

# Creating Class Groups in iManager

## Overview

Creating groups allows you as the instructor to have a digital inbox/outbox system with the students in your classes. Teachers will have a folder where they can drop assignments, but students have read-only rights to this folder. Students will have a Turn-in folder to return work to the instructor; teachers will have read-only rights to this folder to protect the integrity of that work. Read-only rights do not allow the user to edit the file. Creating class groups is quick and relatively easy using iManager. Once set up, both the teacher and students will see a common Students' G Drive icon on the desktop that provides them with these resources.

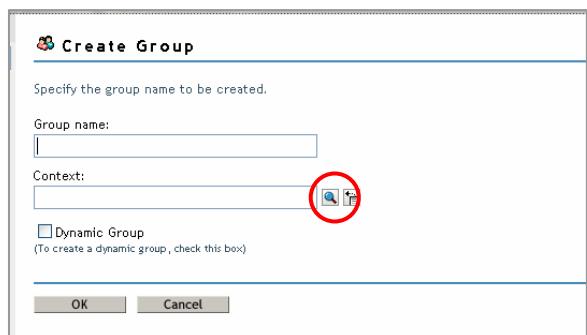
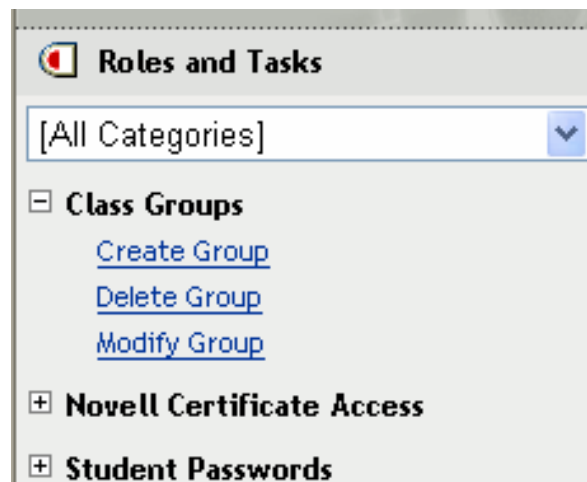
## Creating a Group

1. Open iManager from the ZENworks Applications Folder and log into the system using your Novell Login information. This is the same information that you use to log into your computer. Set the tree to TPS.
2. Click **Class Groups** to open the menu.
3. Click **Create Group** to set up all of your groups.
4. Give your group a **unique name**. This is required so that you can identify your group AND no other teacher will use or has used that group name.

*Example: Lokey Math P1*

*Non-example: English*

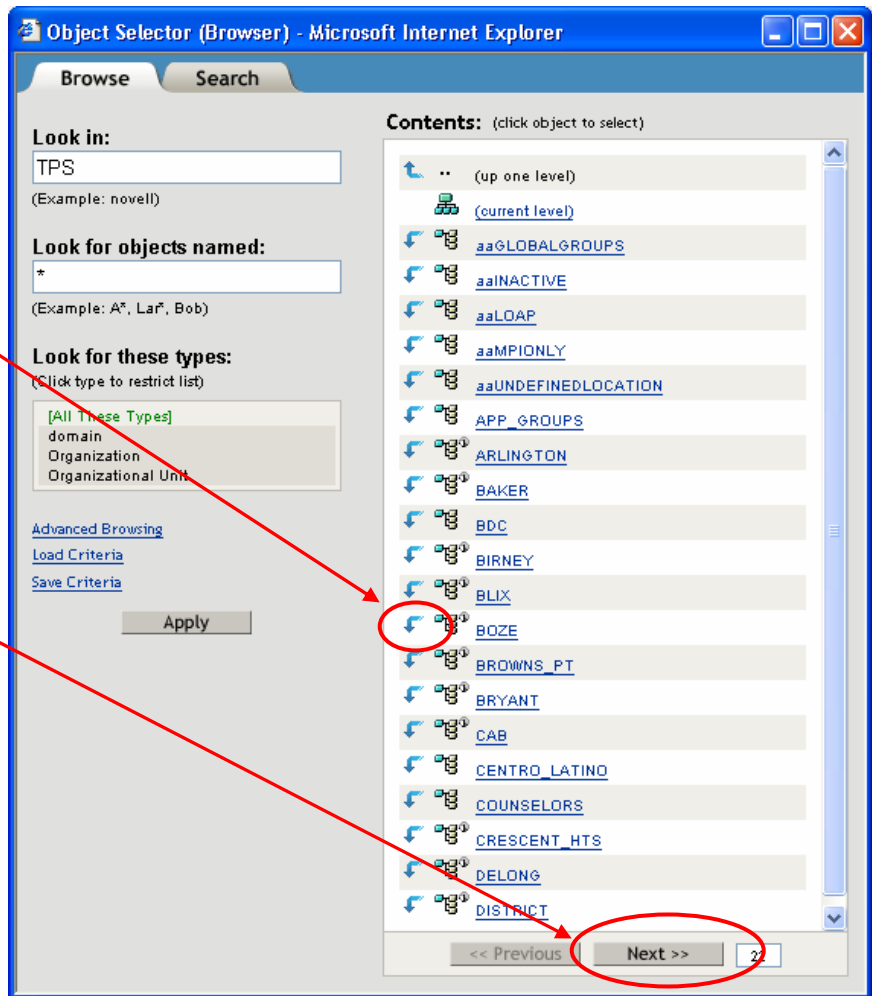
Include your name, subject, and period.



- Find your **Context** by clicking on the **Object Selector** (the magnifying glass icon).

Use the **down arrow symbol** to enter a school.

Find your School using the **Next >>** and << **Previous** buttons.



- When you are in your school directory, click on the **CLASSGROUPS** directory.
- You will be returned to the Create Group window with the appropriate **Context** completed.

**Create Group**

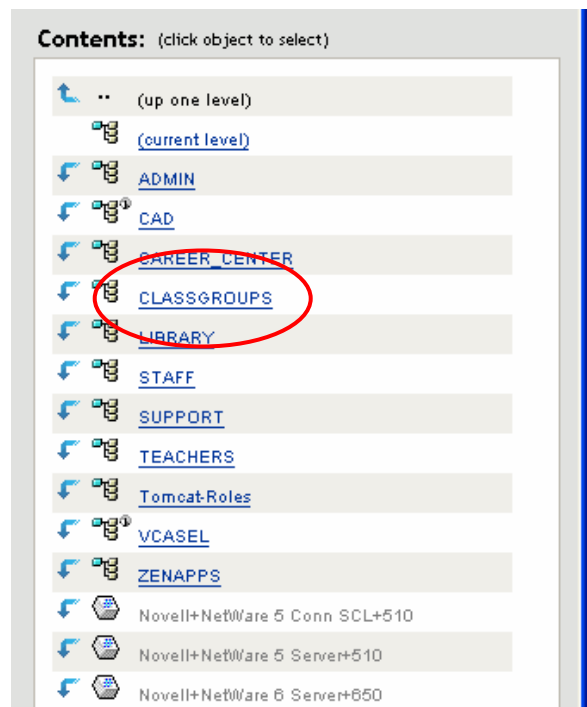
Specify the group name to be created.

Group name:

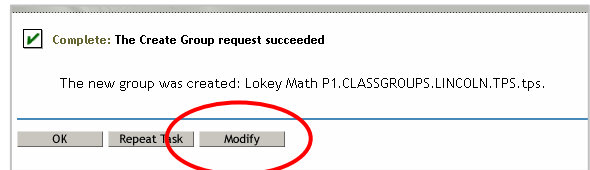
Context:

Dynamic Group  
 (To create a dynamic group, check this box)

Note: You can enter or copy/paste this context in this field for future groups OR repeat the above steps for each group.



8. Press **OK** to complete your group. You will receive confirmation that your group has been created unless there is a conflict with your group name.



## Adding Students to Your Group

*NOTE:* You will need a class list with student ID numbers to complete this section.

1. While still at the confirmation screen, press the **Modify Button** to add students.
2. Then click on the **Members Tab**.
3. In the **Members Field**, enter each student's ID number followed by

.ACTIVE.STUDENTS

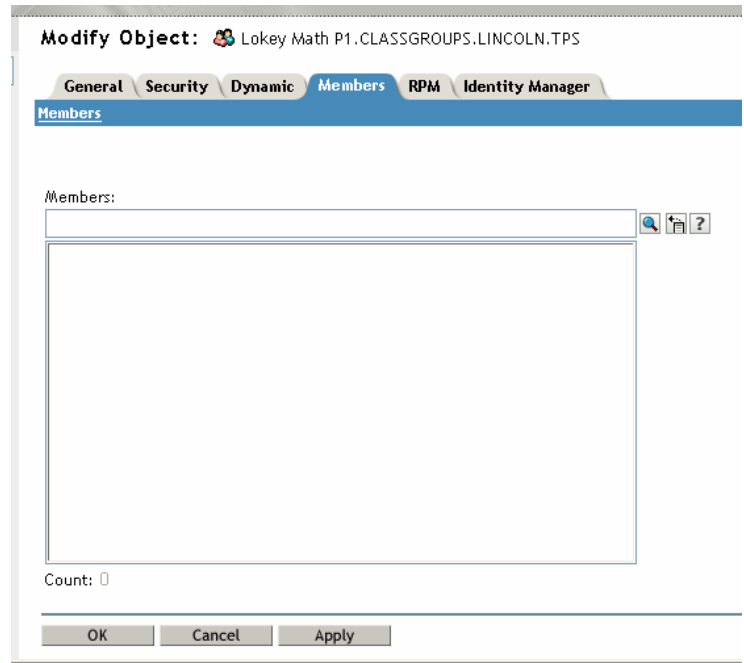
*Example:*

1234567.ACTIVE.STUDENTS

4. Press the **ENTER Key** to ADD a student.

Select a student and press the **Delete** key to REMOVE a student.

5. When you've added your entire class, press **OK**.

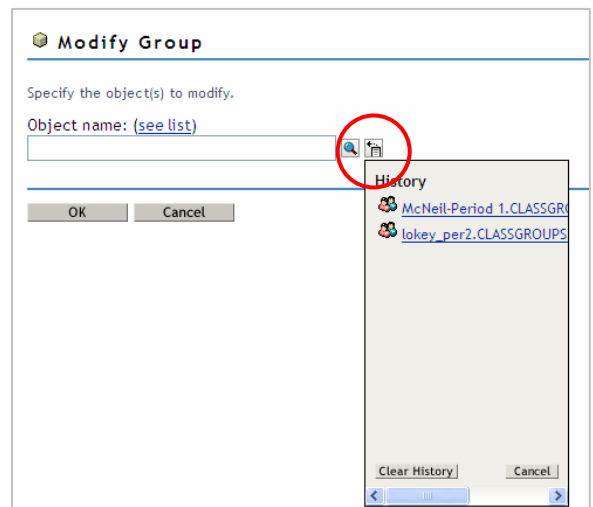


Repeat the steps in this handout to add additional Class Groups.

## Modifying Groups

If you want to change members of a group, add or delete, you can do so at any time.

1. Click **Modify Group** under the **Class Groups** menu.
2. You can navigate to your group as you did under creating a group OR you can use the **History menu**. Click on the **History button** to the right of the magnifying glass.
3. Select your class group and press **OK**.
4. Click on the **Members tab** and add or delete members as above.
5. Press **OK** when finished.



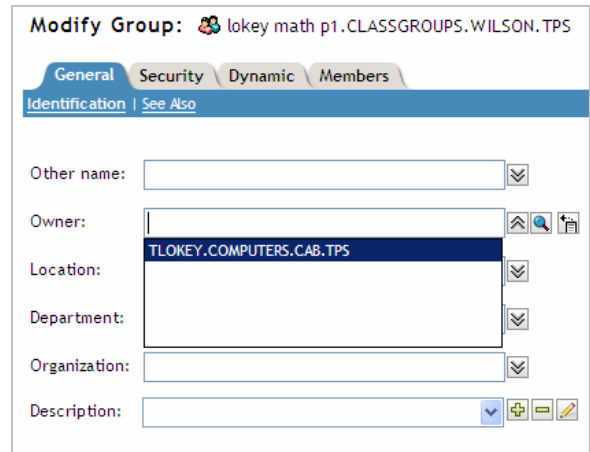
## Creating a Shared Workspace with Students

Some teachers, such as Yearbook instructors, will want to have a space where both teachers and students have both read and write permissions; that is, teachers as well as students will have the same capabilities to add, edit, or delete files. Only teachers who truly know that they want or need this function should proceed.

1. Create your group per above instructions.
2. On the **General Tab**, enter your students as **Owner**.

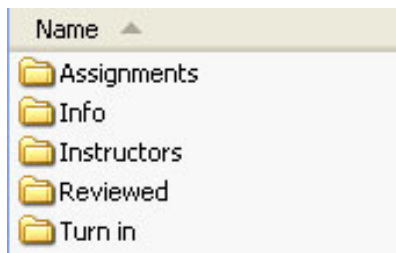
*Example:*  
1234567.ACTIVE.STUDENTS

3. Press **OK** when finished.

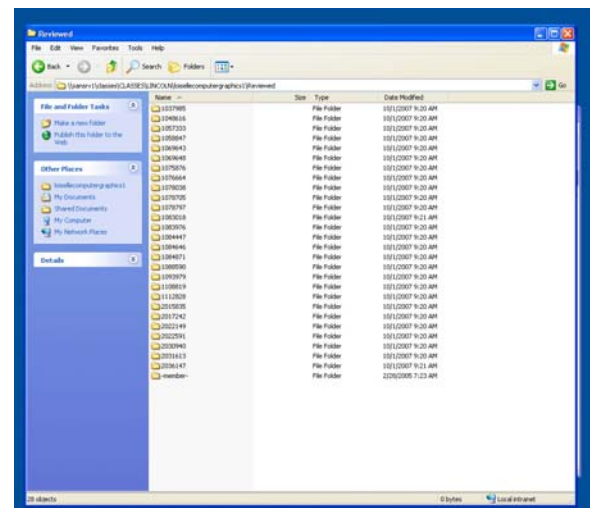


## Using Class Groups

Now that you have created your class groups, both you and your students will share a Students' G Drive icon on your desktop. Teachers and students will both see the folders below.



Within the Reviewed & Turn in folders (*above*), teachers will see a list of student folders by student ID (*right*). Students will only see their own folder.



Folder permissions refer to one's ability to read, create, edit, or delete files within them.

| Folder              | Teacher Permissions | Student Permissions |
|---------------------|---------------------|---------------------|
| <b>Assignments</b>  | All                 | Read only           |
| <b>Info</b>         | All                 | Read only           |
| <b>Instructors*</b> | All                 | All                 |
| <b>Reviewed**</b>   | All                 | Read only           |
| <b>Turn in**</b>    | Read only           | All                 |

\* Only if you set up shared workspace (see above)

\*\* Students can only see the folder designated by their student ID number. No other student account information is visible.