



## Group Classes

### Group Classes with Like Assignments

#### Group Classes

Instructors with 2 or more sections of the same course may want to group the sections together. This allows the activities created in one section to be copied to the other sections of the same course. The process of grouping classes together can be done automatically as long as the sections have the same course number. However, sections with different course numbers can still be grouped.

Grouping Sections of the same course:

1. Select the button “My Course Groupings”
2. Select the button “Automatically Configure”

#	Period Information			Course Information		Additional Information				
	MP	Period	Block	Course	Compl. Atd	Assign #	Last Plan Date	Students	Mst	JCC
1	Q1, Q2, Q3, Q4,	1		0419P1.01 AP Physics I	N/D	0	06/28/2019	0	N/D	
2	Q1, Q2, Q3, Q4,	2		0406.01 Anatomy and Physiology	N/D	0	06/28/2019	0	N/D	
3	Q1, Q2, Q3, Q4,	3		0406.02 Anatomy and Physiology	No	0	06/28/2019	13	N/D	
4	Q1, Q2, Q3, Q4,	4		0406.03 Anatomy and Physiology	N/D	0	06/28/2019	0	N/D	
5	Q1, Q2, Q3, Q4,	5		0409.01 Chemistry I	N/D	0	06/28/2019	0	N/D	
6	Q1, Q2, Q3, Q4,	6		0419P1.02 AP Physics I	N/D	0	06/28/2019	0	N/D	

#	Group Name	Description	# Of Courses Assigned	View	Use in Next MP	Locked
There is no information...						

The system will group the sections and list.

#	Group Name	Description	# Of Courses Assigned	View	Use in Next MP	Locked
1	Anatomy and Physiology	This group was automatically created by the system (05-01-2019).	3	view	Yes	N/D
2	AP Physics I	This group was automatically created by the system (05-01-2019).	2	view	Yes	N/D

The system will create a column in the list of sections with the group names assigned.

#	Period Information			Course Information		Additional Information					
	MP	Period	Block	Course	Group	Compl Atd	Assign #	Last Plan Date	Students	Mst	JCC
1	Q1, Q2, Q3, Q4,	1		0419P1.01 AP Physics I	AP Physics I	N/D	0	06/28/2019	0	N/D	
2	Q1, Q2, Q3, Q4,	2		0406.01 Anatomy and Physiology	Anatomy and Physiology	N/D	0	06/28/2019	0	N/D	
3	Q1, Q2, Q3, Q4,	3		0406.02 Anatomy and Physiology	Anatomy and Physiology	No	0	06/28/2019	13	N/D	
4	Q1, Q2, Q3, Q4,	4		0406.03 Anatomy and Physiology	Anatomy and Physiology	N/D	0	06/28/2019	0	N/D	
5	Q1, Q2, Q3, Q4,	5		0409.01 Chemistry I		N/D	0	06/28/2019	0	N/D	
6	Q1, Q2, Q3, Q4,	6		0419P1.02 AP Physics I	AP Physics I	N/D	0	06/28/2019	0	N/D	

**Grouping Sections of different courses:**

Sections without the same course number can be grouped manually. In My Course Groupings, Select Add New.

1. Enter a name for the group, Save and Edit
2. Select Add New to add the classes. Save and Finish Removing a Group Open the Group and delete the Classes Lock the Group (The Group remains but classes are not assigned)

The screenshot shows the 'My Course Grouping' interface. At the top, there's a header with a back arrow, the title 'My Course Grouping', and a close button. Below the header is a navigation bar with icons for home, search, location, chat, notifications, and a red button with a plus sign. The main content area is divided into sections: 'Edit Information' (with 'View Record History' link), 'General Information' (with fields for Group Name, Description, Use in Next MP, and Locked), and 'Update Information' (with 'Cancel', 'Save & Finish', 'Save & Edit', and 'Save & Add' buttons). Below this is a section for 'My Courses Assigned to this Grouping' with a table of assigned courses. Annotations include a callout pointing to the 'Locked' field with the text '2. Select Yes for Locked and Save', and another callout pointing to the 'Delete' button in the table with the text '1. Select Course and Click Delete'.

**2. Select Yes for Locked and Save**

**1. Select Course and Click Delete**

#	Course Name	Class Period	
1	0409.08 Chemistry I	1	✓
2	0409.10 Chemistry I	4	✓
3	0409.11 Chemistry I	6	✓
4	0409.12 Chemistry I	7	✓

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