SchoolSpeak ™

Working with Groups

The slides for today have been added to the gotowebinar control panel in the handout section.

communitybrands®

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Introducing Groups

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Group basics

- Groups can organize people with a common theme - "Tupperware container"
- Group Examples
  - School Group – All of the current people of the school
  - Staff – All of the staff people
  - Grade 1 – All of the people that are involved with grade 1
    - Should includes teachers that teach 1st graders, students in grade 1 and their parents
  - PTA – All of the people in the PTA
  - Band – All of the members of the band
    - Band coordinator, students in band, parents of students

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Group Basics
*Based on setup by admin

- Groups <mark>may</mark> have resources added
  - Calendars, bulletins (announcement and newsletters), webpages, forms, gradebooks, report cards, conduct reports
- Groups <mark>may</mark> receive emails
- Groups <mark>may</mark> be public, viewable to select persons, invisible to admins only
- Groups <mark>may</mark> receive texts
- <mark>Admins can make decisions based on group need and can always change them</mark>

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- Key feature of using groups in SchoolSpeak is the ability to reuse the group from term to term and year to year

- This means that you do not have to create new groups for each year – we will reuse the groups from last year
  - Grade 1, Grade 2
  - School group
  - Staff group
- The people listed in the group may change but we can keep the original container
- Makes maintenance easier with tools like student transfer and manage members

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The Anatomy of a Group

Group Description

Group Name
(in darker band)

School

Quick Links

Library Book Sorting

Announcements

School   Admin

ADMIN Button
Use this button to access the admin functions of a group

Quick Links section
Resources that have been added to the group gradebook, report card, signups, announcements, conduct reports
Not all groups have resources

Notes:
The group name and group description do not have to match

Often admins do leave them same to keep it easier to track

School   Our Awesome School   Admin
Quick Links

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How to maintain current groups

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Let's start with some key features of groups

- Admin button across from group provides access to that group's configuration options
- Group Name – The group name is something that can be customized by admins
  - Use names that reflect the use of the group
    - A group that contains 1st graders, parents, teachers and resources
      - Name possibilities – Grade 1, 1st Grade, First Grade, The Stars of First grade
- Group Description – Provides additional information, can be different or same
  - Best Advice – Keep it easy on you as an admin

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Where to make a change
Click on group name and then click Admin across

Update Group Details => School (School)

Change Groups to View: School ▼

➕ **Configure Group** ➡️

➕ **Manage Permissions**

➕ **Set Home Page**

➕ **Manage the members of this group**

➕ **Manage Resources**

Who can view this group?
◉ All ○ Members ○ Group Admin ○ Admin ○ SS Admin

Who can email this group?
○ All ○ Members ◉ Admin ○ None ❓

Who can Text/SMS this group?
○ Account Admin ◉ Group Admin ○ None ❓

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- Groups may have resources added
  - Calendars, bulletins (announcement and newsletters), webpages, forms, gradebooks, report cards, conduct reports

➕ Add New Resource	🗑 Delete Selected Resources	✎ Edit Link and Content	
☐	**Name**		**Type**
☐	Class Readers ✎ [Link]		Volunteer Calendar
☐	Library Book Sorting ✎ [Link]		Volunteer Calendar
☐	Announcements ✎ [Link]		Bulletins

- Groups may receive emails

Who can email this group?
○ All ○ Members ◉ Admin ○ None ❓

- Groups may be public, viewable to select persons, visible to admins only

Who can view this group?
◉ All ○ Members ○ Group Admin ○ Admin ○ SS Admin

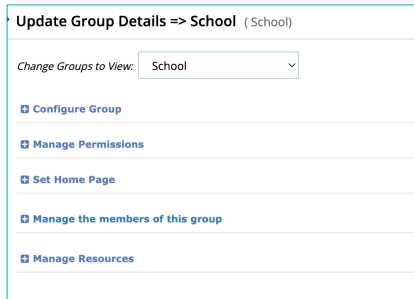- Groups may receive texts

Who can Text/SMS this group?
○ Account Admin ◉ Group Admin ○ None ❓

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Manage Permissions

Update Group Details => School *(School)*

Change Groups to View: School ▾

⊞ **Configure Group**

⊞ **Manage Permissions**

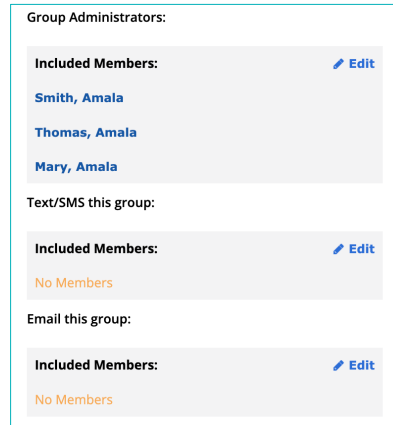⊞ **Set Home Page**

⊞ **Manage the members of this group**

⊞ **Manage Resources**

The Member Permission admin tool helps account admins to provide permissions to members. May be easier to use the tool than to do here. Can make changes for multiple groups.

Group Administrators:

Included Members: ✏ Edit

Smith, Amala

Thomas, Amala

Mary, Amala

Text/SMS this group:

Included Members: ✏ Edit

No Members

Email this group:

Included Members: ✏ Edit

No Members

Group Admin - Has the ability to:
- Change the group settings
- Add/Delete resources
- Add/delete people
- Text if set to admin
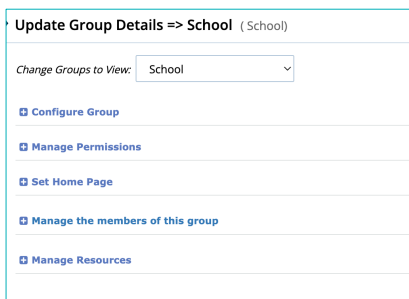- Email is set to admin

Who should be a group admin?
- Typically HR teachers or all teachers in middle school
- Do not usually suggest adding parent – too much power!

Text/Email this group – Admins may allow persons to text/email members of group
- Email more common
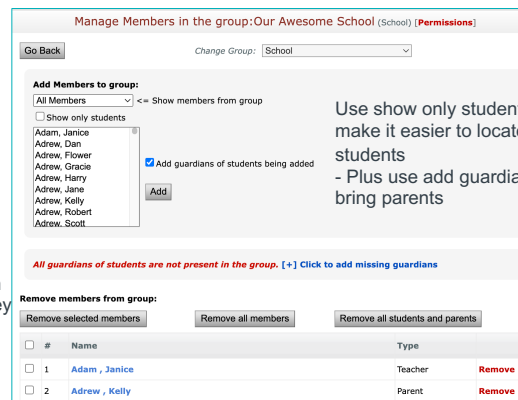- Specials teachers, other staff, parents

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Manage the members of this group
aka "Adding People to a group"

Group adding people to

Update Group Details => School *(School)*

Change Groups to View: School ▾

⊞ **Configure Group**

⊞ **Manage Permissions**

⊞ **Set Home Page**

⊞ **Manage the members of this group**

⊞ **Manage Resources**

Group where people are from to copy

Alerts admins if a parent is missing
- If parents are not in grade group then they cannot see progress reports and report cards

Manage Members in the group:Our Awesome School (School) [**Permissions**]

Go Back   *Change Group:* School ▾

Add Members to group:

All Members ▾ <= Show members from group

☐ Show only students

Adam, Janice
Adrew, Dan
Adrew, Flower
Adrew, Gracie
Adrew, Harry   ☑ Add guardians of students being added
Adrew, Jane
Adrew, Kelly   Add
Adrew, Robert
Adrew, Scott

All guardians of students are not present in the group. [+] Click to add missing guardians

Remove members from group:

Remove selected members   Remove all members   Remove all students and parents

☐	#	Name	Type	
☐	1	Adam , Janice	Teacher	Remove
☐	2	Adrew , Kelly	Parent	Remove

Use show only students to make it easier to locate students
- Plus use add guardians to bring parents

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What happens when a person is added to a group?

- Group displays on person's homescreen – *if* set to viewable to all, members
- View resources *if* permission on resources uses that group for permissions*
- Receive emails when sent to group – *if* set to allow email
- Receive texts – *if* set to allow texts

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Students	Parents	Staff
• Add to homeroom group so that name is in attendance and report cards • Must be in groups listed in VIEW permission of resource to be seen in lists • Can add students to section groups (don't forget parents)	• Must be in groups with kiddos to see report cards and gradebooks • Emails sent to group can include the parents if they have an email on their profile • Groups set to all/members and have resources will appear on the parent homepage	• Must be in groups for it appear on the homepage of the teacher • Teachers are typically made group admins • At minimum teachers should be able to email the classes they teach • If group is set to members and teacher has gradebook teacher must be a member to see gradebook

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Add a resource to a group – but not necessary

Update Group Details => School (School)

Change Groups to View: School

⊞ **Configure Group**

⊞ **Manage Permissions**

⊞ **Set Home Page**

⊞ **Manage the members of this group**

⊞ **Manage Resources**

Add New Resource

Name:

Description:

Type: Bulletins * Types with (beta) next to it are in test mode.

☑ Include in Summary Email

Status: ◉ Online ○ Offline

☑ Link

☑ Content

☐ Accessible without login?

Add Cancel Go back

Type:

✓ Bulletins
Calendar
Grade Posting
Reminders
Web Pages
Homework
Goal Tracking
Volunteer Calendar
Sign Up
Online Order
Forms
ReportCards
Conduct Reporting
DailyOrder
Disciple Of Christ
Invoice
Lesson Plan
Portfolio
Widget
Lesson Plan - Unit
ACR

Status:

CourseCompleti....pdf

Add name/description

Type – What kind of resource

Status – Online = Parents can see it

Link and Content – Do you want to see
it on the quick links section

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Why do admins ♥️ groups?

- Send an email/texts to 1 entity instead of hundreds of people
- Share information in one place instead of assigning to many, many people
- Give permission to 1 entity instead of dozens of students and parents
- Promote from a group instead of each person at the end of the year
- Use the same groups year after year – only move the students
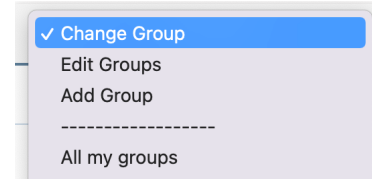 - Favorite tool to move students – Student transfer

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How to build a group
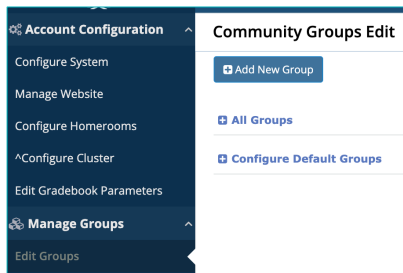
Option 1 – Admin tools
Under Manage Groups choose Edit groups
Click Add New Group

Option 2 – home page
Under Change Groups
Choose Add groups

- Can add many groups at a time

The settings in the group are dependent on what the group is used for!!!

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Let's build some groups

Chorus Group

- Will send emails to the group
- Will send texts
- Only the chorus group should see it
- Add an announcement

Reading 2A group

- Will send emails to group
- No texts
- No one should see the group except teacher

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Example when to make a new group

Children in a classroom take 2 levels of math

- Create groups
  - Math A
  - Math B

Boys and girls separate for pe or art

- Can create boys group and girls group
- BUT can also use the team group feature in the gradebook

Clubs, sports, PTA, sacraments, multiple homerooms for single grade level

- Create a new group as needed

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Examples of reusing a group

Single homeroom

- All students take subjects together
- DO NOT make a new group per subject
- Use the grade group for all of the subjects in the permission of the resources

Homeroom 1 and 2 take a class together

- Can use the grade groups in the gradebook permission
- No changes to the group configuration
- DO NOT make a new group use the homeroom groups

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WARNING – CREATING GROUPS IS ADDICTIVE!

Making a group is super easy

But can be like dandelions in the grass – pop up everywhere

too many to work with

Before you make a group – ask – do I really need a new group or can I reuse a current group?

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How to use groups as a permission

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Let's start bringing it together Resource permission

Admins have 2 options – use a group that holds many people (one item) or add all of the people – many many people

Modify Resource Permission:

View:

Included Members: ✏ **Edit**

Basket, Mary

Included Groups:

School

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Member permissions

School
- ✔ Member of group
- ☐ Group admin
- ☐ Email this group
- ☐ Can text/sms

#. Resource Name	Type	☐ View/Include	
1. Class Readers	Volunteer Calendar	☐	👥
2. Library Book Sorting	Volunteer Calendar	☐	👥
3. Announcements	Bulletins	☐	👥
4. Family Service Tasks - Sign Up	Sign Up	☐	👥
5. Friendship Feast	Sign Up	☐	👥

The resource uses the group so we do not have to add the person to every resource

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Thank you!

If you have any questions, please contact SchoolSpeak support.

Via chat

Email - support@schoolspeak.com

Appointments/call backs available

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