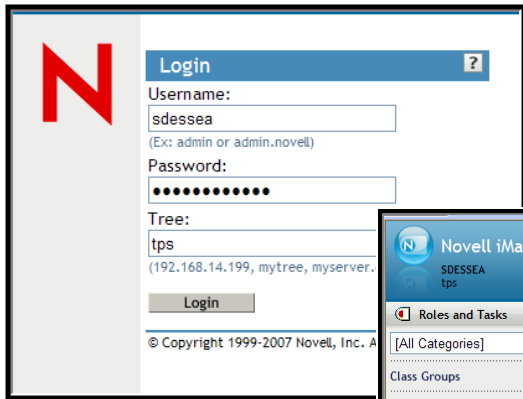


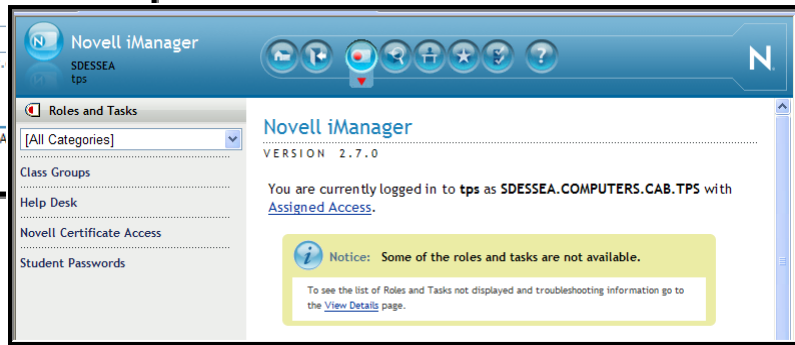
## Opening iManager



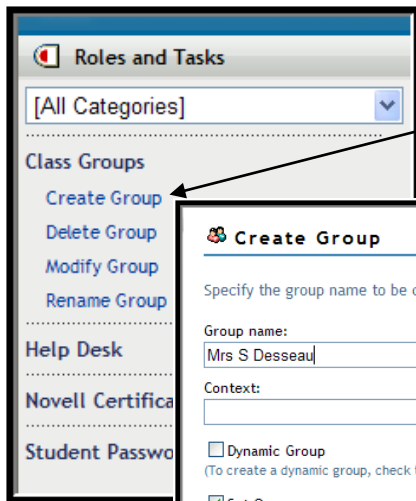
Click on the iManager icon on your desktop, or within Zenworks of the All Programs menu.. You will need to click on “Continue to this website (not recommended)”. It really is OK.



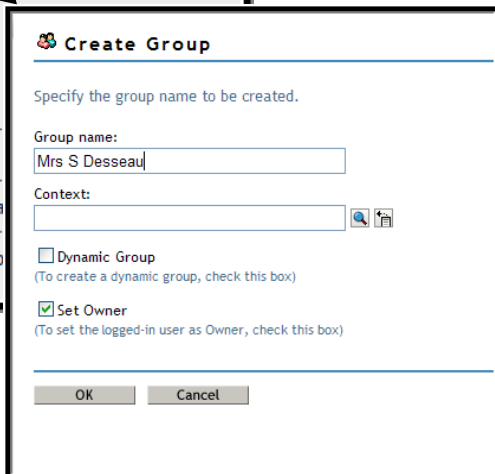
Log on using your Novel short context and password. If need be, enter *tps* in the Tree: field.



## Creating a Class Group



Click on **Create Group**

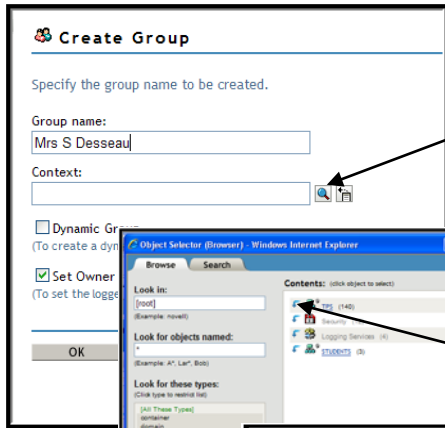


Create a **UNIQUE** group name. Be more specific than just a teacher’s last name. Remember, there could be many “SMITH” classes if not! Alphabet letters and numbers are great, no symbols. Adding the school year will help you identify classes to delete at the end of the year.

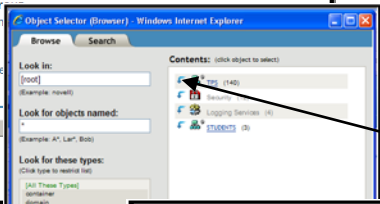
Example: Mrs S Desseau 2009 2010

Or Desseau Period 1 2009

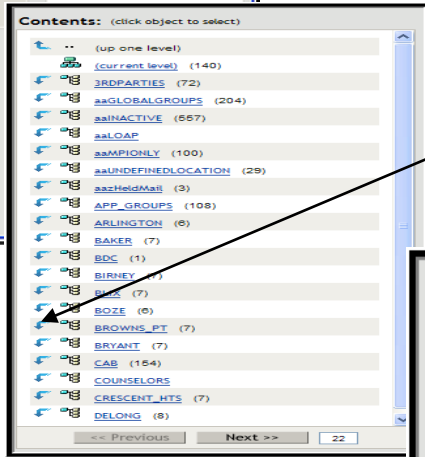
# Identifying the Class Group Context



Click on the magnifying glass.

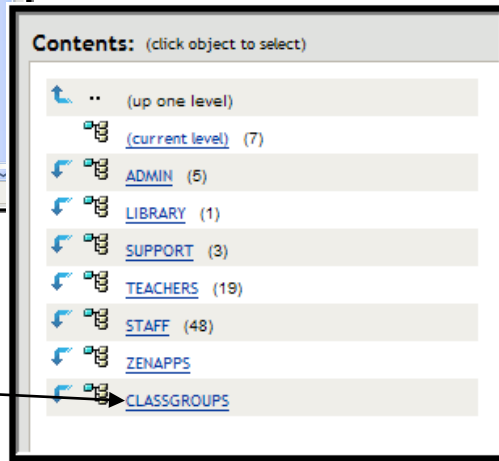


Navigate through to your building, clicking on the down arrows.

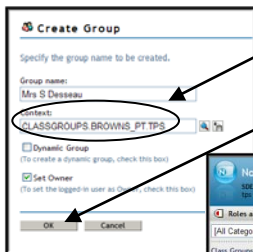


Example: 1. TPS

2. Browns Point

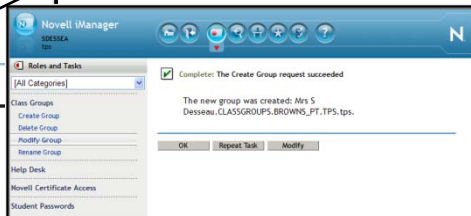


Click on the blue words **CLASSGROUPS**



This will automatically fill in the context field on the Create Groups window.

Click OK. You will receive Confirmation that the group was successfully created.



To most easily add students: **STAY ON THIS SCREEN! DO NOT CLICK OK.**

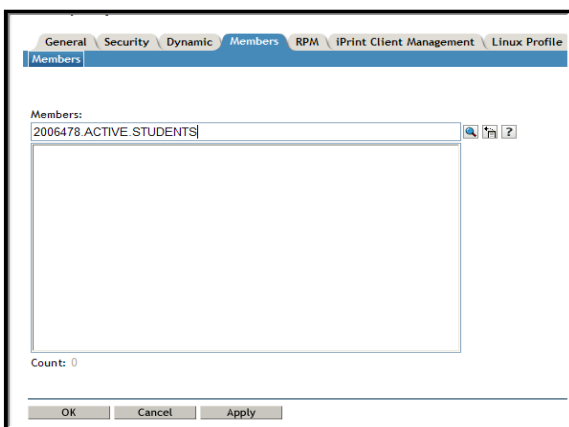
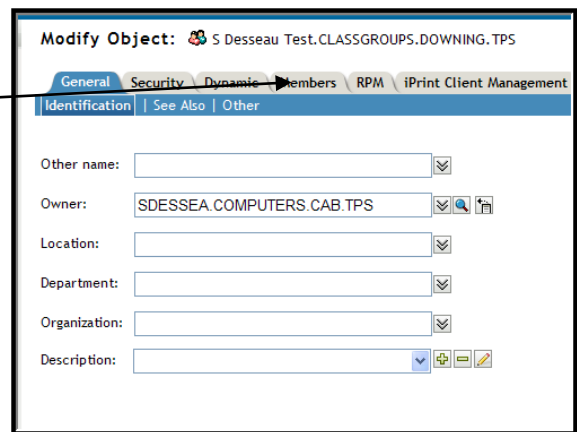
## Adding Students



Select **Modify**. (Note, if you clicked OK, you will need to select Modify from Class Groups menu on the left and navigate to your class group again.)

Select the **Members** tab.

(It is not necessary to fill in any of the other fields in this window.)



Insert student ID number, followed by **.ACTIVE.STUDENTS**. Example:

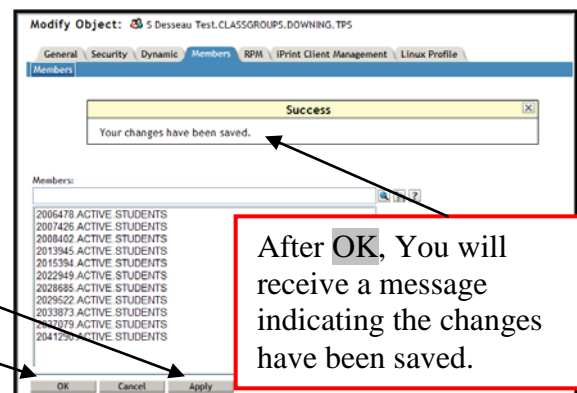
**2006478.ACTIVE.STUDENTS**

Press **Enter** on your keyboard to enter student information in lower box.

Repeat for all students. (Shortcut! Copy the **.ACTIVE.STUDENTS** and paste this after each student number.)

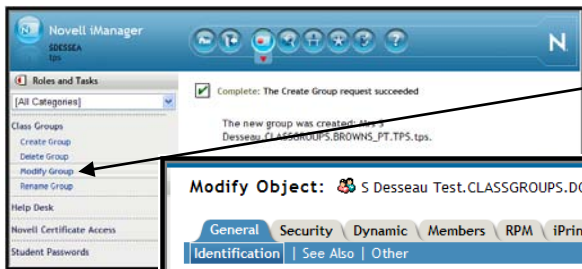
**Apply** saves student numbers leaving this window open to enter more numbers. It is recommended that you Apply after every 5-10 students. Inactive students entered will not allow any changes to be made to a grouping that contains an invalid number.

Click **OK** when done with all students.

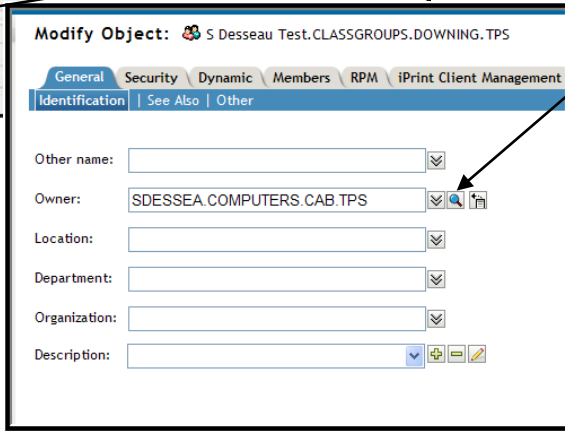


After **OK**, You will receive a message indicating the changes have been saved.

# Adding Additional Staff as Owners



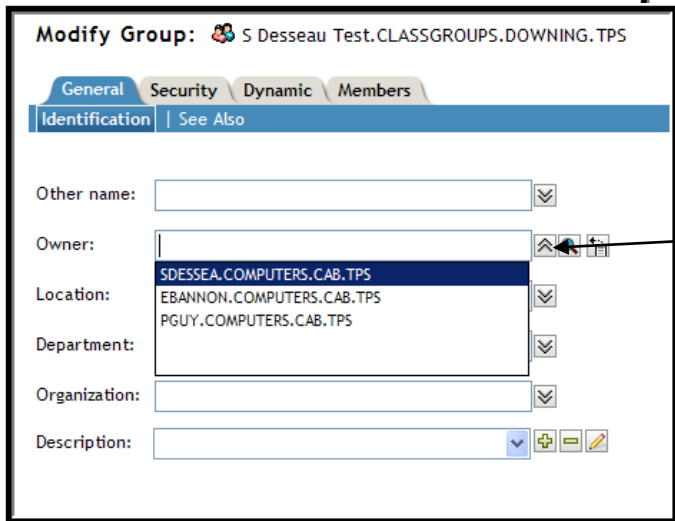
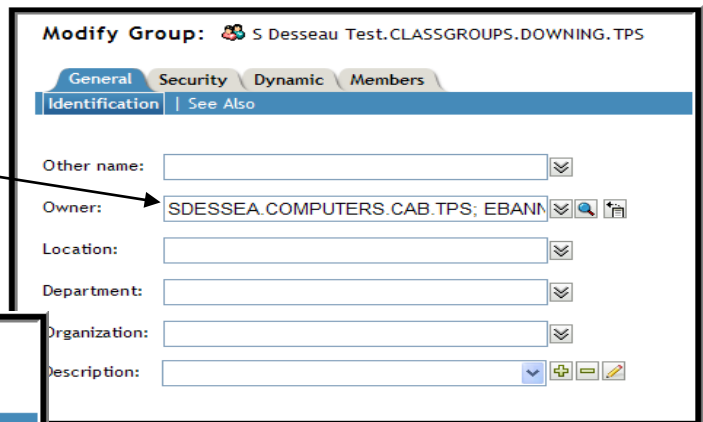
Select **Modify** and navigate to the class group.



Use the Hour Glass to navigate to the additional staff member(s) you wish to add, same way you originally found yourself.

just the

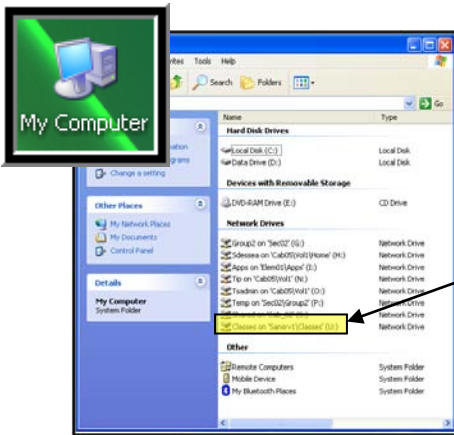
Additional owners will be added in sequence in the Owner field.



To view all owners, click the up arrows.

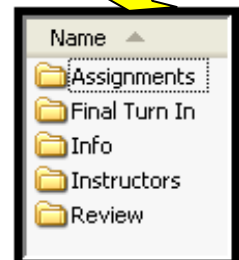
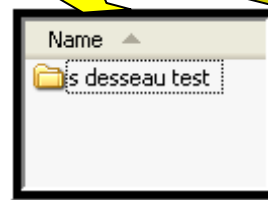
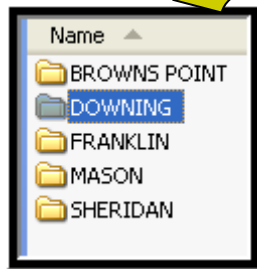
Owner's names and context will be listed below.

## Using Class Groups Folders



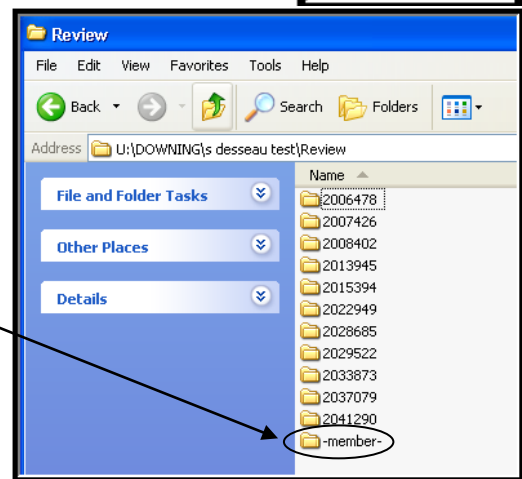
1. To access the folders, select the **U Drive** from My Computers. Students will use the Classes drive located on their desktop.

2. Select the building 3. Class the group is in & 4. Group folders.



Within the Review and Final Turn In folders, teachers will see a list of student folders by student ID. Students will only see their folder.

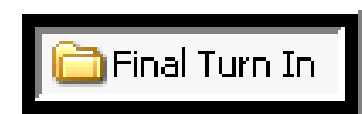
The -member- folder is critical, linking the student folders to the owners. **Do not delete this folder.**



Use the **Assignments** folder to distribute assignment information, templates, PowerPoint slides, forms, etc. to your students. After you drag and drop or save the assignment into this folder your students will be able to open it and save it to their H drive to work.



Students can place a copy of their work in the **Review** folder, where you can open the work, make revisions or add comments and save. Students can re-open the work to see your comments. This folder is strictly for incomplete work needing review by the teacher.



Student save their **FINAL** work to be turn in for grading to the Final Turn In folder. This folder is read only. No revisions can be made from this folder.

Folder permissions refer to one's ability to read, create, edit, or delete files within them.

<b>Folder</b>	<b>Teacher Permissions</b>	<b>Student Permissions</b>
Assignments	All	Read Only
Info	All	Read Only
Instructors*	All	All
Review**	All	All
Final Turn In**	Read Only	All