

Creating a custom group in DreamBox Maths

Below are step-by-step instructions for creating a group and adding students.

Before you get started, here's what you need to know:

DreamBox Maths administrators and teachers can tag students and create up to 50 groups each. Each custom group can contain up to 50 students.

Only the creator can see their custom group in the dashboard. Other educators need to create their own version of the group to see it.

Tagging students to add them to a custom group will not remove them from their current classroom/s.

Currently, educators cannot create assignments for a group.

Step 1: Gather the information

You will need:

- The list of students who should be part of the custom group.
- Student roster details (having this information ready will speed up the student tagging process):
 - **Administrators:** The school, teacher and classroom name for each student.
 - **Teachers:** The classroom name for each student.

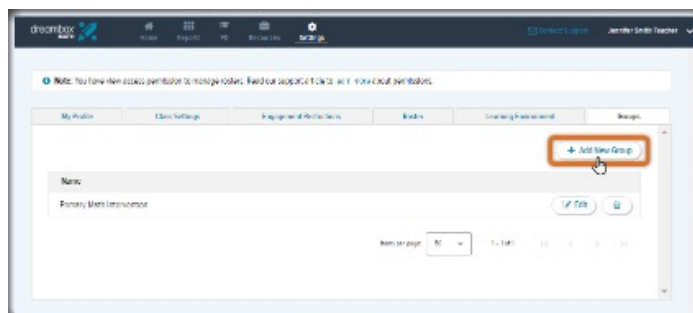
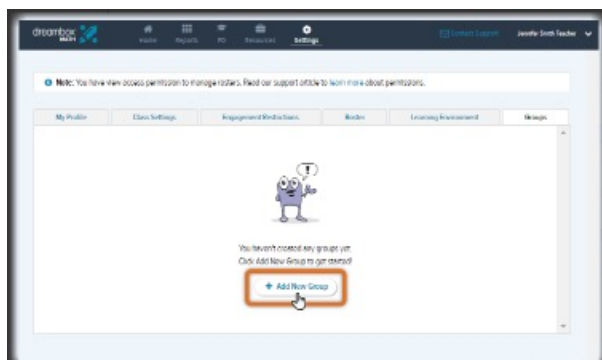
Step 2: Opening the Groups tab

To open the Groups tab, log in to your educator dashboard. Select the Settings icon and then select the Groups tab.

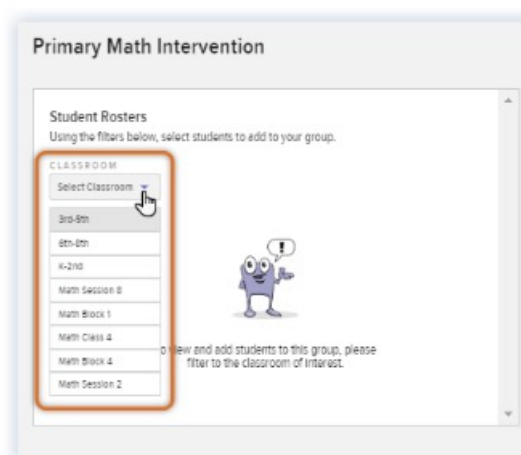
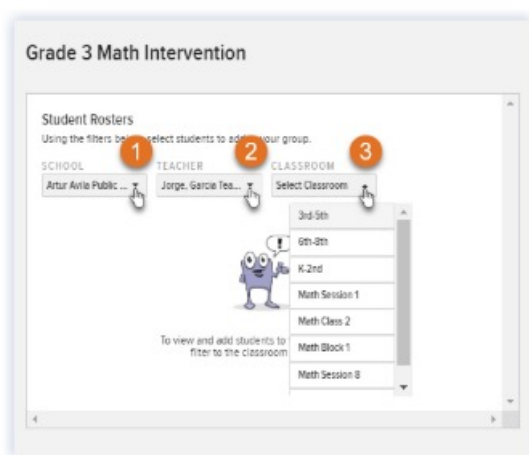
Step 3: Creating a Group

Creating a group is similar for administrators and teachers, but some steps differ based on their roles.

- Click **Add New Group**. If you have already created a group, the button will be in a different place. (The images below are of the teacher view.)



- A Naming Your Group pop-up will open. Type the new group's name and click Submit.
- The Student Tagging view will then open. From here:
 - **Administrators:** Select the school, teacher and classroom in the Student Rosters box.
 - **Teachers:** Select a classroom in the Student Rosters box.

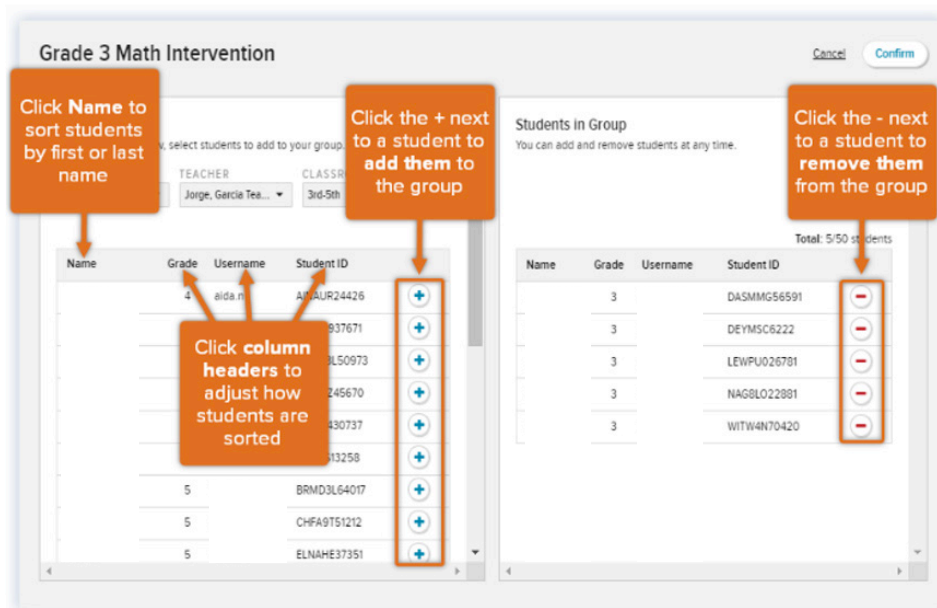


Administrators: Depending on your permissions, you may not need to select a school.

Teachers: To add a student to a custom group, you must be associated with the classroom in DreamBox Maths.

Step 4: Student tagging

- The Student Rosters box will appear, listing all students in the selected classroom. Click the + icon next to each student you want to add to the group.
- As you select students, the Students in Group box activates, showing each student's name as they are added. (The image below is of the administrator view.)



- After you have added students from the selected classroom, you can select a new classroom to continue adding students.
- When all students have been added, click the **Confirm** button.
- If you select the **Cancel** button, it will remove the students but retain the custom group. You can add or remove students from the group when needed.

FAQs

Can two educators create a group with the exact same name?

Yes.

I am an intervention educator and work with students across multiple classrooms, but I'm not a DreamBox Maths administrator. Is there a way my DreamBox admin could create a group for me?

If you are added as a teacher to each of the classrooms your students are in, you can create a group of your intervention students from the Groups tab in your dashboard.