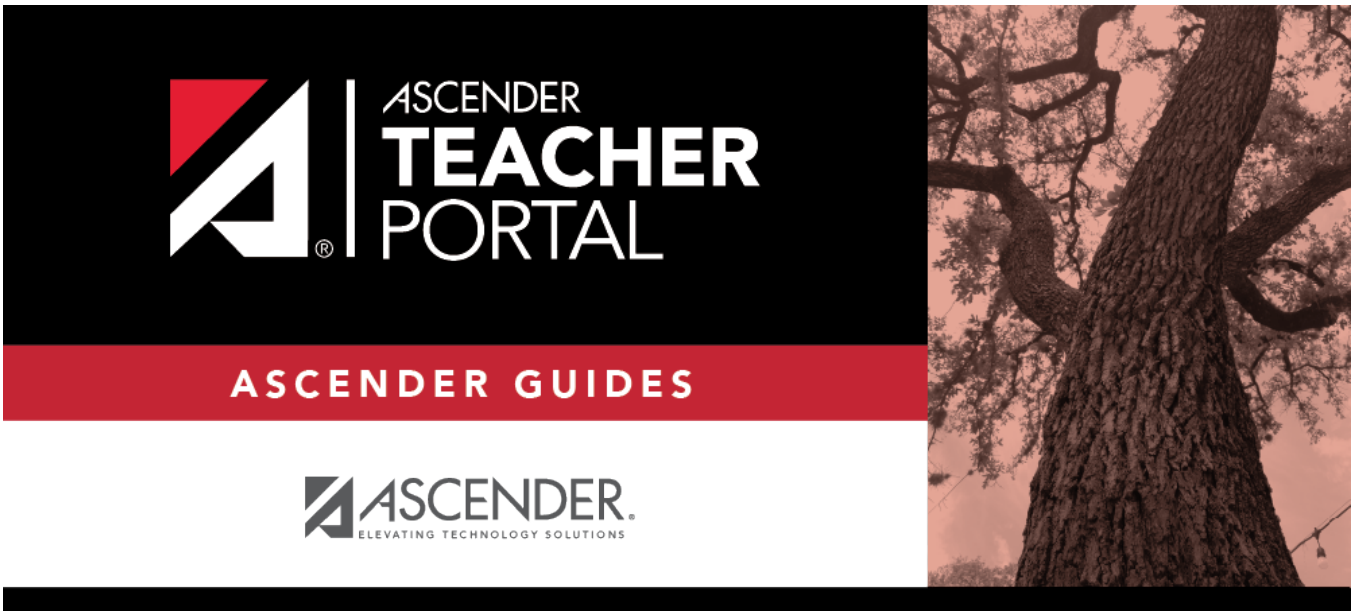


# Copy Student Groups

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# Copy Student Groups

***Settings > Student Group Manager***

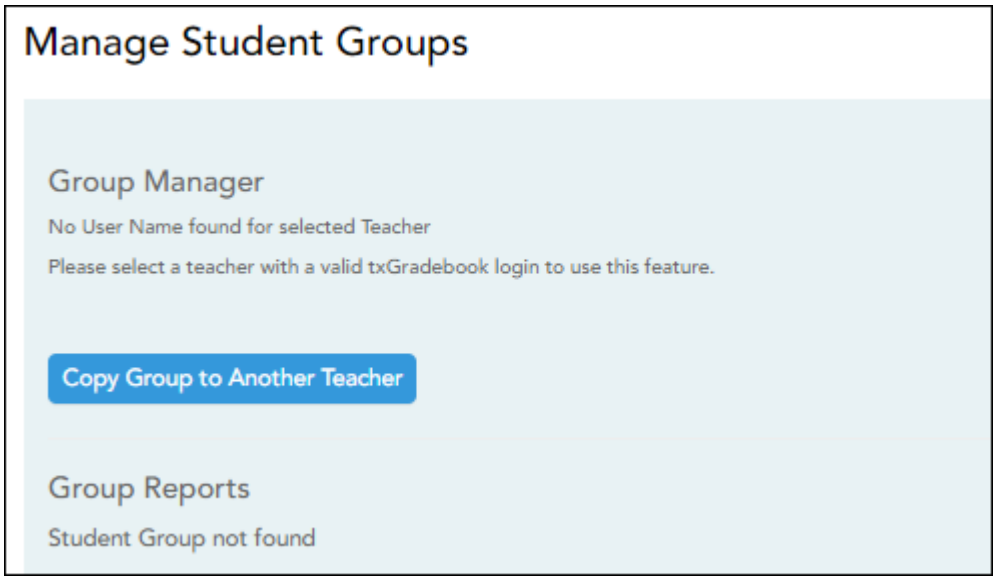
This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

Once a teacher has established a student group using Settings > Manage Student Groups, you can copy the teacher's groups (with the students) to another teacher.

This page is only accessible from the Manage Student Groups page.

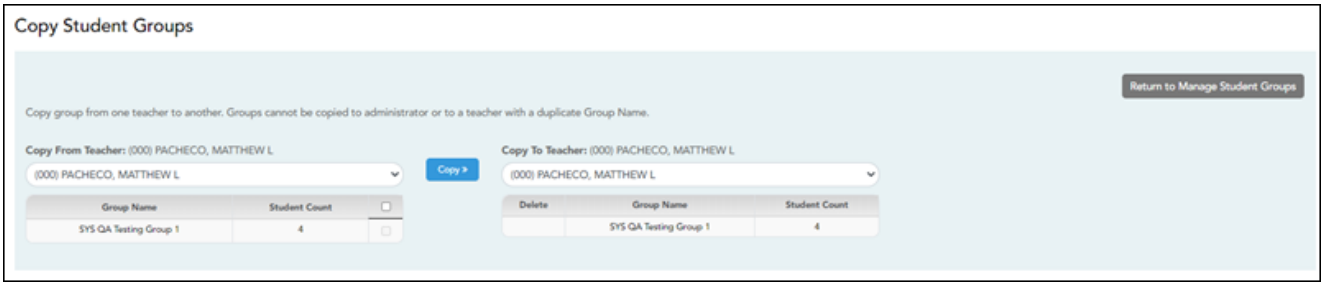
## Copy data:

If you are logged on as an administrator, the **Copy Group to Another Teacher** button is displayed on the Manage Student Groups page.




❑ From the Manage Student Groups page, click **Copy Group to Another Teacher**.

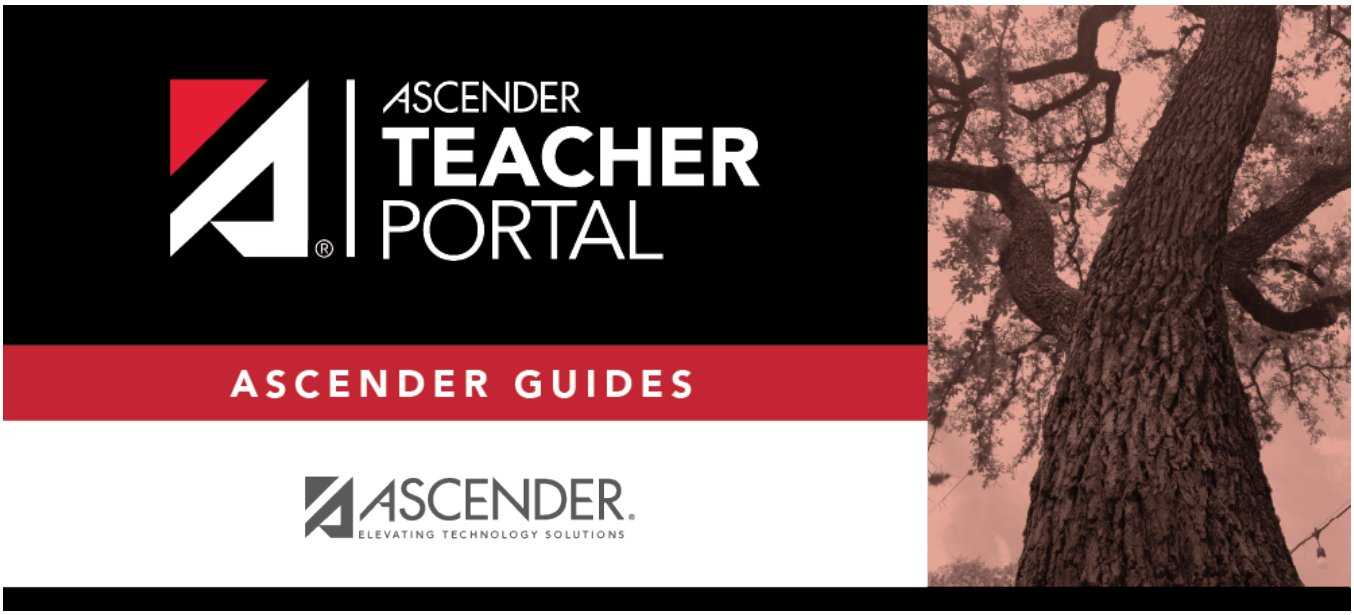
The Copy Student Groups page opens.



<table>
<tr><td>Copy From Teacher (left grid)</td><td>The teacher you are impersonating (i.e., the teacher you selected in the Run as Teacher field on the Administrator Options page) is selected by default. You can select another teacher if you have administrative access to that teacher.<br><br>The selected teacher's groups are listed.
<table>
<tr><td>Student Count</td><td>The number of students added to the group is displayed.</td></tr>
<tr><td>Copy</td><td>Select for the group(s) you want to copy from this teacher to another teacher.<br><br>You can only copy groups that do not already exist for the other teacher, and the other teacher must have an active TeacherPortal account.<br>TIP: If you hover over a disabled Copy field, a pop-up message displays the reason the group cannot be copied (e.g., “Exists in destination”).</td></tr>
</table></td></tr>
<tr><td>Copy To Teacher (right grid)</td><td>The teacher you are impersonating is selected by default. Select another teacher to copy the groups to.<br><br>The selected teacher's existing groups are listed.
<table>
<tr><td>Student Count</td><td>The number of students added to the group is displayed.</td></tr>
<tr><td></td><td>Click to delete the group from the instructor's list of groups.<br>WARNING: You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake). Once you select another teacher under Copy To Teacher or leave the page, the  is no longer available.</td></tr>
</table></td></tr>
</table>

❑ Click **Copy»**. The selected group(s) moved to the **Copy To Teacher** list.

❑ Click **Return to Manage Student Groups** to return to the Manage Student Groups page.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# Back Cover