

COURSE GROUPINGS

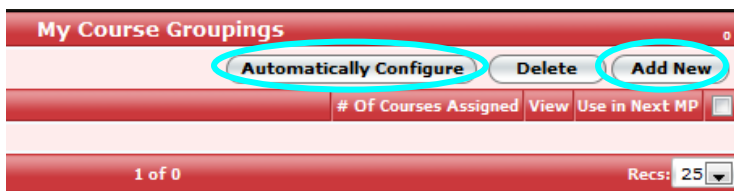
If you have several sections of the same course, you can group them together in the Instructor Suite. With courses grouped, activities only need to be entered once and can be copied automatically into all the sections. Follow these steps:

- In the Instructor Suite go to My Courses and click on **My Course Groupings**



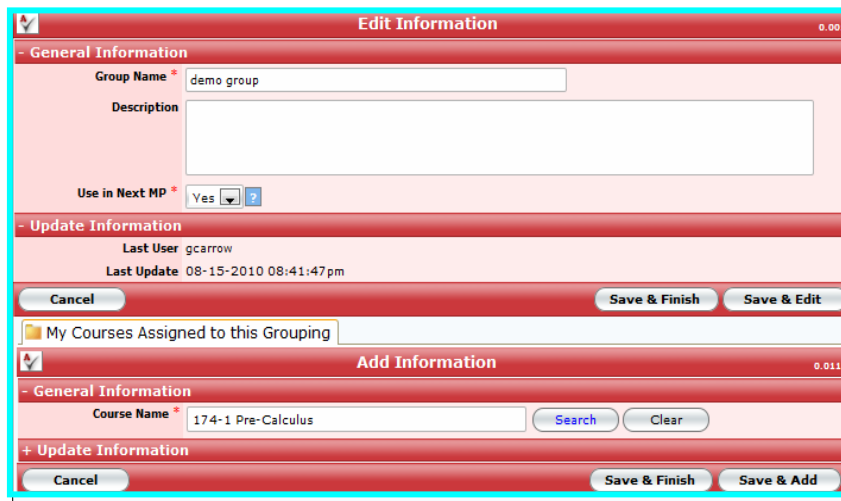
My Courses										
Total:6										
Period Information			Course Information			Additional Information				
#	BMP	Period	Course	Completed	Attendance	Description	Assign.#	Last Plan Date	Students	Mst. JCC
1	Q1 Q2 Q3 Q4	1: 08:10 am...08:59 am	143.03 Algebra 2	<input type="checkbox"/>	No		0		13	
2	Q1 Q2 Q3 Q4	3: 09:53 am...10:45 am	143.2 Algebra 2	<input type="checkbox"/>	No		0		8	
3	Q1 Q2 Q3 Q4	4: 10:49 am...11:55 am	214.3 Geometry	<input type="checkbox"/>	No		0		32	
4	Q1 Q2 Q3 Q4	5: 12:25 pm...01:14 pm	143.1 Algebra 2	<input type="checkbox"/>	No		0		24	
5	Q1 Q2 Q3 Q4	6: 01:18 pm...02:07 pm	174.1 Pre-Calculus	<input type="checkbox"/>	No		0		13	
6	Q1 Q2 Q3 Q4	7: 02:11 pm...03:00 pm	214.2 Geometry	<input type="checkbox"/>	No		0		26	

- If the classes you want to group have the *exact same course name* you can let the system **Automatically Configure** the grouping. Just click the button!

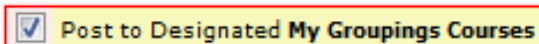


- If you have classes with different names that you still want grouped, you can manually group them. Click **Add New**.

- Type in a **Group Name**; add a **description** if you choose; designate whether the group should be used in the next **Marking Period**.
- Click **Save & Edit** and the bottom portion of the screen will be activated.
- Click **Add New** in this bottom section and **Search** for the courses to be grouped.
- Select a course from the list of your courses. Click **Save & Add**. Repeat until all courses have been selected for the group.
- Click **Save & Finish**



When Classroom Activities are entered in the Instructor Suite, they will be automatically copied to the other courses in the group. Notice the checkbox in the top right of the activity screen. If you don't want to copy an activity to other courses in the group, uncheck the box.



Even though the activities will be duplicated throughout the courses in the designated grouping, you will still have editorial rights on a course by course basis.