

## How to Create Class Groups in ClassFlow

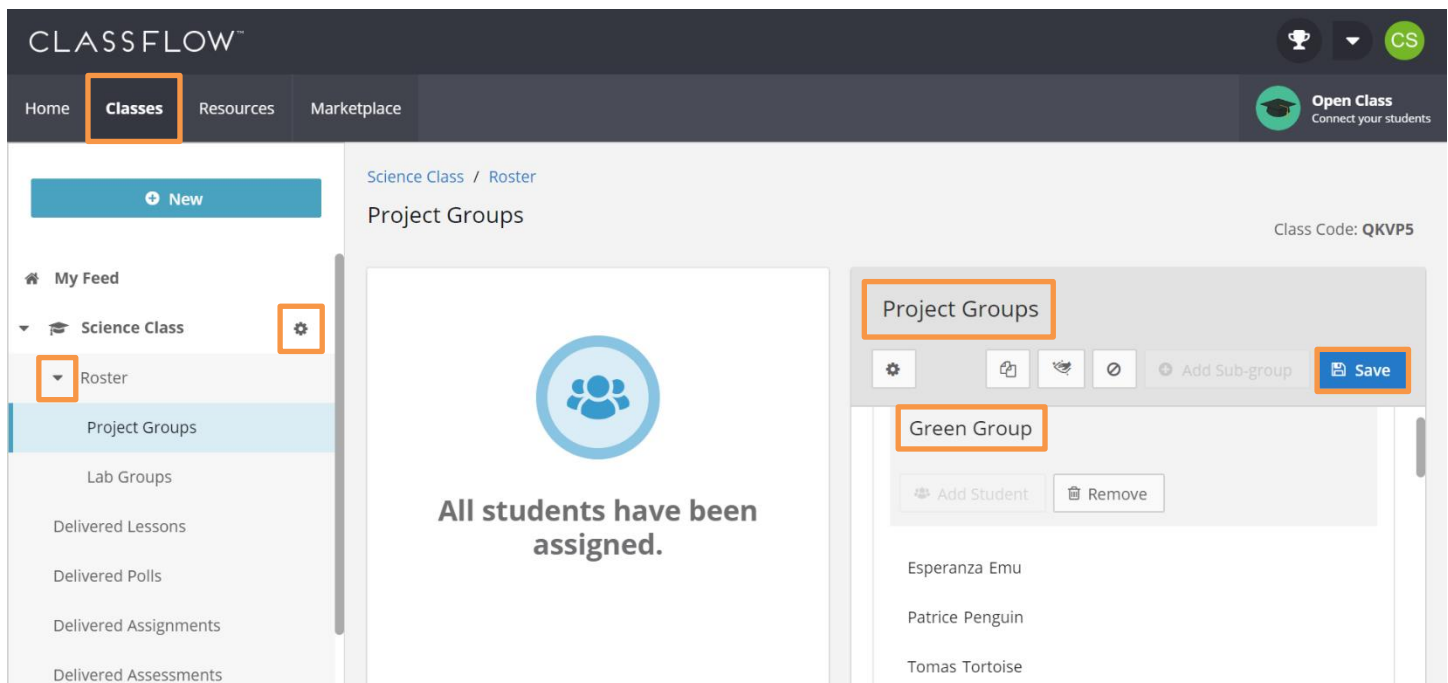
Create and utilize groups within any rostered class to help differentiate and empower students. Start on the **Classes** tab. Select the **gear** next to your class title, then **Add Group**.

The New Group panel opens, displaying your class roster and a new group. Think of the group as an overall umbrella within which you will create sub-groups. Title your group; otherwise it will remain "New Group."

Select **Add Sub-group** and enter a title; otherwise it will remain "New Sub-group." Note: There may be instances in which your students will see these sub-group names, so title appropriately.

Select **one or more students** from the roster panel, then click **Add Student**.

Repeat the process with additional sub-groups. You will receive a confirmation once all students have been assigned to sub-groups. Once students have been assigned to sub-groups, you can drag and drop to move them between sub-groups. Be sure to click **Save**.

The screenshot shows the ClassFlow web application interface. At the top, there's a navigation bar with 'Home', 'Classes' (highlighted with an orange box), 'Resources', and 'Marketplace'. On the right of the navigation bar are icons for a trophy, a dropdown arrow, and a green circle with 'CS'. Below the navigation bar, the main content area is titled 'Science Class / Roster'. On the left, there's a sidebar with 'My Feed', 'Science Class' (with a gear icon in an orange box), 'Roster' (with a dropdown arrow in an orange box), 'Project Groups' (highlighted with a blue bar), 'Lab Groups', 'Delivered Lessons', 'Delivered Polls', 'Delivered Assignments', and 'Delivered Assessments'. The main content area shows 'Project Groups' with a large blue circle icon and the text 'All students have been assigned.' On the right, there's a 'Project Groups' panel with a gear icon, a copy icon, a trash icon, a refresh icon, an 'Add Sub-group' button, and a 'Save' button (highlighted with a blue box). Below this, there's a 'Green Group' section with an 'Add Student' button and a 'Remove' button. A list of students is shown: 'Esperanza Emu', 'Patrice Penguin', and 'Tomas Tortoise'. The 'Class Code: QKVP5' is displayed in the top right corner of the main content area.

To view or edit groups, expand the **dropdown arrow** next to Roster. Note: The dropdown arrow will appear once you have created at least one group.

Use groups to differentiate with assignments and when sending content within Lesson Presenter.

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