

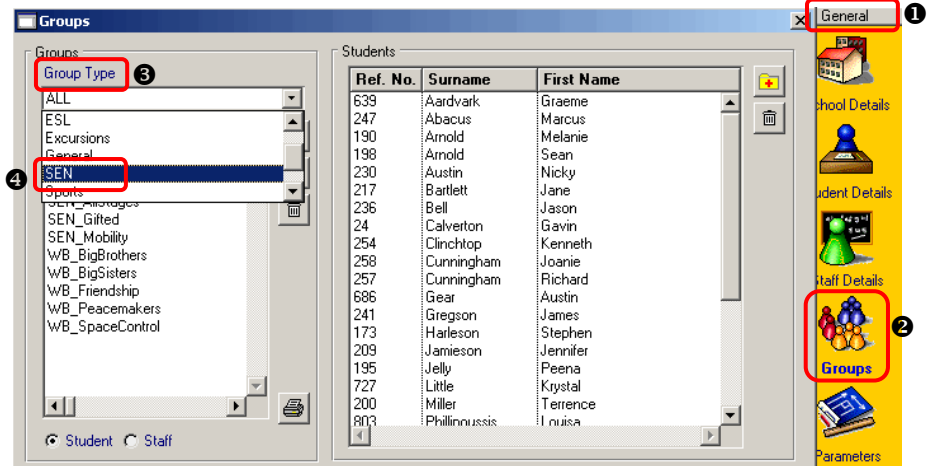
# Add Students to SEN Groups

Go to **General** ①

Click on **Groups** ②

Click on the black triangle beside **Group Type** ③

scroll down and click on **SEN** ④

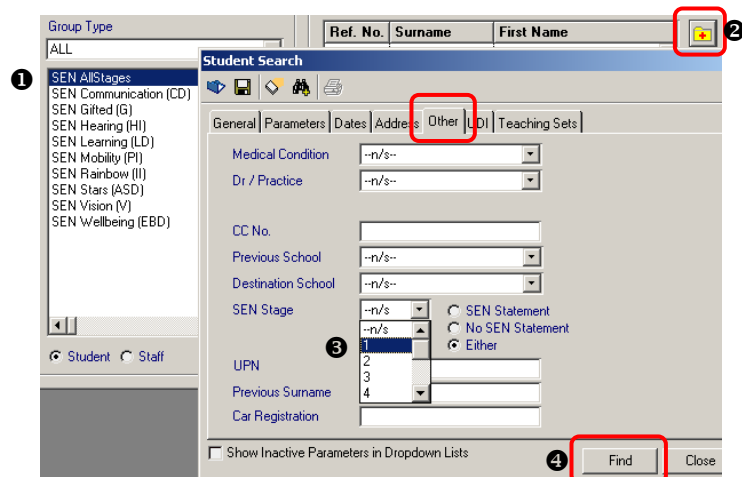


Click on the group you want to add students to ①

Click on the  **Add Members** icon ②

Choose student or student group to be added to this group (e.g. all SEN Stages to add all students in the SEN Module) ③

Click on **Find** ④

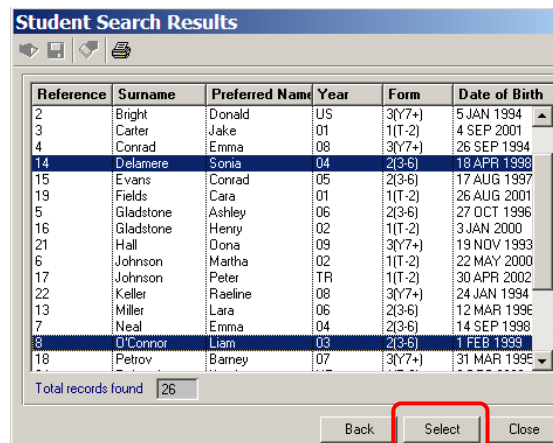


If you want to add all students, do not highlight any of them, just click **Select**, then click **Yes**

If you only want to add some of the students (e.g. those with II to the Rainbow Group), click on the ones you want to add whilst holding down the Ctrl key (*this lets you choose several students*)

Click on **Select**, then click **Yes**

(repeat this process until all students you need are added)



If you have any queries please call the SAMS team on 8999 3531