

## 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**.

Active groups Pending groups **2** Hidden groups

There are currently 9 groups active for Kiwi Park School

Active groups in PaCT are useful for access control (restricting teacher access to certain students), navigation and reports. You may manage their properties (such as if they are homegroups) here.

What is a homegroup?

Enter group or teacher name to find groups Found 5 groups

Use commas to separate multiple names

Filter options

Home groups (7) ENROL (5) All dates Reset


View: All Homegroups with no students or teachers (2) Groups with no teachers (2) Groups with no students (0)

Hide Delete Create new group **4**

	Group	# Students	Teachers	Source	Added on	
<input type="checkbox"/>	All current students	830	No teacher	ENROL	28 Jul 14	Edit
<input type="checkbox"/>	Year 1	71	Raxa Kansara	ENROL	28 Jul 14	Edit
<input type="checkbox"/>	Year 2	149	Adam Meers (MoE)	ENROL	28 Jul 14	Edit
<input type="checkbox"/>	Year 4	152	Adam Meers (MoE)	ENROL	28 Jul 14	Edit
<input type="checkbox"/>	Year 5	151	No teacher	ENROL	28 Jul 14	Edit

**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 judgments for students in that group.