

Instructional Groups enable you to create informal groupings of students for the convenience of assignment and student and class reporting. (They are not included in your administrator's aggregate school and district reports.)

Students must be in a class before they can be in a group. To learn more about Instructional Groups and when to use them, see the *Understanding Instructional Groups* resource under Instruction on *i-Ready Central*.

- 1 After logging in, click the **Roster** tab.
- 2 Click the **Instructional Groups** sub-tab.
- 3 Click the **Add New Instructional Group...** button.
- 4 The **Add Instructional Group** pop-up window will open. Fill in the *Group Name*, *Grade Level*, and *Product*. You must select a product to associate with the class. Click the **Select** button next to the *Product* field. You may only select one product. Be sure to click **OK** once you have selected a product. Location and Group Code are optional.
- 5 Click the **Student Enrollment** tab of the pop-up to add students to the *Instructional Group*. You can add or remove students from your Instructional Group at any time.
- 6 You will be automatically selected as the teacher of the *Instructional Group*. You can edit this and/or add other staff from the **Teacher Assignment** sub-tab.
- 7 To edit an existing instructional group, simply click **Edit** next to its name under the **Instructional Groups** sub-tab.

