Creating Groups

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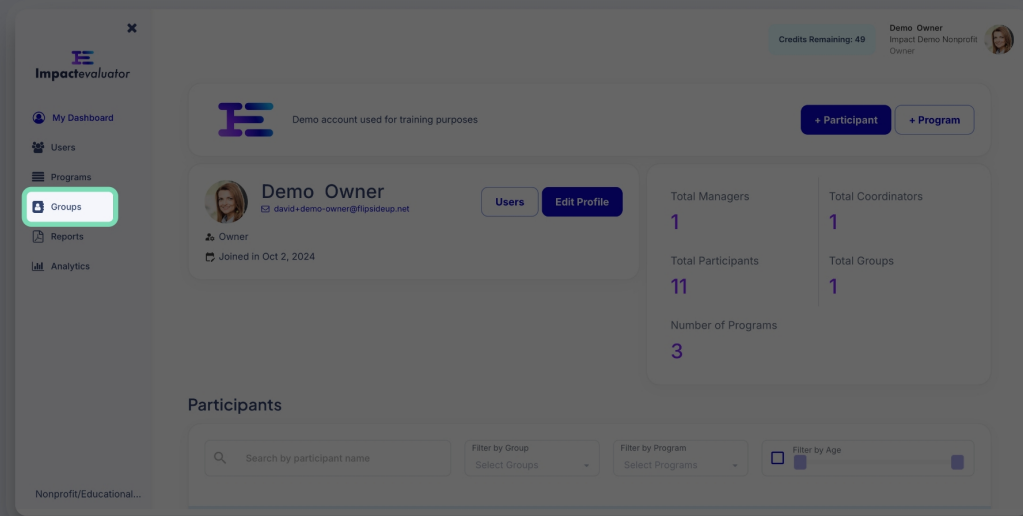
2

Groups are a great way to categorize participants, making it easier to generate reports and analyze specific segments. You can organize groups however you like—by grade level, age, gender, or even individual classes or projects—giving you flexibility in how you structure your data.
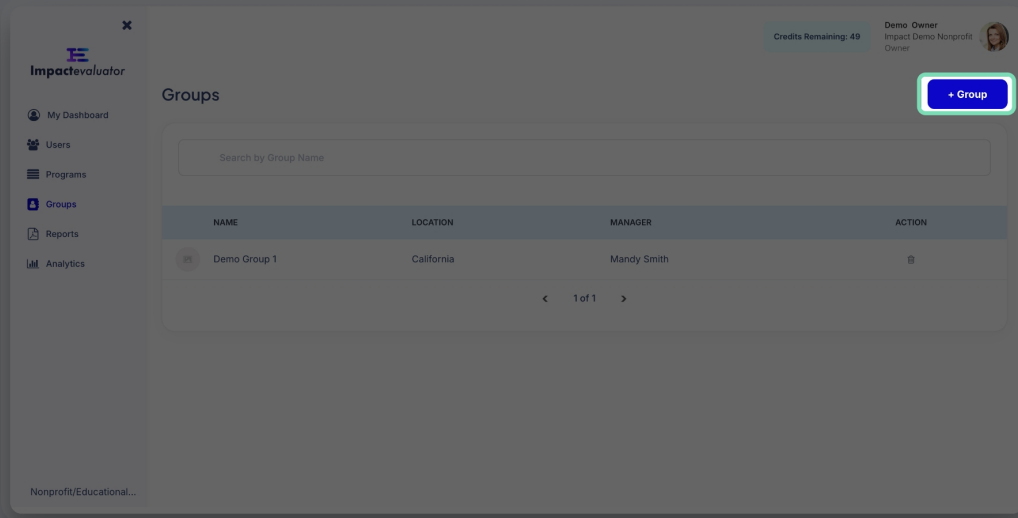

3

To create a group, start by clicking on 'Groups' in the left menu. This will take you to the Groups page.
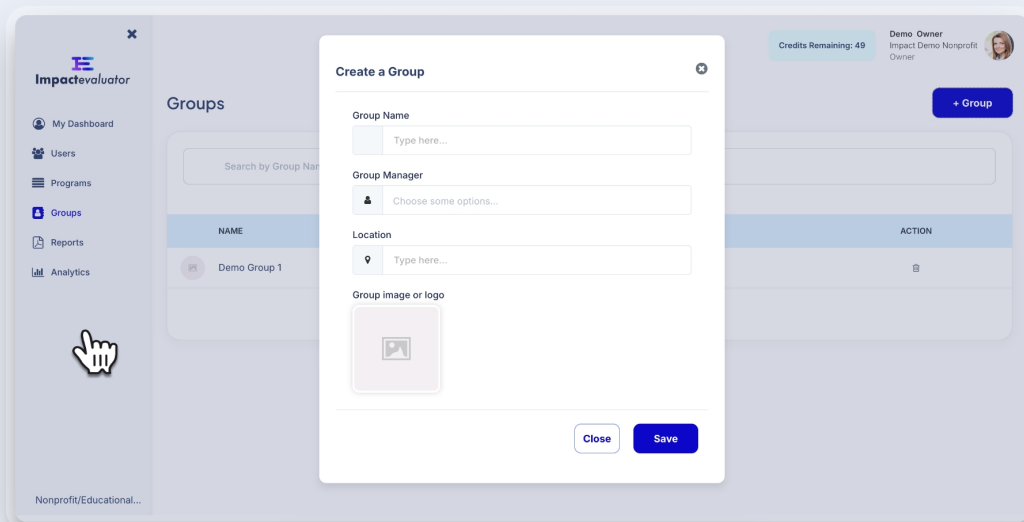
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5 In the popup, fill in the details for your group. The group name should be as descriptive as possible so that it's easy to understand what the group represents.
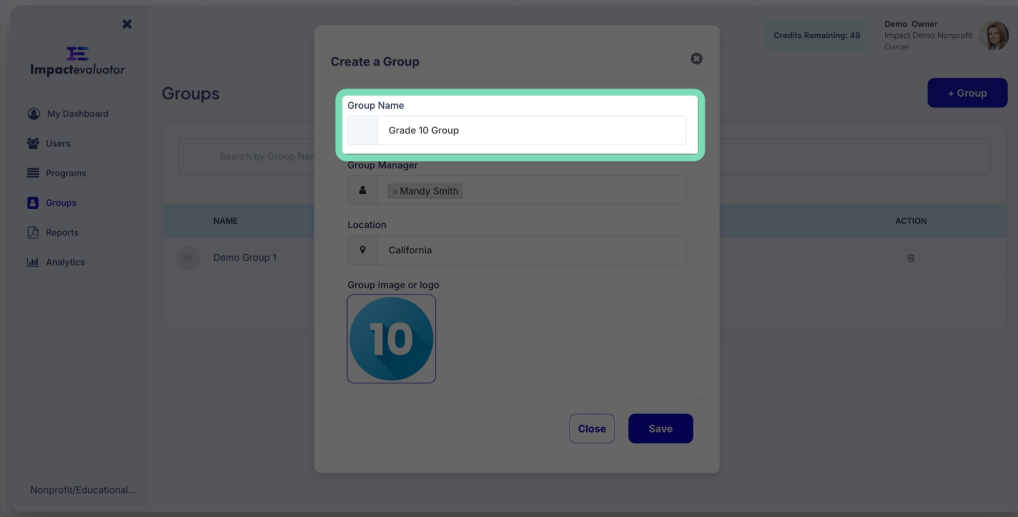

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6 For this example, we'll name our group 'Grade 10 Group.' You can get creative with your naming—other examples could be 'Grade 5 Maths' or 'Mrs. Smith's Grade 5 Maths Class.
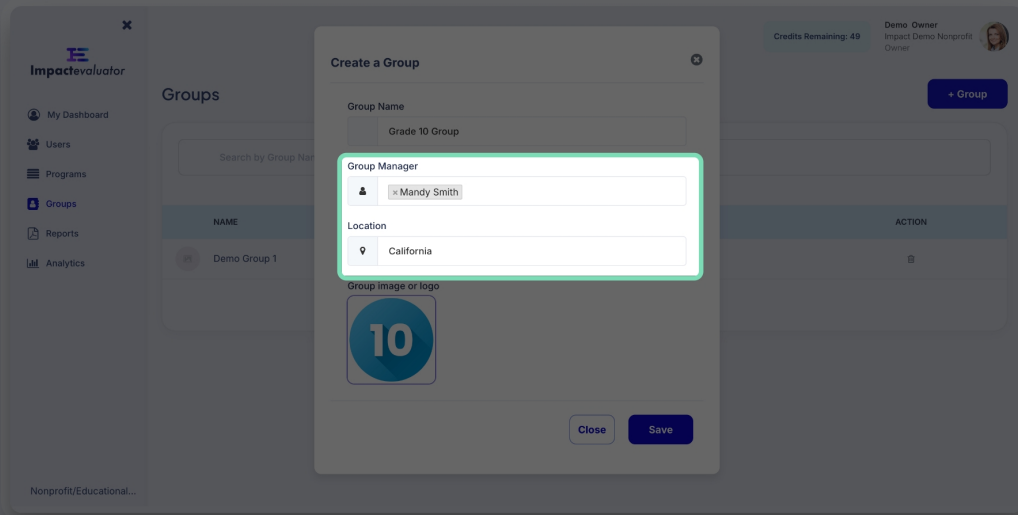

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8 Once everything is filled in, click 'Save' to create the group.

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9 After saving, you'll see the new group added to the Groups list. This makes it simple to categorize participants for better reporting and analysis.

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