**How to Create Groups and How to Assign Students to Groups**

**There are two types of groups in STAR – This document explains the type of group which is created within *Manage Groups* in *Screening, Progress Monitoring, & Interventions*. This type of group can consist of students from numerous classes and grades and is very useful in reviewing data of students who are receiving interventions. The other type of group is created within the *Instructional Planning Report – Classes* and is draws from the students in one class.**

**Creating Groups**

1. Select the ***Screening, Progress Monitoring & Interventions*** link under either STAR Reading Enterprise or STAR Math Enterprise.
2. Select the ***Manage Groups*** link under *Setup* on the left side of the screen.
3. Select the ***Create Group*** link on the left side of the screen.
4. Type the name of the new group in the *Group Name* box. (Group names might be Grade 1 Tier 2 Reading, Grade 1 Tier 3 Reading, Grade 3 Tier 2 Math, etc.)
5. Select the ***Select Multiple Personnel*** link and check each of the grade-level teachers, coaches, and interventionists who will need access to progress monitoring reports for this group (grade). After checking the needed teachers, click ***Save Selection.***
6. Review the screen to make sure that the group is as desired. Select ***Done*** and create other groups as needed.

**Assigning Students to Groups**

There are two different ways to put students in groups. If you are within 30 days of the close of a screening window, the easiest way to put students in groups is as follows:

1. Select the ***Screening, Progress Monitoring & Interventions*** link under either STAR Reading Enterprise or STAR Math Enterprise.
2. Select ***Screening Status*** in the main part of the screen.
3. Select ***Preview*** in the right column beside the desired grade.
4. Select ***Add Students to Groups*** in the right column beside the desired cut score category (red, yellow, etc.)
5. The list of students scoring in the selected category will appear in the lower part of the screen and Add Students to Groups will appear in the upper part of the screen. Click the drop-down box in ***Select a Group*** and choose the desired group (Grade 6 Tier 2 Reading, etc.).
6. Place a check in the box beside the name of each student who should be added to this group. Then, click ***Add Selected Students.***  The name of the group will then appear in the column to the right of the students’ names confirming that you have added them to the desired groups.
7. Click ***Done*** and you can then proceed to the next category of students and assign them to needed groups.

**Note:** Students can be assigned to multiple groups (ELL, SPED, Tier 3 Grade 2 Reading, etc.) Teachers who have been selected as personnel connected to groups will be able to look at the group, edit the group, add or remove students to the group, and view the progress monitoring data of students in the group at any time. These groups can also be used by the teacher to create an instructional planning report for the students in the group.

**Importance of Groups for Middle and High School Teachers:** Middle and High School teachers can create groups representing the students they teach each period of the day (1st period, 2nd period, etc.). The teacher can then create an Instructional Planning Report for each period of the day if needed.