

Creating and Editing Groups in Amplify:

Groups are informal sets of students that you create and can include any students you have access to. The **Groups** page contains tools you can use to view and edit your groups, as well as create new groups and add staff and students.

Logging into Amplify

Accessing Amplify – Teachers

All teachers should access **Amplify** through the **Clever** Portal. To access the **Clever Portal** from the ESD Web site:

1. Open your web browser to the Erie’s Public Schools web site at <https://www.eriesd.org>.
2. From the menu bar at the top of the screen, click on the **Staff** or **Student** link.
3. From the **Staff Portal** or the **Student Portal**, click on the **Clever Portal** icon.
4. Once you have successfully logged into Clever, click on the **Amplify** icon/tile.

Logging into the Clever Portal

To log into the **Clever Portal**:

Teachers:

1. Enter your **Username** – E0 number
2. Enter your **Password** – E0 number
3. Click **Login**.

Erie City School District

[Not your district?](#)

Login information

USERNAME	<input type="text"/>
PASSWORD	<input type="password"/> Show

Log in



Having trouble?

Contact patross@eriesd.org

Or [get help logging in](#)

[District admin log in](#)

Accessing Amplify - Administrators

Administrators should access **Amplify** through the **mCLASS** login page.

1. Open your web browser to <https://mclass.amplify.com>.
2. From the **mCLASS Login** page, enter your **Username** and **Password**.
3. Click **Login**.

Welcome to Amplify.

Enter your details below.

Username

Password

[Forgot Password?](#)

Log In

Adding Groups

You can add a new group at any time of the year from the Groups page. Creating groups is a two stage process. First you add a new group to the Groups list and then assign staff and students to the group.

After you have successfully logged into the mCLASS Home page, click on **Classes & Groups** from the upper right-hand corner of the screen.



Groups

From the **Classes & Groups** page, click on the **Groups** tab from the upper left-hand corner of the screen. The **Groups** tab will show any groups that you are assigned to or that you have created.

Add Groups

To add a new **Group**.

1. Click on the **Add Groups** button from the upper right-hand side of the screen.
2. Enter a name for the new group that you are creating in the **Group Name** field.
3. Click the **Add Row** button to add additional groups (you can add up to 10 new groups at a time).
4. Once you have completed adding your new groups, click **Submit**.

A confirmation box displays the new group(s) that you have created and adds the group(s) to the **Groups** list.

Assigning Staff to a Group

After creating a group, you must assign staff and students to the group in **Group Details**. To assign staff to a group:

1. From the **Groups** page, scroll down the groups list to locate the group you want to assign staff to (you can also enter the group name in the **Find Groups** field to search for a group).
2. Click on the **Group Name**.

From the **Group Details** window that appears:

3. Click on the **Assign Staff** button from the right-hand side of the screen to expand the assign staff section.

Test Group
Erie City School District

Save Changes Cancel

Group Name
Test Group

Staff

Assign Staff

Find Staff

Last Name Enter Last Name Type Access

3 Selected (save changes to assign): STAFF MEMBER 1 STAFF MEMBER 3 STAFF MEMBER 4

28 Staff ALL

STAFF MEMBER 1	ASSIGN <input checked="" type="checkbox"/>
STAFF MEMBER 2	ASSIGN <input type="checkbox"/>
STAFF MEMBER 3	ASSIGN <input checked="" type="checkbox"/>
STAFF MEMBER 4	ASSIGN <input checked="" type="checkbox"/>

4. Search for the staff members you want to assign to the group by search for their name in the **Find Staff** field, or by scrolling through the list of staff that appears.
5. Click on the **Assign** check box to the right of the staff you want to assign to the group.

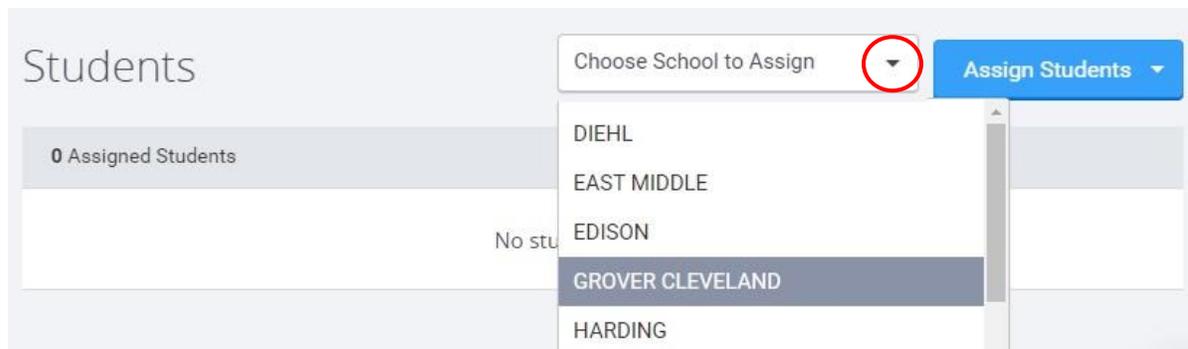
Note: You can remove a staff member from the group by unchecking the Assign box or by clicking on the orange that appears next to the staff name.

6. Once you have finished added the staff members to your group, click **Save Changes** at the top of the screen.

Assigning Students to a Group

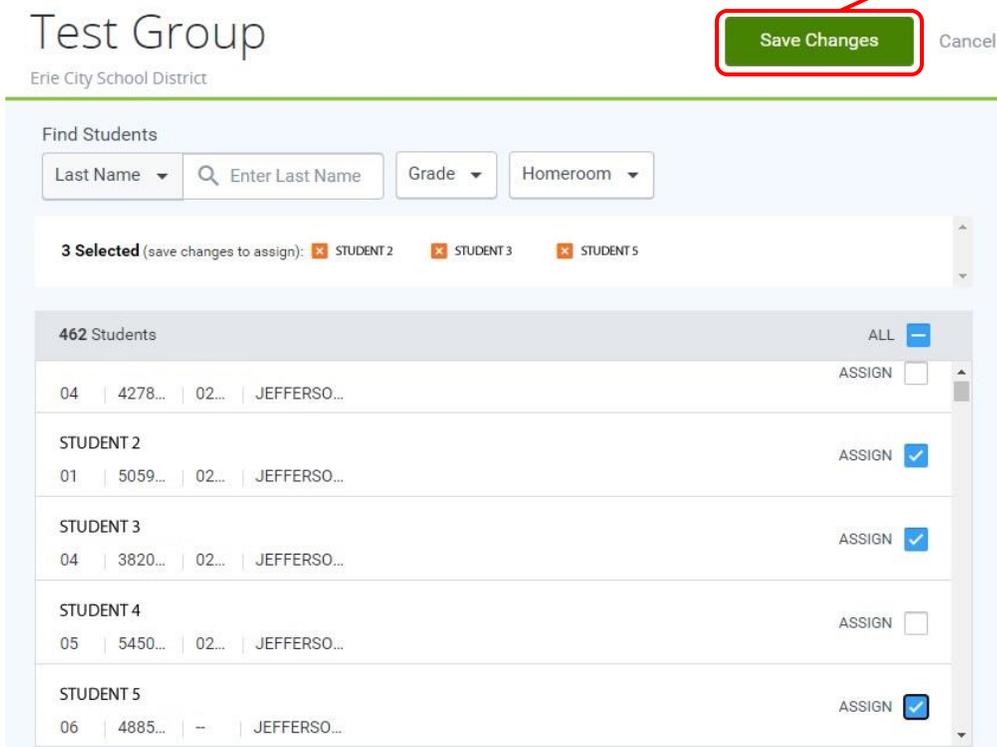
From the **Students** section of the **Group Details** window:

1. Click on the drop-down arrow in the **Choose School to Assign** field, and then choose the school where you want to assign students from the menu that appears.
2. Click on **Assign Students**.



From the expanded **Find Students** sections that appears:

1. Search for the students you want to assign to the group by search for their name in the **Find Students** field, or by scrolling through the list of students that appears.
2. Click on the **Assign** check box to the right of the student you want to assign to the group.
3. Once you have finished added the staff members to your group, click **Save Changes**.



Editing a Group

You have the ability to edit the name of a group, as well as the teacher and student assignments of a group. To edit a group:

1. Log into Amplify/mCLASS.
2. Click on **Classes & Groups** from the upper right-hand corner of the screen.
3. Click on the **Groups** tab from the upper left-hand corner of the screen.
4. Locate and click on the **Group Name** of the group you would like to edit.
5. From the **Group Detail** window that appears, make the desired changes to the **Group Name**, **Staff** assignments and **Student** assignments of the selected group.
6. Click on the **Save Changes** button.

Deleting a Group

To delete a group that you created:

1. Log into Amplify/mCLASS.
2. Click on **Classes & Groups** from the upper right-hand corner of the screen.
3. Click on the **Groups** tab from the upper left-hand corner of the screen.
4. Locate and click on the **Group Name** of the group you would like to edit.



<input checked="" type="checkbox"/>	Group Name	Group Creator	Staff	Students
<input checked="" type="checkbox"/>	Test Group		1	3

5. Click on the **Check Box** to the left of the group name to select the group you want to delete.
6. Click on the **Delete** button.
7. A message will appear asking you if you want to delete the selected group. Click **OK**.