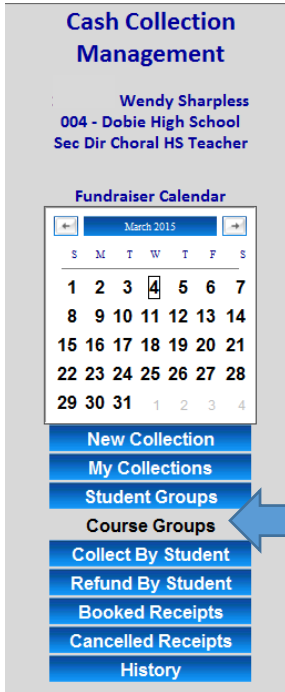


Creating a Course Group

Course Group feature further defines the scope. When creating a course group it will allow you to group classes you teach and/or other staff classes. When naming this group you will want to enter a title that is meaningful and reference the course group created.

Select Course Group



From the **Class** drop down, select the class you want to include in your group



Add a title in the **New Group Name**



Select **Add To Group**



The **Course Group** name created and class you selected appear

The screenshot shows the 'Cash Collection Management' interface. On the left is a sidebar with the user's name 'Wendy Sharpless' and a 'Fundraiser Calendar' for January 2015. The main area contains a form with a 'Class' dropdown menu (labeled 'Other Teachers' Classes'), a 'New Group Name' field, and an 'Existing Group' dropdown menu. Below the form is an 'Add To Group' button. A table below the button shows one entry: '1 Test Choir' with 'Course ID' 004-100132-7 and 'Course Description' CHOIR ASST-7. A blue arrow points to the 'Add To Group' button.

Continue adding classes by using the **Class** drop down

This screenshot is similar to the previous one, but a blue arrow points to the 'Class' dropdown menu, indicating the next step in the process.

Choose your course group from the **Existing Group** drop down, and select **Add To Group**

This screenshot shows the 'Existing Group' dropdown menu selected, with a blue arrow pointing to it. Another blue arrow points to the 'Add To Group' button. The table below now shows two entries: '1 Test Choir' with 'Course ID' 004-100132-7 and 'Course Description' CHOIR ASST-7.

Other Teacher's Classes is also an option if needed

This screenshot shows the 'Other Teachers' Classes' dropdown menu selected, with a blue arrow pointing to it. The 'Existing Group' dropdown is also visible.

Continue adding classes until you complete the **Course Group**

This screenshot shows the final state of the course group. The table contains four entries: '1 Test Choir' with 'Course ID' 004-100132-1 (CHOIR AST(1)), 004-100132-7 (CHOIR ASST-7), 004-100132-4 (CHOIR AST(4)), and 004-100132-8 (CHOIR ASST-8). Each entry has a 'remove' link in the first column.

You can also add individual students to a course group by utilizing the same process under the **Student Group** feature