
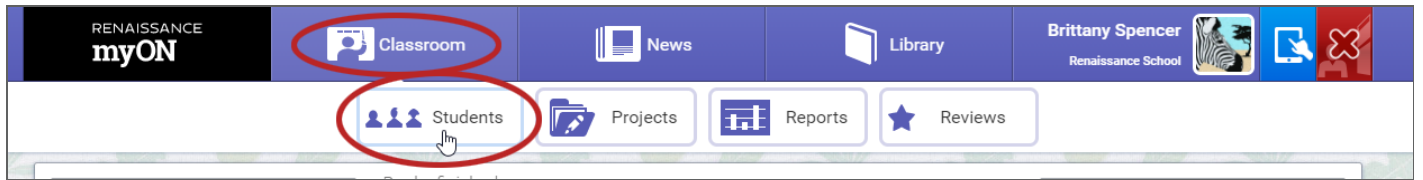


# How to Assign Students to Groups (Faculty)

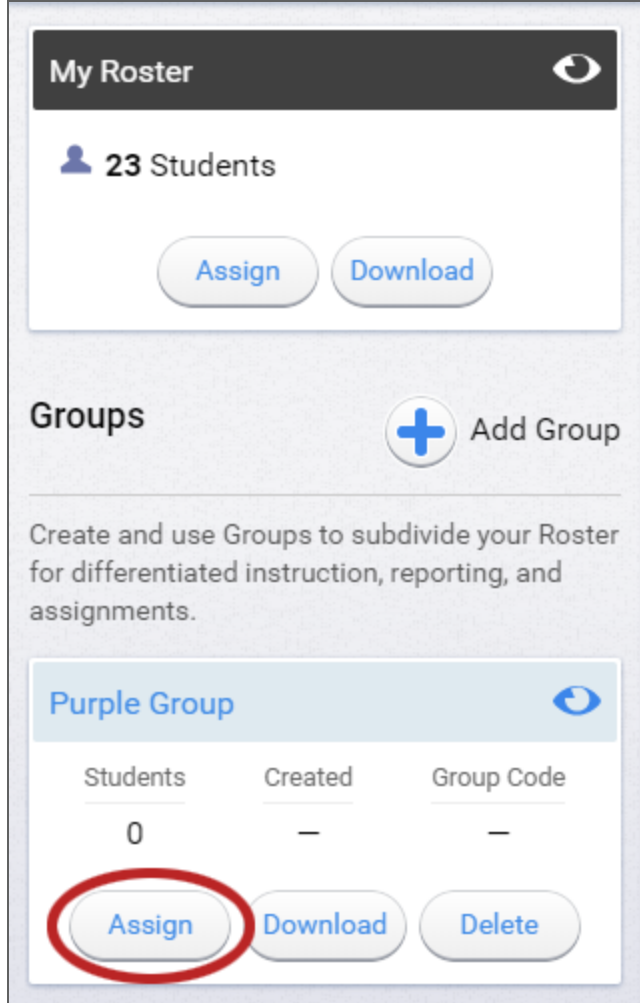
Faculty follow the steps below to assign students to groups in myON.

 For groups (but not rosters), you can also give students a code and ask them to join the group on their own **if** you chose to allow this when you [created \(how-create-groups-faculty\)](#) or [edited \(how-edit-groups-Faculty\)](#) the group. See [How to Join Groups \(Students\)](#). ([how-join-groups-students](#)).

1. From the main page (dashboard), click **Classroom**, then **Students**.



2. Find the group on the left side of the page; then, click **Assign**.



3. In the window that opens, on the left, you'll see a list of the students who are already in the group. If you want to remove a student from the group, hover over the student's name, then select the **X**.

The screenshot displays a user interface for managing a group of students. On the left, under the heading "Students in Purple Group", there is a list of two students: Samantha Evans (6th Grade, Renaissance School) and Stella Brooks (5th Grade, Renaissance School). A red square with a white 'X' icon is positioned over Stella Brooks' name, with a mouse cursor hovering over it. To the right, a "Find students" panel is visible, featuring three tabs: "Search", "Building", and "Rosters/Groups". The "Search" tab is active, showing a search input field with the placeholder text "Name, ID, or Username" and a large empty list area below it. At the bottom of the search panel, there is a "Select All" checkbox which is currently checked. At the bottom of the entire interface, a status bar shows "No changes" on the left and "Cancel" and "Apply" buttons on the right.

On the right, the tabs give you different ways to find students that you want to add to the group:

- On the **Search** tab, you can use the search field to search for students in the building by name, ID, or user name. Matching students will be listed as you type. To add one, hover over the student's name, then select **+** next to the student's name; to add all students in the results, check **Select All** under the list.

**Students in Purple Group**

Samantha Evans  
6th Grade Renaissance School

Stella Brooks  
5th Grade Renaissance School

Find students

Search Building Grade Rosters/Groups

jessica

Jessica Sanders  
5th Grade Renaissance School

Select All

No changes Cancel Apply

- On the **Building** tab, use the drop-down list to choose a specific building that you want to add students from. To add one of the students to the group, hover over the student's name, then select **+** next to that student; to add all students in the results, check **Select All** under the list.

**Students in Purple Group**

Samantha Evans  
6th Grade Renaissance School

Stella Brooks  
5th Grade Renaissance School

Jessica Sanders  
5th Grade Renaissance School **Added**

Find students

Search Building Grade Rosters/Groups

Renaissance School

Bethany Rogers  
1st Grade Renaissance School

Hannah Phillips  
6th Grade Renaissance School

Samantha Evans  
6th Grade Renaissance School **Already included**

Alexis Hill  
6th Grade Renaissance School

Natalie King  
6th Grade Renaissance School

Lily Richardson  
6th Grade Renaissance School

Select All

1 student(s) added Cancel Apply

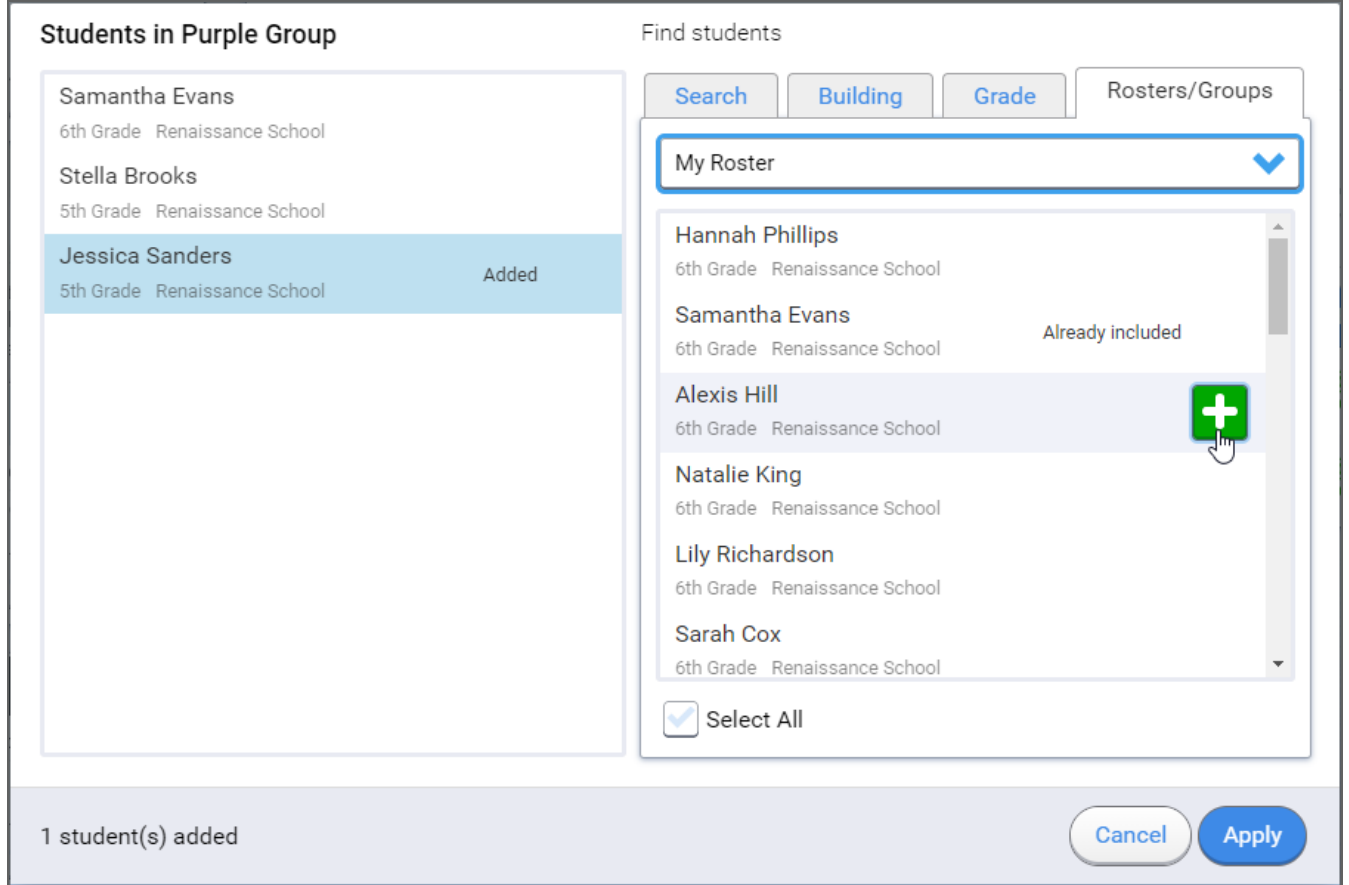


If you need to add a student from another building that is not listed, contact the Building Administrator for that building to gain access. After the Building Administrator adds one student from that building to your roster, you will be able to select the building and add other students yourself.

- On the **Grade** tab, use the drop-down list to select a grade. To add one of the students to the group, hover over the student's name, then select **+** next to that student; to add all students in the results, check **Select All** under the list.

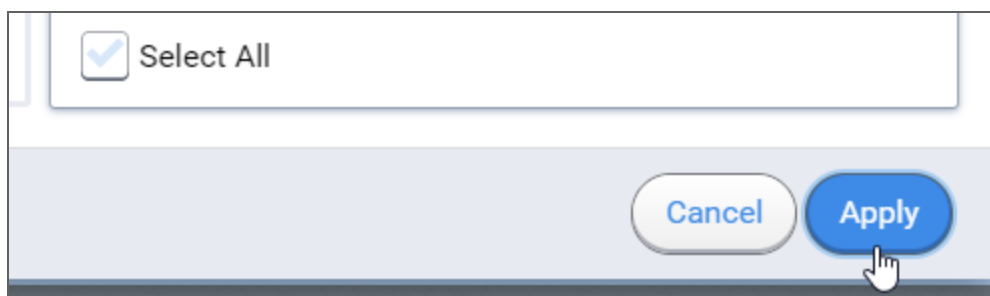
The screenshot shows a user interface for managing a group of students. On the left, a box titled "Students in Purple Group" lists three students: Samantha Evans (6th Grade, Renaissance School), Stella Brooks (5th Grade, Renaissance School), and Jessica Sanders (5th Grade, Renaissance School). The entry for Jessica Sanders is highlighted in blue and has the word "Added" next to it. On the right, a "Find students" panel is open, showing a search filter for "6" in the "Grade" dropdown. Below the filter is a list of search results for 6th graders at Renaissance School: Hannah Phillips, Samantha Evans (marked "Already included"), Alexis Hill (with a green plus icon and a mouse cursor hovering over it), Natalie King, Lily Richardson, and Sarah Cox. At the bottom of the search results is a "Select All" checkbox, which is currently checked. At the bottom of the entire interface, there is a status bar that says "1 student(s) added" and two buttons: "Cancel" and "Apply".

- On the **Rosters/Groups** tab, use the drop-down list to select a roster or group that the students you're looking for are already in. To add one of the students to the group, hover over the student's name, then select **+** next to that student; to add all students in the results, check **Select All** under the list.



On all four tabs, students that you add to the group are shown as "Added" in the list on the left (see Jessica Sanders in the last example above). As you search for students in the tabs, students who were in the group before you selected Assign are marked "Already included."

When you're done adding or removing students, select **Apply** in the bottom right corner of the window.



On the left side of the page, the number of students in the group will change based on the changes you made. Select the group name to see the students in the group.

## Related Issues:

[How to create groups \(Faculty\).\(how-create-groups-faculty\)](#)

[How to assign/reassign groups \(Building Administrator\).\(how-assignreassign-groups-building-administrator\)](#)

[How to edit groups and rosters \(Building Administrator\) \(how-edit-groups-and-rosters-building-administrator\)](#)

[How to remove students from rosters and groups \(Faculty\) \(how-remove-students-rosters-and-groups-faculty\)](#)

[How to delete groups \(Faculty\) \(how-delete-groups-faculty\)](#)

[How to create groups and assign students to them \(Building Administrator\) \(how-create-groups-and-assign-students-them-building-administrator\)](#)

[How to remove students from rosters and groups \(Building Administrator\) \(how-remove-students-rosters-and-groups-building-administrator\)](#)