***How to create groups in PowerTeacher Gradebook***

1.  Open your gradebook.
2. Select + sign under STUDENT GROUPS
3. Select Add Group Set from drop down menu – Name the group set (ex. Stoplight)
4. Rename Group 1 by selecting “Group 1” (it will highlight blue), right click and select Edit from dropdown menu. Rename group (ex Green ).



1. To add a second group, select Group Set name (ex Stoplight)- It will highlight blue. Right click and select Add Group –Name the group (ex. Yellow)
2. Add a third group by repeating step 4. Select group set (ex Stoplight)- It will highlight blue. Right click and select Add Group – Name the group (ex. Orange)
3. To add students to groups, select the student name and drag it to the proper group.
4. To delete a student from a group, select the student (it will highlight blue), right click and select Delete
5. To minimize the groups or group sets, click on the arrow to the left of the group or group set.
6. If you click on group name, all students in that group will highlight on the main student list.
7. To delete a group, select the group name, right click and select Delete
8. To delete a Group Set, select the group set name, right click and select Delete