

### The Teacher Home Page

This document will detail how to create and use the “Group” function in i-Pathways. Groups can be setup to help you quickly search for students and send out group messages in the message center.

From the Teacher Center Home Page, click on the link “Manage Groups.”

**Instructions:** Use the search below to refine your list of students on the right. Select the student from the list, and click on the name to access their portfolio, manage modules, view logs and student's profile.

**STUDENT SEARCH**

Only show students with unreviewed activities

Name or Email

**Module**

- Math
- Language Arts
- Social Studies
- Science
- Consumer Education
- Basic Writing
- Basic Math

**Submission Date**

to

Group

**SEARCH RESULTS**

Show  entries

Student	Status	Last Submission Date
<a href="#">401, Student</a> student.401@student.com	Active	No Active Submissions
<a href="#">One, Student</a> student.one@student.com	Active	Jun 5, 2015 11:55:10 AM
<a href="#">Smithe, Student</a> student.smithe@student.com	Active	No Active Submissions
<a href="#">Two, Student</a> student.two@student.com	Active	No Active Submissions

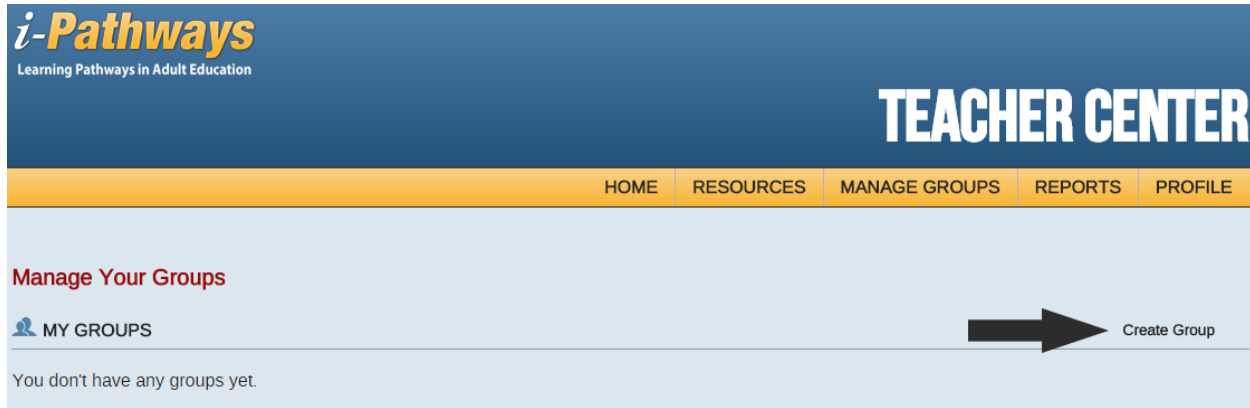
Showing 1 to 4 of 4 entries

Previous  Next

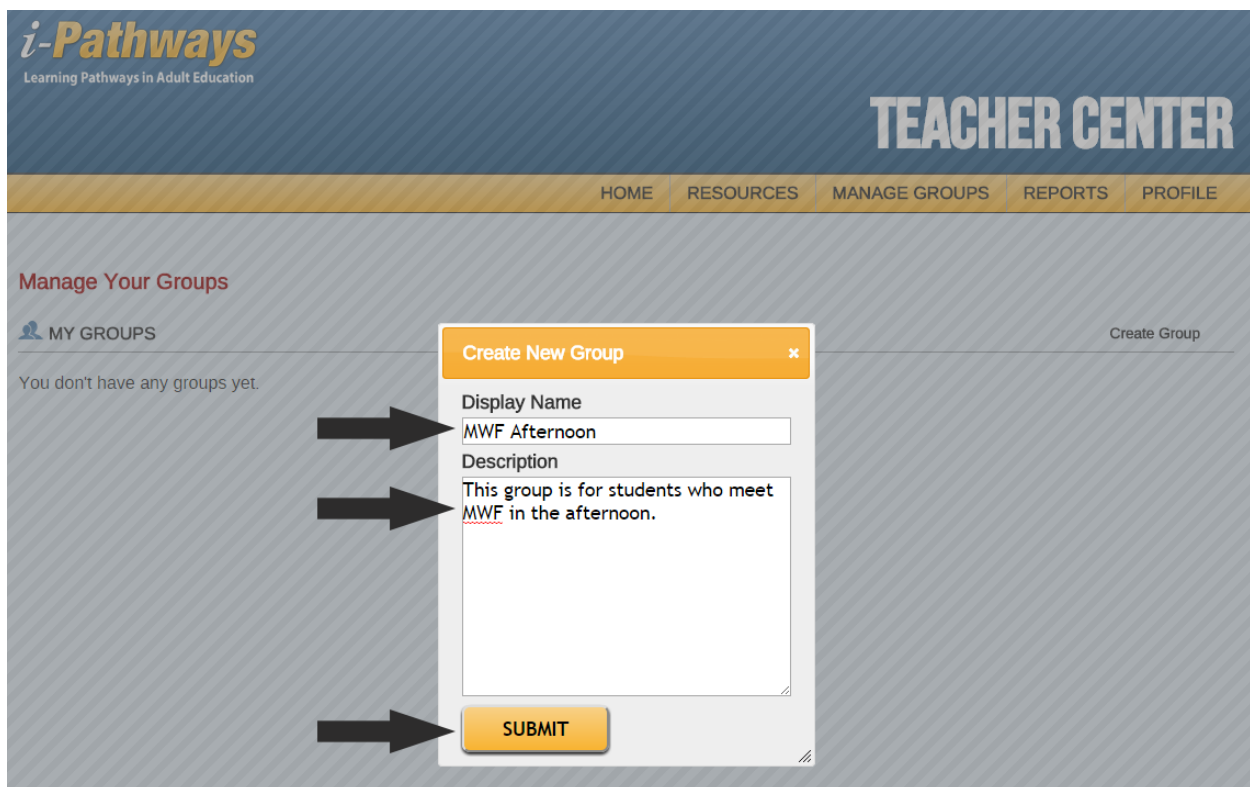
Clicking on this link will take you to the “Manage Groups” section in i-Pathways.

### Manage Groups Page

The Manage Group page is where you create a new group in i-Pathways.



Click on the link "Create Group."



In the "Display Name" field type in the name of the group. You can add a description of the group in the "Description Field." Once you are finished click on the "Submit" button.

### Manage Students in Group Page

Once you click on the “Submit” button the system will take you to the “Manage Students in Group” page. From here you can add or remove the students you want placed in the group.

**Manage Students In Group**

MWF AFTERNOON 3. Return To Group Listing

ADD STUDENT TO GROUP: CURRENT STUDENTS

Search:  SEARCH

Search Results:

One, Student ADD 1.

Two, Student ADD

401, Student 2. REMOVE

Smithe, Student REMOVE

1. Click on the “Add” button to add a student to the group you created.
2. If you need to remove a student in the group click on the “Remove” button to the right of the student’s name on the right-hand side of the page.
3. Once you have added or removed the students for the group, click on the link “Return to Group Listing.”

### Manage Groups Page

After you have created the group and placed students, the screen below will appear.

The screenshot shows the i-Pathways Teacher Center interface. At the top left is the i-Pathways logo with the tagline "Learning Pathways in Adult Education". To the right, "TEACHER CENTER" is displayed in large white letters on a dark blue background. Below this is a navigation bar with buttons for HOME, RESOURCES, MANAGE GROUPS, REPORTS, and PROFILE. The main content area is titled "Manage Your Groups" and features a "MY GROUPS" section with a "Create Group" link. A table lists a group named "MWF Afternoon" with "Number of Students: 2". To the right of the table are three buttons: "EDIT", "MANAGE STUDENTS", and "DELETE GROUP". Below these buttons are the numbers 1., 2., and 3. respectively, corresponding to the numbered list below.

1. You are able to edit the group from this page. Clicking on the “Edit” button will allow you update the name and description of the group.
2. The “Manage Students” button will allow you to add or remove any students to the group.
3. The “Delete Group” button will remove the group from the “Manage Your Groups” page.
  - a. NOTE: Deleting a group will NOT delete the student’s account from i-Pathways.

### Searching for Students Using Groups

You can search for students by group. From the Teacher Homepage click on the drop-down menu next to the “Group” heading to search for students based on group affiliation.

The screenshot shows the i-Pathways Teacher Center interface. At the top, there is a navigation bar with the following links: HOME, RESOURCES, MANAGE GROUPS, REPORTS, and PROFILE. Below the navigation bar, there is a section titled "STUDENT SEARCH" on the left and "SEARCH RESULTS" on the right.

**STUDENT SEARCH**

Only show students with unreviewed activities


Name or Email

**Module**

- Math
- Language Arts
- Social Studies
- Science
- Consumer Education
- Basic Writing
- Basic Math

**Submission Date**

to

**Group** MWTF Afternoon Class  

**SEARCH RESULTS**

Show  entries

Student	Status	Last Submission Date
<a href="#">401, Student</a> student.401@student.com	Active	No Active Submissions
<a href="#">Smithe, Student</a> student.smithe@student.com	Active	No Active Submissions

Showing 1 to 2 of 2 entries

Previous  Next

This will only show the members of the group selected on the “Search Results” side of the page.

### Sending a Group Message

Another feature of groups is that you can send out a mass message to all members of a specific group. From the Message Center homepage, click on the link “Compose Message.”

The screenshot shows the i-Pathways Teacher Center interface. At the top, there are navigation links for Support Center, Message Center, and Logout. The i-Pathways logo is on the left, and 'TEACHER CENTER' is prominently displayed on the right. Below this is a navigation bar with links for HOME, RESOURCES, MANAGE GROUPS, and PROFILE. The main content area is titled 'Message Center' and includes instructions about internal messages. A 'Compose Message' link is highlighted with a black arrow. Below the instructions is an 'INBOX' section with a 'Select View' dropdown menu set to 'Inbox'. A list of three messages is shown, each with a sender, subject, preview, and date.

Sender	Subject	Preview	Date
One, Student	Re:Welcome To i-Pathways!	Is this a reply? -- Original Message -- I wanted to welcome you to the new i-Pathways ...	11/12/13
One, Student	Re:One	Yea I am. -- Original Message -- Your are One Student.	11/11/13
One, Student	Re: Welcome To i-Pathways!	Thank you! I look forward to you helping me to get my GED.	10/2/13

The page below is what will appear when you click on the “Compose Message” link.



The screenshot shows a web form titled "Send New Message" with a close button (X) in the top right corner. The form contains the following fields and elements:

- To:** A text input field containing "MWF". A black arrow labeled "1." points to this field.
- Subject:** A text input field containing "MWF Afternoon Class". A black arrow labeled "2." points to this field.
- Body:** A large, empty text area. A black arrow labeled "3." points to this area.
- Attachments:** Below the body area, there are buttons for "Attach File" and "Choose File", followed by the text "No file chosen". Below that is the text "Attach Another File".
- Send:** A "Send" button at the bottom left. A black arrow labeled "4." points to this button.

1. Start by typing in the name of the group you wish to send the message to. You must type in the exact name of the group in order for the message to go through successfully. Once the group appears in the drop-down, click on the name of the group to add it to the message.
2. Input the subject line of the message.
3. Fill out the body of the message.
4. Click on the “Send” button to send the message.

If you need any assistance navigating i-Pathways please contact the Help Desk  
Telephone: 866-250-5494  
Email: [support@i-Pathways.org](mailto:support@i-Pathways.org)