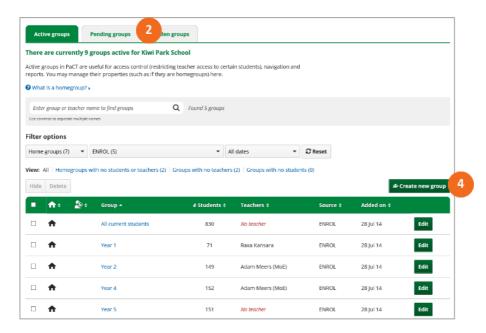
Managing groups

- 1. Go to Manage | Groups on the menu bar.
- 2. All groups created from the SMS in the PaCT will initially be Pending, go to the **Pending** groups list.
- 3. Highlight the groups from the list you wish to activate (this may only be some groups displayed) and select **Activate**.
- 4. You can create your own group. Click Create new group.
- 5. Select **Yes**, if this is a homegroup, link the correct teacher(s) to the group and select students for this group.
- 6. Click Save group.



Note: If a teacher has not accepted their PaCT invitation, you cannot add them to a group. Their name will not appear on the selection list UNTIL they have accepted the PaCT invitation.

You may want to hide groups that have come from your SMS that you will not be using (or aren't relevant to the PaCT). This is a handy option if the implementation of the PaCT at your school is for a small number of teachers.

The beside the group name indicates a homegroup. A homegroup refers to the class a student belongs to. Teachers who are assigned to a homegroup are responsible for managing the completion of Overall Teacher Judgements (OTJs) for students in that group.