

*Integrus G2*

*Creating & Maintaining  
Groups*

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## *Introduction to Groups*

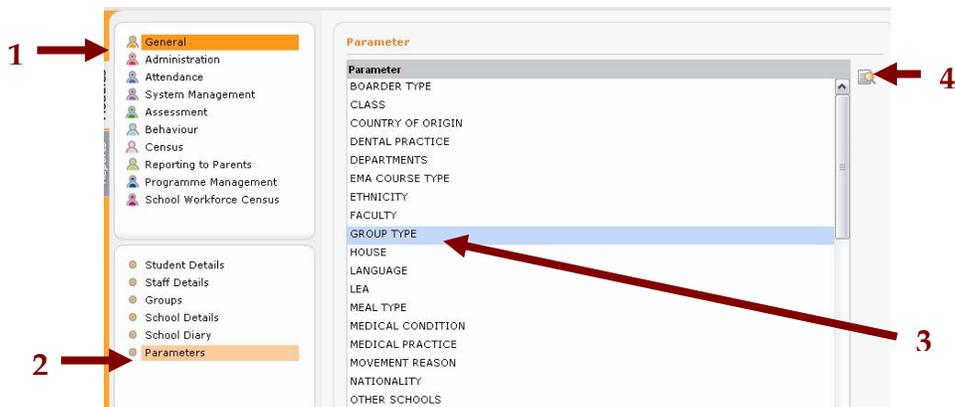
To help bring together various students and/or Staff into manageable cohorts, Integris G2 lets you define and maintain groups. You can create a group for whatever purpose you need, add students or staff (or both) to it, and then update the members of the group as situations change. So, when students leave the school or when they no longer belong to the group you've created, or when new students join the group, it is a straightforward process to apply these changes.

Groups can be created for literally anything you wish. You could use groups to keep track of students taking music lessons within the school. You could even have separate groups for each instrument taught at the school. You could use them to keep track of students who attend breakfast / lunchtime / after school clubs. You can also use them to group students who are to attend particular school trips/visits, any teachers that will be going with them and whether or not parental consent has been given for each student within the group.

## Group Types

Integrus G2 automatically comes with a **General Group Type**, if you wish to create a more specific group type (eg: Music Lessons, School Trips/Visits, Breakfast Clubs, Lunchtime Clubs, After school Clubs), this can be done quite easily.

To create a new Group Type go to **General (1) > Parameters (2) > Group Type (3) > View (4)**



Click the **Add** button.



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You will then need to enter a 3 character/digit **Code** and a **Description**...

(As an example, here I am creating a group type for Music Lessons.)



**Add - GROUP TYPE**

**Code: \***

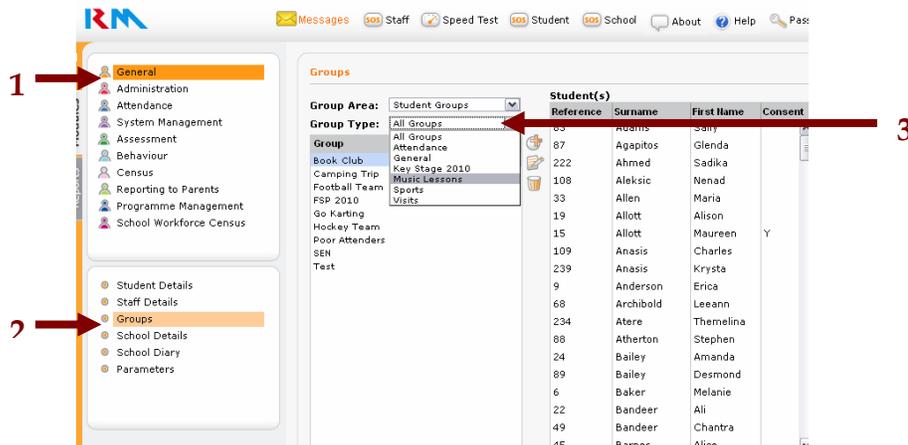
**Description: \***

... then click **OK**.

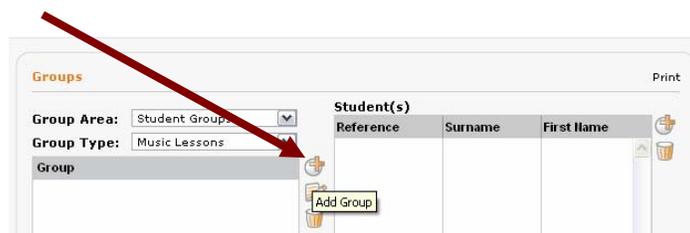
The group type has now been created and should show up in the **Group Type** list.

## Creating a Group

To create a new group, go to **General (1) > Groups (2) >** and select a **Group Type** from the list (3)



Click the **Add Group** button...



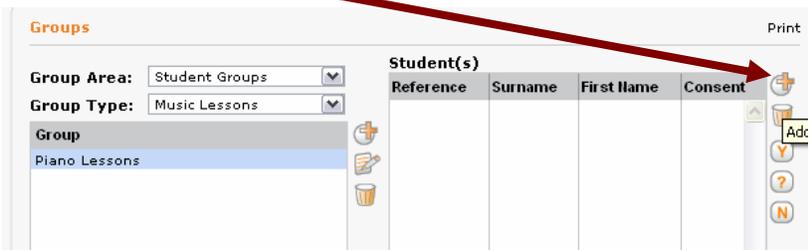
... Select a **Group Area (5)** (i.e. Student Groups, Staff Groups or Mixed Groups) > The **Group Type (6)** will already be selected but can be changed if the wrong one was selected > add a **Group Description (7)** > and tick the **Parental Consent Required (8)** box, if applicable to your group and click **OK (9)**.



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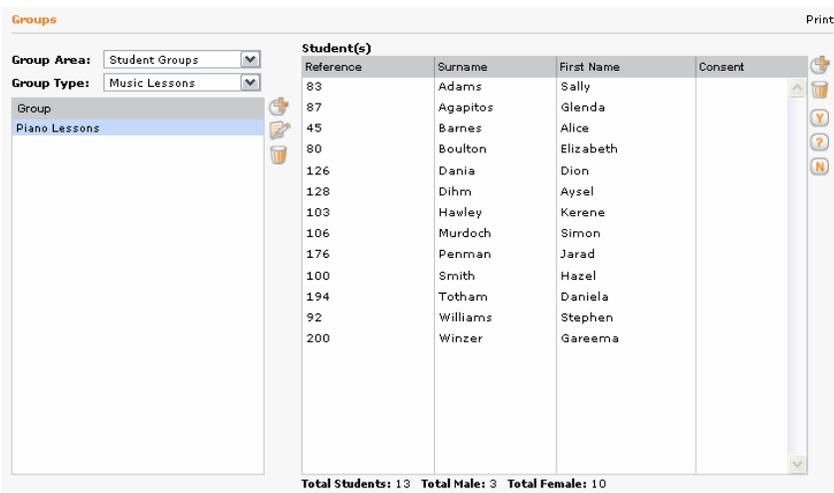
The group has now been created and is ready for you to add students.

To add students click the **Add** button ...



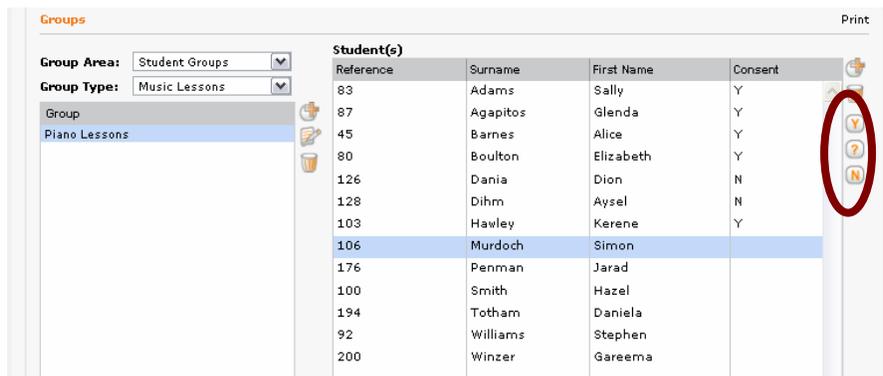
... the usual search page will appear, search for the students to be included in the best way suited to your group (i.e. if it was a year 6 trip you were creating you may find it easier to search by the year 6 year group and simply select all students excluding any students necessary. If you are creating a group including students from across all year groups, you may find it easier to 'Find' the whole school and simply cherry pick the applicable names before making the final selection).

The students will now have been added to the list.



## Recording Parental Consent

To record parental consent, simply call up the group in question, highlight the student you wish to record consent for and click 'Y' for Yes and 'N' for No, on the right of the student list.

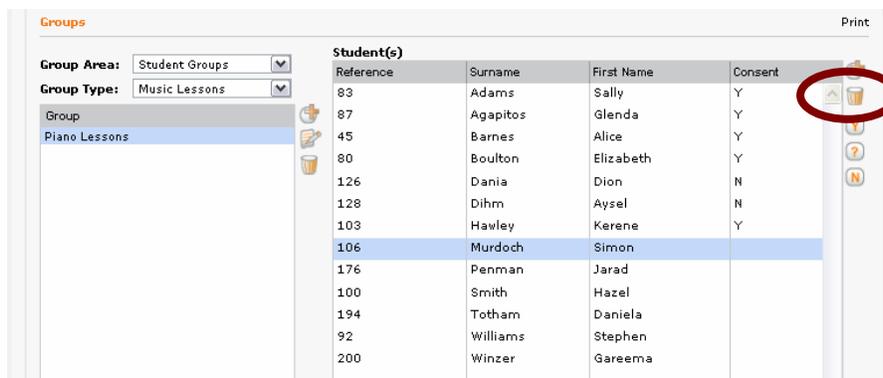


The screenshot shows the 'Groups' interface with a table of students. The 'Piano Lessons' group is selected. The table lists students with their reference numbers, surnames, first names, and consent status. A red circle highlights the 'Y' and 'N' buttons in the consent column.

Reference	Surname	First Name	Consent
83	Adams	Sally	Y
87	Agapitos	Glenda	Y
45	Barnes	Alice	Y
80	Boulton	Elizabeth	Y
126	Dania	Dion	N
128	Dihm	Aysel	N
103	Hawley	Kerene	Y
106	Murdoch	Simon	
176	Penman	Jarad	
100	Smith	Hazel	
194	Totham	Daniela	
92	Williams	Stephen	
200	Winzer	Gareema	

## Removing Students From A Group

Should a student leave the school or for any other reason need to be removed from the Group, simply navigate to the group's page, highlight the students' name from the group list and click the Delete icon to the right of the Student list panel.



The screenshot shows the 'Groups' interface. On the left, there are dropdown menus for 'Group Area' (set to 'Student Groups') and 'Group Type' (set to 'Music Lessons'). Below these is a list of groups, with 'Piano Lessons' selected. The main area is a table titled 'Student(s)' with columns for Reference, Surname, First Name, and Consent. The student 'Murdoch, Simon' (Reference 106) is highlighted. To the right of the table is a vertical toolbar with several icons, including a trash can icon which is circled in red.

Reference	Surname	First Name	Consent
83	Adams	Sally	Y
87	Agapitos	Glenda	Y
45	Barnes	Alice	Y
80	Boulton	Elizabeth	Y
126	Dania	Dion	N
128	Dihm	Aysel	N
103	Hawley	Kerene	Y
106	Murdoch	Simon	
176	Penman	Jarad	
100	Smith	Hazel	
194	Totham	Daniela	
92	Williams	Stephen	
200	Winzer	Gareema	

A confirmation warning will appear asking if you are sure you want to remove the member(s), simply click **Yes** and student will be removed from the list.