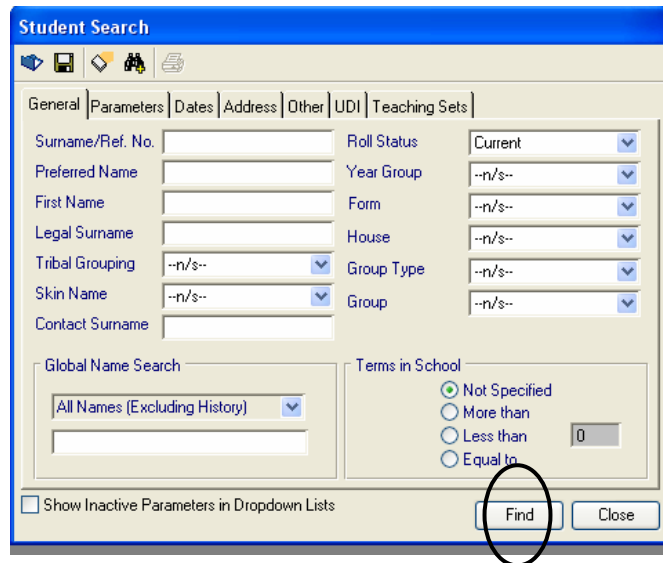


Students in Group ILSS 2009

Step 1: Signing on to SAMS	
<p>Sign on to SAMS with your Username & Password</p>	
Step 2: Creating Group	
<ol style="list-style-type: none"> Go to General > Groups Select on Group Type General Click on the icon – Add Group 	
<ol style="list-style-type: none"> Enter ILSS 2009 in Group Description then press OK 	
Step 3: Placing Students in ILSS 2009 Group	
<ol style="list-style-type: none"> In General > Groups, select the Group Type General and make sure ILSS 2009 Group is selected In the Students area, click on the icon Add Members 	

3. In the **Student Search** window, click on **Find**
This will list all your Current Students.



Note: You can sort the list by year group for easier selection. Do this by clicking on the 'Year' column heading.

To add some of the students (e.g. those who are in ILSS 2009 program), click on the names of students you want to add whilst holding down the Ctrl key (*this lets you choose several students*)

Click on **Select**, and when information message comes out, click **Yes**

(if you missed to select some students, repeat this process under Step 3 until all students you need are added to the group)

