# ClassView Grouping Functionality

## Assigning Groups to Co-Teachers in ClassView Products

### Overview:

The student grouping and co-teacher functions facilitate a more organized and personalized approach in meeting the various needs of students. The lead teacher of a class creates groups of students and assigns the groups to co-teachers. Co-teachers can then deliver instruction and send assignments to accommodate the diverse needs of each group.

### Table of Contents

## How to Create a Student Group

1. Log into the Teacher app (using an app or browser) and select the class
2. Click the **Groups** tab at the bottom of the screen
3. Under the Student Group Management section, click **Add**
4. Enter the name of the group in the Group Name text box. The group name can have a maximum of 12 characters. The list of available students appears to the right.
5. Select the students to include in this group by clicking the checkboxes beside each name. The checkbox will turn green when a student is added. Deselect a student by clicking the checkbox again, which will turn the checkbox white again. A group must have at least one student assigned to it. An Alert! message will appear upon clicking Save if no students are assigned to the group.
   **NOTE:** Teachers can create multiple groups in a class, but each student can only belong to one group.
6. Click **Save**
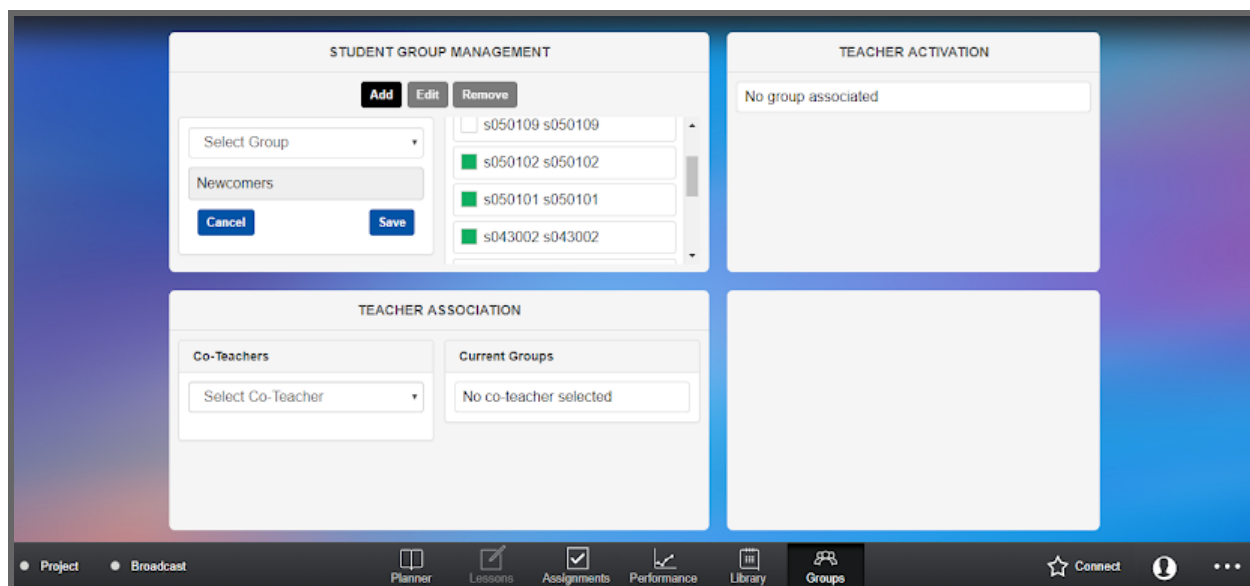


**In the above figure, the Newcomers group is being created. The students with the green checkbox beside their names are the students that have been added to the group.**

The student list will show the remaining students that have not been added to a group. When all students have been put in groups, the Add button will be deactivated and the Student List will display the message that all students have been grouped.

Click the Roster icon in the lower right corner to view the list of all students in the class. Students who are currently logged into their account will have a green line on the left side of

their names. A green dot will appear beside the names of the students over which the teacher has control.

On the lead teacher's roster, students with a gray dot beside their names are in activated groups while students with a green dot are not in an activated group. Conversely, the co-teacher's roster will have a green dot beside the names of the students in the co-teacher's activated group.
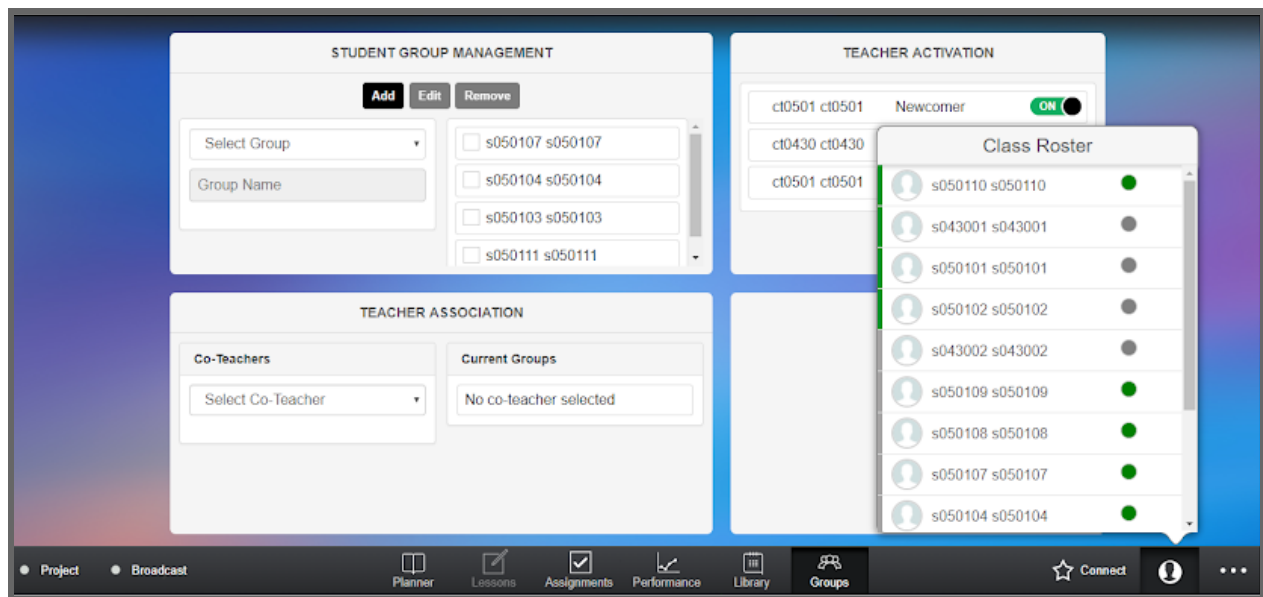


**In the lead teacher roster, students with green dots are not in an activated group while students with gray dots are in an activated group. The green line on the side shows which students are logged in.**

**In the co-teacher roster, students with green dots are the students that are in the co-teachers activated group. The green bar on the side shows which students are logged in.**

## Assigning a Co-Teacher to a Group

After creating a group, assign a co-teacher to the group using the Teacher Association section. A co-teacher does not need to be logged into the Teacher app for the lead teacher to associate a group with the co-teacher. Each class can have multiple co-teachers.

### How to Associate a Group with a Co-Teacher

1. Select the group from the Select Group dropdown menu in in the Student Group Management section
2. Click the **Select Co-Teacher** dropdown menu in the Teacher Association section to see the co-teachers present in the class
3. Click on a co-teacher's name
4. Select the group to associate with the co-teacher by checking the checkbox beside the group name that appears in the Current Groups list. The checkbox beside the group name will turn green.
   **NOTE:** Co-teachers can be associated with more than one group. However, a group can only be associated with one co-teacher.
5. Click **Save**



**After associating a group with a co-teacher, the group will appear in the Teacher Activation section**

Groups associated with co-teachers will appear in the Teacher Activation box. When all groups have been associated with a co-teacher, the Current Groups sections will display the message "No groups available". To change the co-teacher associated with a group, the co-teacher must first be dissociated before a new co-teacher can be associated.

Once co-teachers are activated by the lead teacher, co-teachers can teach and manage assignments.

## How to Activate a Group for a Co-Teacher

1. Turn the toggle button to **On** for a co-teacher and associated group in the Teacher Activation section
   **NOTE:** A co-teacher can be associated with more than one group, but cannot be activated in two groups at the same time.
2. Click **Activate** in the confirmation pop-up box

Activated groups will have a green circle beside the name of the group in the Teacher Association section.

Activating a Group When the Co-Teacher is Not Logged into the Teacher App
A co-teacher does not have to be logged in to be activated. If a group is activated for a co-teacher while the co-teacher is offline, then upon login, the co-teacher will have full functionality to teach the activated group.

Activating a Group While the Co-Teacher is Teaching Another Group
If the lead teacher turns the toggle button to **On** to activate a second group with the same co-teacher while the first group is still activated, a pop-up box will appear asking if the lead teacher wants to switch the co-teacher to the new group. Clicking **Cancel** will leave the co-teacher activated in the current group. Clicking **Activate** will switch the co-teacher's activation to the new group and immediately deactivate the co-teacher from the current group.
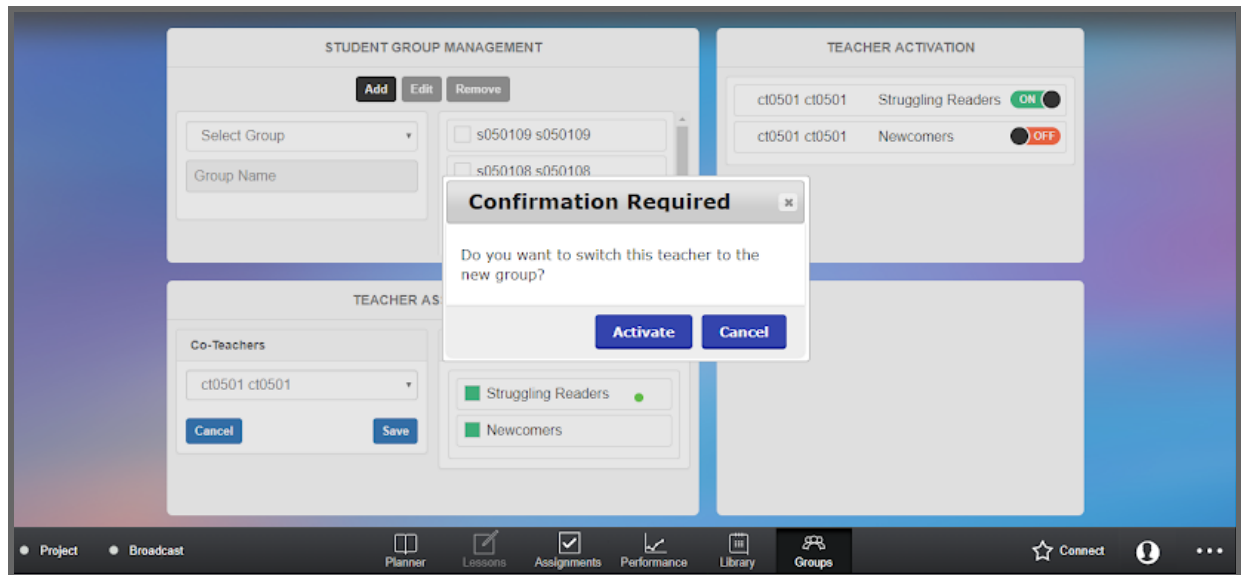
**A co-teacher cannot be activated for two groups simultaneously. As shown in the above figure, a confirmation pop-up occurs when the lead teacher attempts to activate the co-teacher for the Newcomers group while the co-teacher was already activated for the Struggling Readers group.**

Activating a Group When the Co-Teacher is Logged into the Teacher App

When the lead teacher switches the co-teacher's activation from one group to another, a pop-up activation notification is sent to the co-teacher's device, along with a directive to log off and log back on for the changes to take effect. Because there is no option to minimize or close the notification window, the co-teacher is forced to log out at that time. This forced logout will result in the following:

- The current activity (i.e., a broadcast or survey) will end on both the co-teacher's and the students' devices.
- The students will, however, still be in the lesson that was being taught to them.
- If the co-teacher was conferencing with a student, then the conferencing form will close without saving.
- If the co-teacher was scoring an assignment, then the assignment will be in a non-scored assignment state.

**When the lead teacher switches the co-teacher's activation to a new group, the co-teacher will receive a pop-up message and will be forced to logout**

When the co-teacher logs back into the Teacher app, the newly activated group will be available for the co-teacher to teach and manage assignments.

## How to Deactivate a Group for a Co-Teacher

1. Turn the toggle button to **Off** in the Teacher Activation box
2. Click **Deactivate** in the confirmation pop-up box

Deactivation also occurs when the lead teacher is attempting to activate two groups for a single co-teacher and switches the co-teacher's activation from one group to another.

Upon deactivation, a pop-up deactivation notification is sent to the co-teacher's device, along with a directive to log off and log back on for the changes to take effect. Because there is no option to minimize or close the notification window, the co-teacher is forced to log out at that time. This forced logout will result in the following:

- The current activity (i.e., a broadcast or survey) will end on both the co-teacher's and the students' devices.
- The students will, however, still be in the lesson that was being taught to them.
- If the co-teacher was conferencing with a student, then the conferencing form will close without saving.
- If the co-teacher was scoring an assignment, then the assignment will be in a non-scored assignment state.

**Upon deactivation by the lead teacher, the co-teacher will receive a deactivation notice and will be forced to logout**

When the deactivated co-teacher logs back in, the co-teacher is in view-only mode for the lead teacher's progress with the primary class.

# Editing, Dissociating, and Deleting Groups

The lead teacher can edit the group name and add or remove group members at any time. The lead teacher can also dissociate a co-teacher from a group or delete the group altogether.

## How to Edit a Group

1. Turn the Teacher Activation toggle button to Off for the group. Any edits made to an activated group (i.e., adding students, removing students, and changing the group name) will not be saved.
2. Click the group name in the Select Group dropdown menu. The current group members will be shown in the student list.
3. Click **Edit**
4. Edit the group name, if desired
5. In the student list to the right, add students to the group by clicking the checkboxes beside the names, and remove students by unchecking the checkboxes. The checkbox will turn green when a student is added. When a student is removed, the checkbox will turn white again.
6. Click **Save**. The student list will show the updated group members.



**Select a group in Student Group Management to edit the group name and/or group members. In the above figure, the Newcomers group has been deactivated in order to change the group name to Newcomers 1.**

## How to Dissociate a Co-Teacher from a Group

1. Turn the Teacher Activation toggle button to **Off** for the group. Activated groups will have a green circle beside the name of the group in the Teacher Association section. Attempting to dissociate an activated group will result in an Alert! pop-up message instructing the lead teacher to first deactivate the co-teacher from that group.
2. Select the co-teacher from the drop down menu in the Teacher Association box
3. Uncheck the checkbox next to the group name
4. Click **Save**. The dissociated co-teacher group will disappear from the Teacher Activation section.
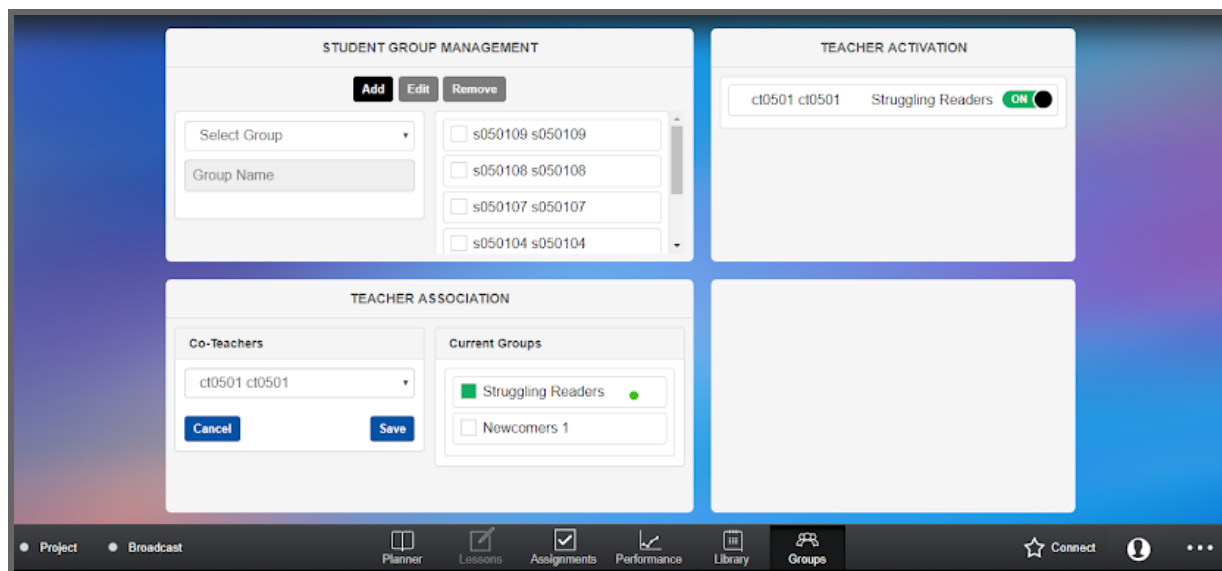


**Select a co-teacher and deselect a group to dissociate the the group from the co-teacher. In the above figure, the Newcomers 1 group was dissociated from the co-teacher. As a result, that group no longer appears in the Teacher Activation section.**

## How to Delete a Group

1. Turn the Teacher Activation toggle button to **Off** for the group. Activated groups will have a green circle beside the name of the group in the Teacher Association section. Attempting to delete an activated group will result in an Alert! pop-up message instructing the lead teacher to first deactivate the co-teacher from that group.
2. Click the group's name in Select Group dropdown menu
3. Click **Remove** in Student Group Management section
4. Click **Remove** in the Confirmation Required pop-up box

Students from the deleted group will appear in the student list and are eligible to be placed in another group.
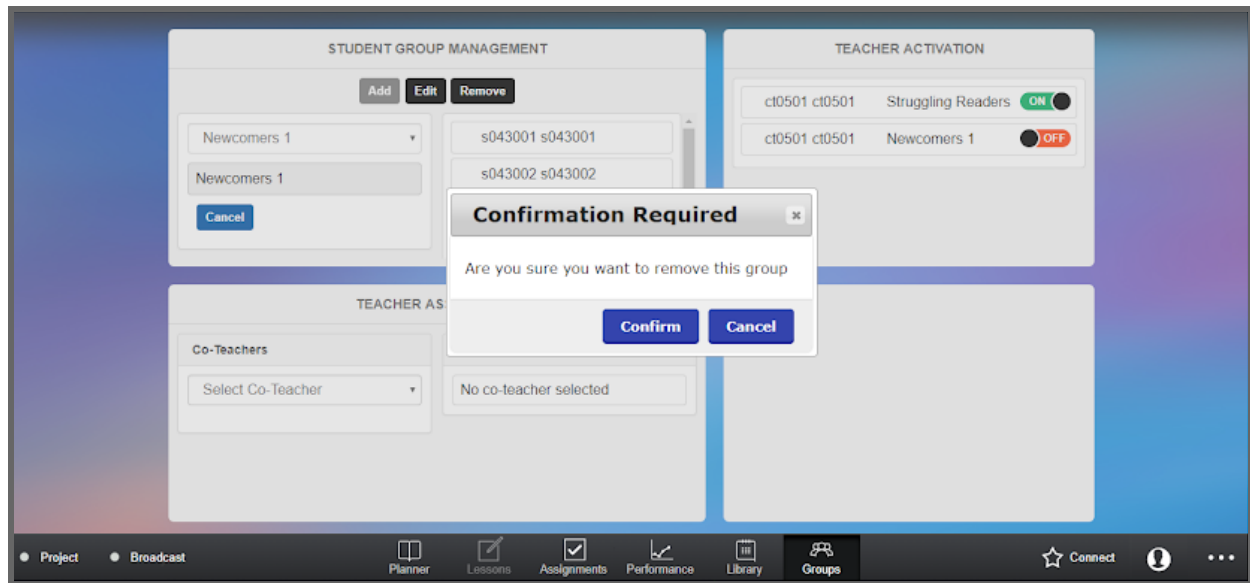
**Select a group in the Student Group Management section and click Remove to delete the group. A confirmation pop-up will appear. As shown in the above figure, the lead teacher has deactivated the Newcomers 1 group in order to delete it.**

# Classroom Instruction in iLit 45, 90 and ELL

The abilities to view, send and grade assignments differ between lead teachers and co-teachers with assigned groups.

## Teaching the Curriculum

Click the **Planner** tab at the bottom of the screen. The **Groups** dropdown menu is located in the upper right corner. Click this dropdown menu to see the group names along with the default All group, which is used to select all the groups listed as well as students who have not been placed in a group.
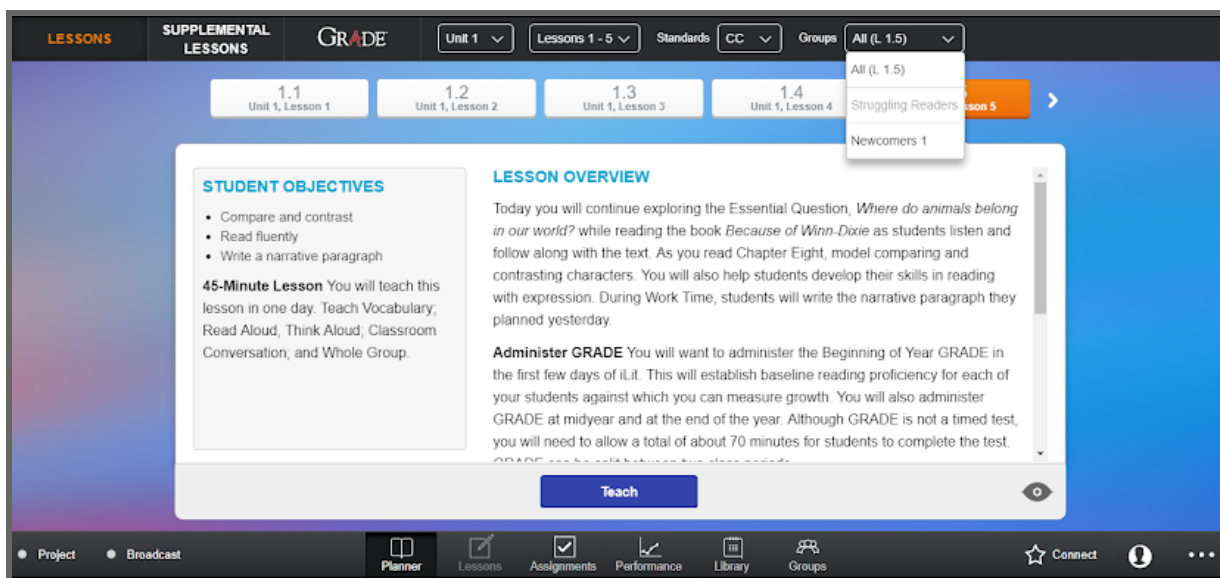


**The Student Groups dropdown menu shows the groups for which the teacher has the ability to manage assignments. The above figure shows the Planner tab for the lead teacher. A co-teacher is activated for the Struggling Readers group. Therefore, the lead teacher can only teach students in the All and Newcomers 1 groups.**

The All group in the Student Group dropdown list allows the lesson to be taught to all students when the lead teacher clicks **Teach**. Selecting All will only allow the lead teacher to instruct all students who are not currently in a group that is activated for a co-teacher. This option to teach the entire class is only available to lead teachers, not co-teachers. A co-teacher can only teach the activated group in the Group dropdown list. The Project app cannot be used by co-teachers.

## Managing Assignments

Click the **Assignments** tab at the bottom of the screen to display the Assignment Dashboard. The **Group** dropdown menu is located in the upper left-hand corner. The menu defaults to the

All option, which displays all the students in the class. Click the dropdown menu to select a group and see the grades and assignment status for students in that group.



The Student Groups dropdown menu shows the groups for which the teacher has the ability to manage assignments. The above figure shows the Assignment Dashboard for the lead teacher. A co-teacher is activated for the Struggling Readers group. Therefore, the lead teacher can only send and manage assignments for the All and Newcomers 1 groups.

Lead teachers can view, send, withdraw, score and return all assignments for all students. A co-teacher can view, send, withdraw, score and return assignments, except Interactive Readers (IRs) and GRADE Assessments, for students in their activated group only. The co-teacher can view all other students and their data in the Assignments Dashboard, but only in read-only mode.

# Classroom Instruction in iLit 20

## Sending Assignments

Click the **Groups** tab located beside the Student tab to display the group names. Click a group to select that group and display a dropdown menu of the students assigned to the group. Individual students in the group cannot be selected. Multiple groups can be selected by clicking on the group names. On the co-teacher app, a green dot will appear beside the co-teacher's activated group.
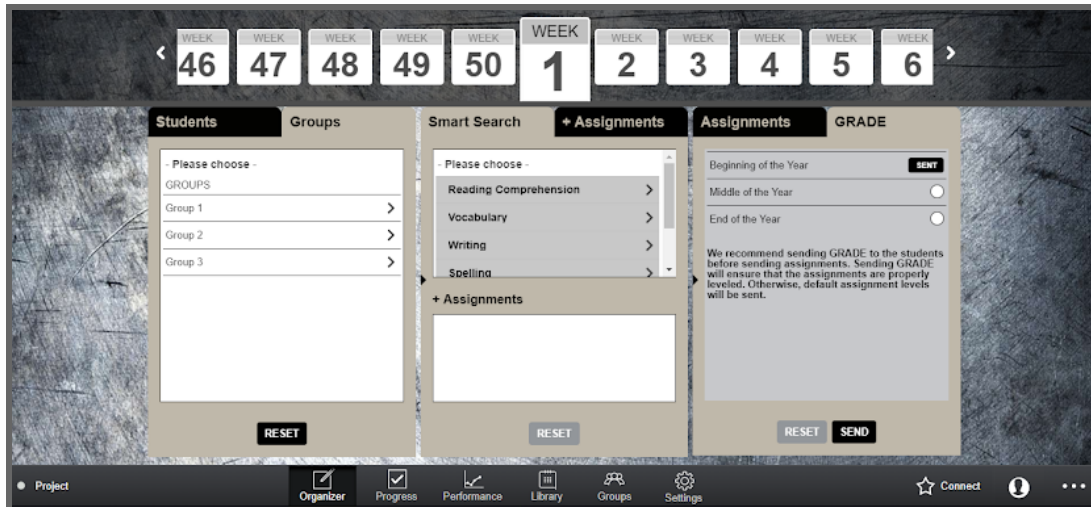


**Groups tab for the lead teacher**
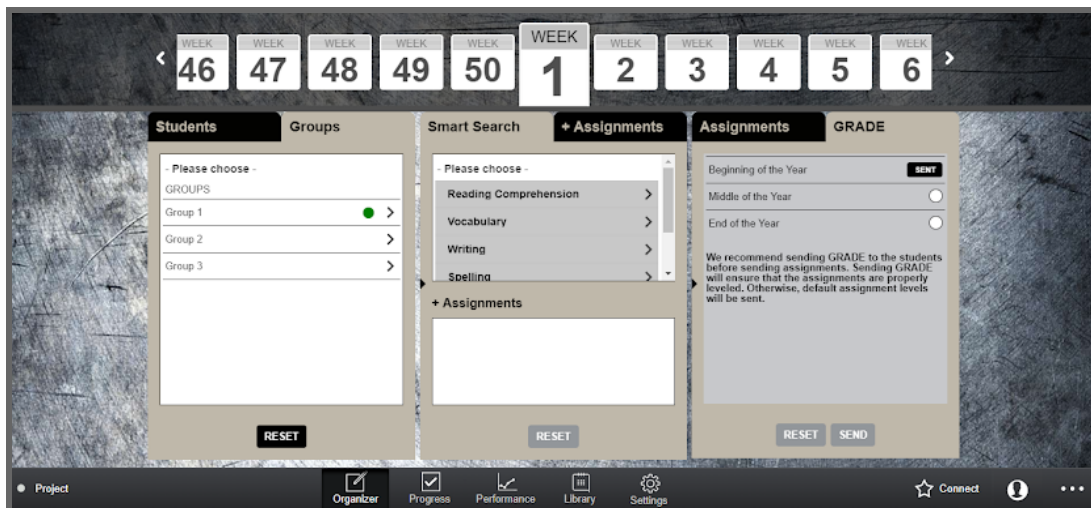


**The Groups tab in the co-teacher app will have a green dot beside the co-teacher's activated group**

## Sending Assignments - Lead Teacher

Core assignments cannot be sent to individual groups; they must be sent to the entire class and can only be sent by the lead teacher. Also, the lead teacher can select multiple groups in order to send +Assignments, but can only send these assignments to a student group if the Teacher Activation for that co-teacher's group is turned off.

The lead teacher can select individual students and send assignments to them, but only +Assignments can be sent. When a group is active with a co-teacher, then the lead teacher will not be able to send extra assignments to individual students of that group.

## Sending Assignments - Co-Teacher

Assignments can only be sent to the currently activated student group. Groups not activated for that co-teacher cannot be selected in the Groups tab. Co-teachers can select individual students in the Students tab, but only those students who are in their activated group.

Co-teachers can not send the GRADE, IRs and other core assignments to students, but they can send +Assignments.

## Grading Assignments

Manual assignments submitted by students in a group can be scored by the group's activated co-teacher. The lead teacher will score assignments for students that are not placed in groups and can score assignments for students that are in groups without an activated co-teacher.

# Sending Polls and Buzz Stars to Students

Both lead teachers and co-teachers can send polls to students and provide students with feedback on their in-class performance using the **Buzz** function. Co-teachers do not have the ability to use the Project app to display polls and Buzz stars to their groups.

Poll questions created by the lead teacher will be visible to co-teachers on the Poll screen, and vice versa. The lead teacher and co-teacher can use the same polls for different students and student groups. Polls created by co-teachers can be sent to all students in the group.

In iLit 45, 90, and ELL, lead teachers can send polls to the group of All students or any other group that is not activated with a co-teacher. Co-teachers may only send polls to groups with which they are active. In iLit 20, the Poll function is not included because the program does not include teacher instruction.

The Student List in the Buzz screen will not display students by group; all students are listed individually. The co-teacher can only select the students in the co-teacher's active group to receive Buzz stars. The remaining students in the list will be grayed out and the co-teacher will be unable to select them.

The Student List for the lead teacher's Buzz screen will also display all students in the class. However, only the students not actively in a group will be able to be selected; students in activated groups will be grayed out and the lead teacher will be unable to select them.