Creating Groups – **STAR**

Creating groups is especially helpful if you have students scattered across several classes. Super handy for specials and resource room teachers.

First, go your district log in link.
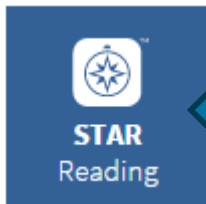
Log in to your STAR account.

Accessing the Group Editor

1) Click on the assessment you want to create your group(s) in.

2) Choose *Screening, Progress Monitoring & Intervention* from the list of options.

3) Click on *Manage Groups*

Creating Your Group

4) Click the *Create Group* link.
- Name your group.
- Find your name from the drop-down list.
- Select the assessment you are going to administer to the group.
- Description is optional.

So even though this example has us creating the group in the reading assessment, if the are the same students for math you can select that too.

5) Click save.

Adding Students to the Group.

6) You are taken back to the manage groups page. Find you group and click on the *add/remove students* link.

Search for Your Students to Add

Search for Student

First Name		ID	
Last Name		Grade	All Grades ▼
Class	All Classes ▼		

[Search] ⬅

7) You can search by partial name or by grade level.

8) Click Search

Search for Student

First Name		ID	
Last Name		Grade	2 ▼
Class	All Classes ▼		

[Search]

[< Add] *Make selections and click the Add button*

☐ Student	Grade	ID
☑ Allen, Cooper	2	2003
☐ Ames, Anthony	2	2253
☑ Ames, Luther	2	2254
☐ Anson, Arthur	2	2027
☐ Ashley, Keegan	2	2016
☑ Baker, Eben	2	2039
☐ Beachard, Kali	2	2000

9) Click the check box next to the students you want to add to the group then click *Add*.

Notice the *Next* option at the bottom of the list if there are more pages of students.

<< Previous   Next >>

10) Repeat the search to find any other students you are looking for.

If you cannot locate a student you should have rights to access, contact your gatekeeper to be added as a co-teacher to that student's class.

11) After you have finished adding students, review the list that generated on the left side of the screen to make sure the roster is correct.

12) Click the *Save* button when done.

[Save]

Using the Group Option.

Anytime you want to view a report with just the students in your group, look for a group option in the report's options screen.

Note: If you want a combined SGP for the group, make sure to choose *Do Not Group* in the Group By option.

Customization Options

Select Students	All Classes ▼
	Or Select Specific: Students	Classes	Groups

Group By	○ Class
	○ Grade
	○ Teacher
	◉ Do Not Group