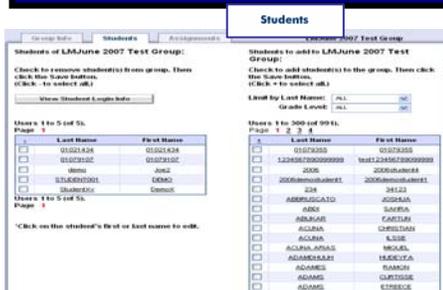


Creating a New Group



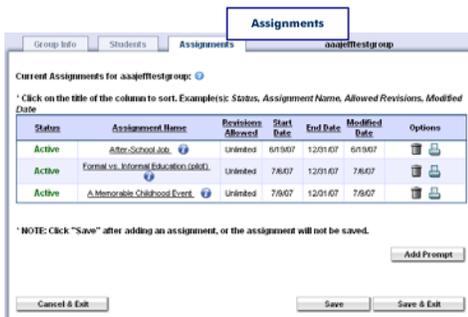
1. Select **Groups & Assignments** from the Quick Access Bar.
2. Select **Create a Group** (top of screen).
3. Enter a Group Name.
4. *Optional.* Enter a Description, Building, Room Number, Period, Grade Level, and Subject. Use the pull down menu to select the Class Type.
5. Click **Save** to save the new group.
6. The screen will reload. Tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group.

Adding Students to a Group



1. The list on the **left** hand side of the screen shows the current students of your group. The list on the **right** hand side shows the students that are in your school but are not currently a part of your group.
2. Put a checkmark in the boxes next to the names of the students whom you wish to add to your group.
3. To add the students and remain on the current screen, click **Save**.
4. To add the students and return to the Student Groups screen, click **Save & Exit**.

Adding a Writing Prompt



1. From the Group Listing, Select the **Assignments** icon next to the group for which you want add a writing assignment.
2. Click **Add Prompt** to add a new writing assignment.
3. Choose the Grade Level, Prompt Type, and Prompt sets to include in your prompt search. Enter keyword(s) to further limit your search.
4. Click **Search** to pull up a list of prompts that match your search criteria.
5. To move on to the prompt customization screen, click **Select This Prompt**.
6. Review your prompt and click **Step 3** to move on
7. Use the drop-down menus to select whether the assignment will currently be Active or Inactive, Number of Revisions, Grade Limit or Track Availability, Start and End Date, and any other groups you wish to assign this prompt to. Click **Step 4** to move on
8. Choose the Score Settings and which traits you wish to display scores for, then click **Step 5** to move on
9. Choose the Feedback Level for MY Tutor, and to which domains this will apply.
10. Select the feedback language.
11. Choose whether or not MY Editor will be available to the student. If you choose to make this feature available, select the Rule Preferences.
12. Click **Step 6** to move on to the Tools and Timer options.
13. Use the checkboxes to choose which tools to include for the student in the test.
14. Choose whether you will allow a session timer during the test. If you turn the timer "On," customize the timer using the drop-down menus.
15. When you have finished customizing the assignment, click **Save and Close**.

Assignment Preferences



