



Table of Contents

How to upgrade your students to the current school year	1
Adding a New Student	2
Adding a Student to an Intervention Group	2
Adding Student Data	2

FOR TEACHERS WHOSE SCHOOL HAS EXISTING GROUPING MATRIX DATA

How to Upgrade Your Students to the Current School Year

The first time you login to your Grouping Matrix account after August 1st, it may look like all your students have disappeared. It is just that you need to upgrade your students to your Assigned Students page. In order to upgrade students to the new school year, your **School Administrator/Specialist** will need to prepare your school's Grouping Matrix account. Once this is done, upgrading your students is an easy process!

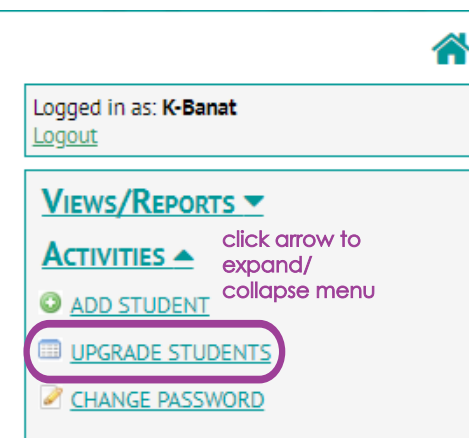
If you have students already assigned to you, then you can skip this process!

Step 1: Upgrade School to the Current School Year

Confirm with your School Administrator that your school's Grouping Matrix account has been upgraded to the new school year. There are tutorial videos and a Getting Started Guide that will assist them with this simple process.

Step 2: Upgrading Students to your Assigned Students page

1. Select the **Upgrade Students** link under the **Activities**.
2. Search for the student's name.
3. Confirm the student is in the correct grade.
4. Assign yourself as the teacher for the student.
5. Add any notes that are needed for the student.
6. Make sure the box next to the student's name is checked.
7. Scroll to the bottom of the page and click "Upgrade Students."
8. The student now appears on your Assigned Students page.
9. Repeat process for the rest of your students.

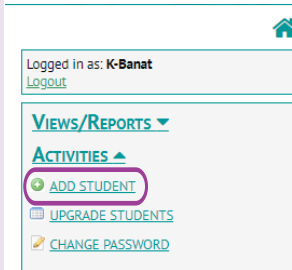


Adding a New Student

1. Click the **Add Student** link under **Activities**.
2. Add the **Student Name, Grade** and **Teacher**.
3. All other information is optional.
4. Repeat this process for all new students.

TIP

If you are an Intervention or SPED teacher and students are already assigned to their homeroom teacher, you need to ask your School Admin to add you as another School Admin/Specialist so you can access your students.



Edit a student:

You can edit a student's record by clicking the  icon.

Adding a Student to an Intervention Group

1. On your **Assigned Students** page, click the N/A next to the student's name under the Intervention Group column heading.
2. From the drop down menu, select or add the name of your intervention group.
3. Click **Update**.

Adding Student Data

Please watch our tutorial video on how to use the Live Assess feature to quickly input student assessment data. You can view this tutorial video on the **Getting Started** section on the homepage of the **Grouping Matrix**.

Our complimentary assessments can be downloaded from www.reallygreatreading.com/diagnostics. Each assessment packet comes with a **Quick Start Guide**.

If you find you need more support, please contact us!

Call 866-401-7323 ext. 1

A Success Specialist will be happy to help!



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