Add Groups

You can add a new group at any time of the year from the Groups page. Creating groups is a two stage process. First you add a new group to the Groups list and then assign staff and students to the group.

1. On the Groups page, click **Add Groups**.

The page expands to show the Add Groups section.

2. The Add Groups section contains the Group Name field.

Click **+Add Row** to add up to 10 groups at a time.

3. Enter the Group Name and click **Submit** to create a group.

A confirmation box displays the new group and the group is added to the Groups list.
If the Amplify system encounters errors when attempting to save the records, the errors are highlighted. Correct them and click **Submit** again.

4. Click **Add Groups** to collapse the Add Groups section.

5. After creating the group, you must assign staff and students to the group in the Group Details panel.

- [Assign Staff](#)

- [Assign Students](#)

- [Assign Staff](#)

- [Assign Students](#)