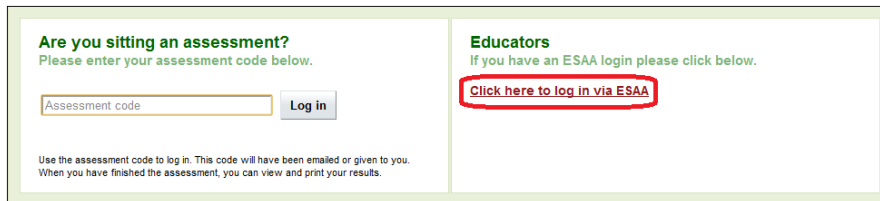


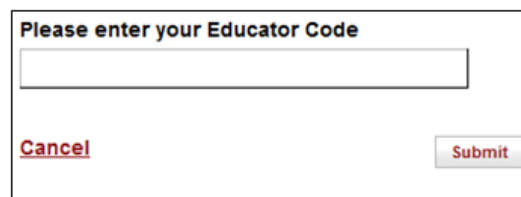
How to create Educator Groups

An Educator Group is a group created by an Educator consisting of an Educator and Learners taken from the same Organisation Group (to which the Educator has already been allocated by the Organisation Administrator).

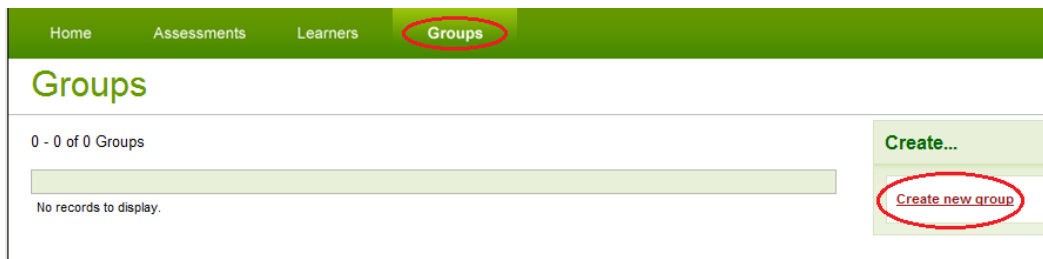
1. Log into the Assessment Tool as Educator using your ESAA username and password:



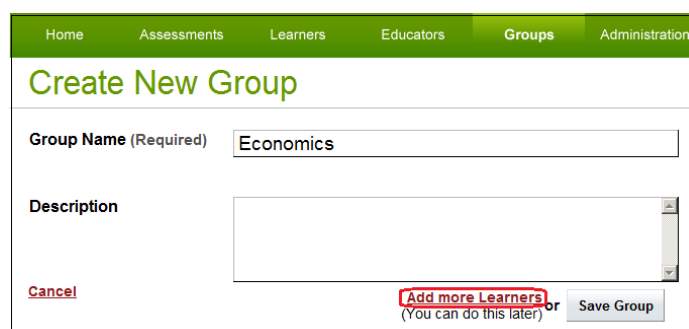
2. *NOTE: If logging on for the first time, enter the Educator Code previously provided by either the Organisation Administrator or via email from the Assessment Tool:*



3. Click on the Groups tab and 'Create new group':



4. Complete the 'Group Name' field (mandatory) and add a description (optional). When naming groups you may find it helpful to adopt a particular naming schema, or a naming strategy may have been implemented for your organisation. Click 'Save Group' to complete the set up and add Learners another time, otherwise Learners can be added straight away by clicking on the 'Add more Learners' link:



5. If Learners are not added, the below Summary will be displayed:

The screenshot shows a navigation bar with 'Home', 'Assessments', 'Learners', 'Educators', 'Groups', and 'Administration'. Below the navigation bar is a green header with the word 'Group'. A yellow message box contains a sad face icon and the text 'The Group 'Economics' has been successfully created.' Below this is a section titled 'Economics - Learners' with a search box labeled 'Search for a Learner'. A message in the center states 'There are no Learners assigned to this Group' with a red link 'Add more Learners' below it.

6. 'Add more Learners' will list all Learners so they can be selected and added individually or all at once:

The screenshot shows a navigation bar with 'Home', 'Assessments', 'Learners', 'Educators', 'Groups', and 'Administration'. Below the navigation bar is a green header with the text 'Add Learners To Group'. A section titled 'Economics' has a search box labeled 'Search for a Learner'. Below this is a message '1 - 20 of 28 Learners' and a dropdown menu for 'View Learners in:' set to 'All Learners'. There are 'Cancel' and 'Save' buttons. Below these are two buttons: 'All Learners (28)' and 'Selected (2)'. A selection bar contains the text 'Select: Everyone All on Page , None', with 'Everyone' highlighted in a red box. A list of learners follows, each with a checkbox, a name, their groups, and a 'View Details' link. The first learner is 'Adams, Gregory' (Reading Assessment Group). The next two, 'Allan, Molly' and 'Dodson, Chantelle Rose', have their checkboxes checked and are highlighted in yellow. The remaining learners are 'Fenchurch, Roger' (School of Business, School of Business Reading Assessment Group, Sports Administration), 'Gaskin, Michael' (School of Business, School of Business Reading Assessment Group), and 'Gordon, Joy Eileen'.