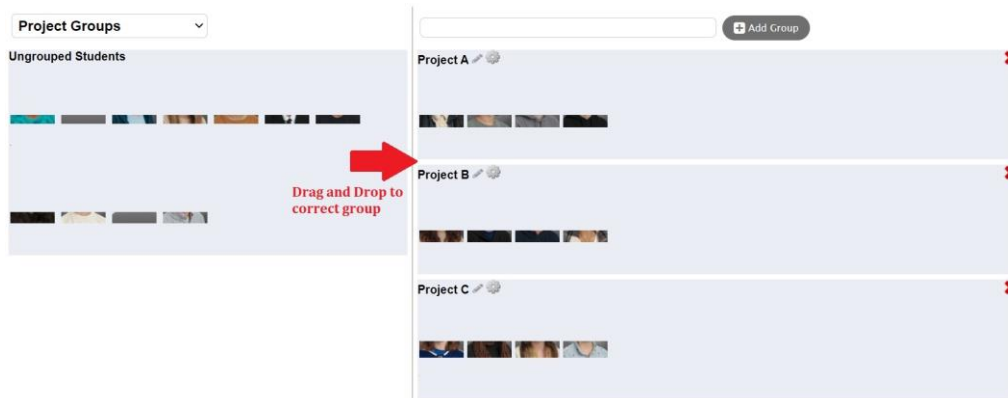
TASK: ADDING, EDITING AND DELETING GROUPS

1. To create groups within a group set, choose the group set that you want to use.

2. To create a new group, type a new in the dialogue box for the group, and then click "+Add Group".

3. To Add students to the group, drag and drop the students from the left (ungrouped students) to the right. The members of a group can be changed at any time.


4. To edit a group name. Click on the pencil icon beside the group name. To delete a group, click on the red 'X' in the top right corner of the group.

Additional Resources and Support can be accessed at: theSIS- Staff Resources and Support

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TASK: USING GROUPS WITH COMMENTS

1. Once you have created groups, go to the Gradebook TT > Scores ST and choose the class for which you have created the groups.
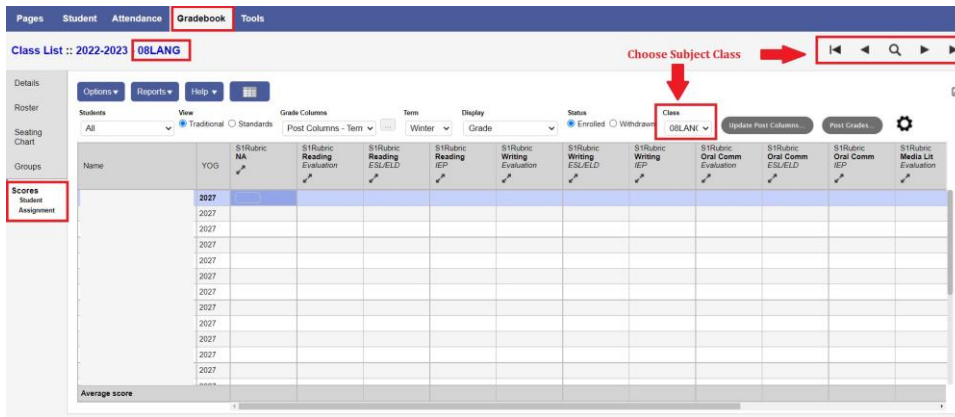
2. Click on the "Students" drop-down menu, and your groups will be available. Choosing a group will limit the students on the screen to just those who belong to the selected group, so that marks and comments can be applied to the group using the Ctrl+D shortcut (see Report Card Tips, FAQs and Troubleshooting Guide).