

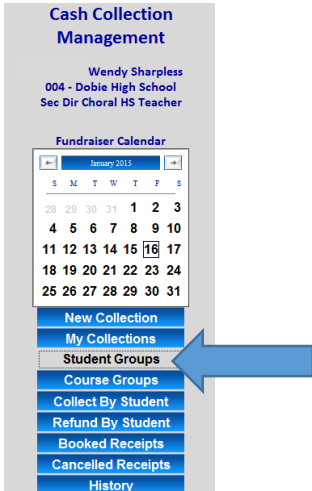
Creating a Student Group

Student Group module is used to further define a scope when setting up a cash collection.

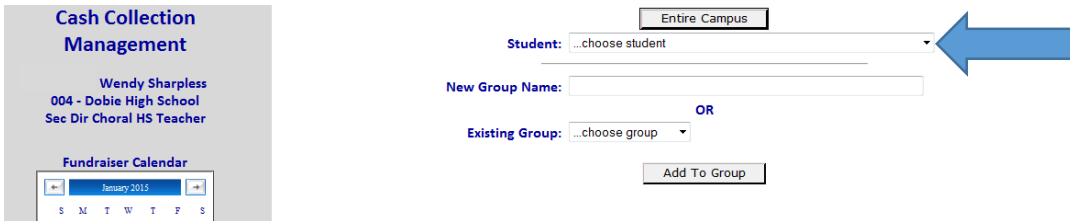
Examples:

- 1) The cheer sponsor creates a student group for the 12 cheerleaders on the squad. This will make it easier for the sponsor to collect money throughout the school year from these students.
- 2) The choir teacher creates a region choir competition group containing 24 students who compete in periodic contests.
- 3) Chess club sponsor adding all of the chess club members from the student club to form a chess student group.

Select Student Group



From the **Student** drop down, select the student you want to include in your group (Drop down will contain student names from class roster)



Add a title in the **New Group Name** field



Select Add To Group

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Entire Campus

Student: Donald Duck

New Group Name: 1 New Test

OR

Existing Group: 1 Test Choir

Add To Group

The group name you created will appear

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Entire Campus

Student: ...choose student

New Group Name:

OR

Existing Group: ...choose group

Add To Group

1 New Test

| remove | Student Number | Student Name |
|--------|----------------|--------------|
| | 000001 | Donald Duck |

Continue adding students by using the **Student** drop down

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Entire Campus

Student: Peter Pan

New Group Name:

OR

Existing Group: ...choose group

Add To Group

1 New Test

| remove | Student Number | Student Name |
|--------|----------------|--------------|
| | 000001 | Donald Duck |

Choose your student group from the **Existing Group** drop down, and select **Add To Group**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Entire Campus

Student: ...cho Peter Pan

New Group Name:

OR

Existing Group: ...choose group

Add To Group

1 New Test

| remove | Student Number | Student Name |
|--------|----------------|--------------|
| | 000001 | Donald Duck |

Continue repeating steps by selecting **Student** drop down and selecting **Existing Group**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Entire Campus

Student: ...choose student

New Group Name:

OR

Existing Group: ...choose group

Add To Group

1 New Test

| remove | Student Number | Student Name |
|--------|----------------|--------------|
| | 000001 | Donald Duck |
| | 000002 | Peter Pan |
| | 000003 | Snow White |
| | 000004 | Robin Hood |

Entire Campus is also an option if you need students not listed on your class rosters

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

Student: ...choose student

Entire Campus

New Group Name:

OR

Existing Group: ...choose group

Add To Group

You can also add courses to a student group by utilizing the same process under the **Course Group**