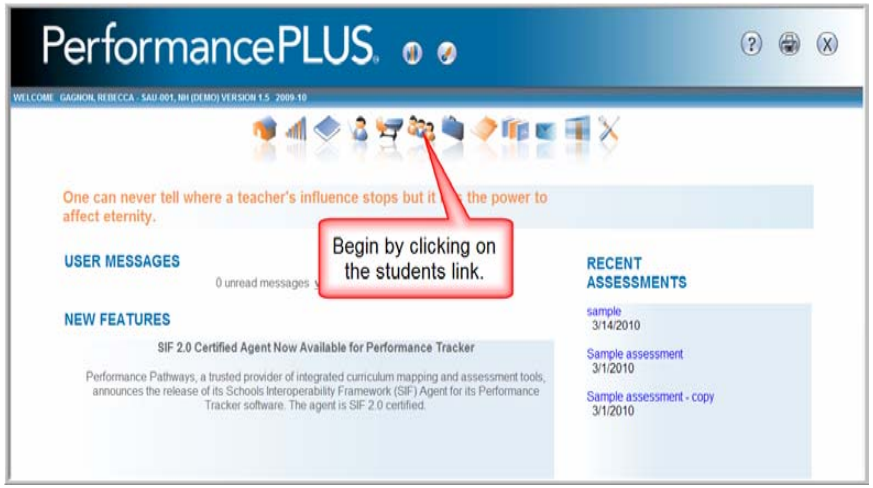
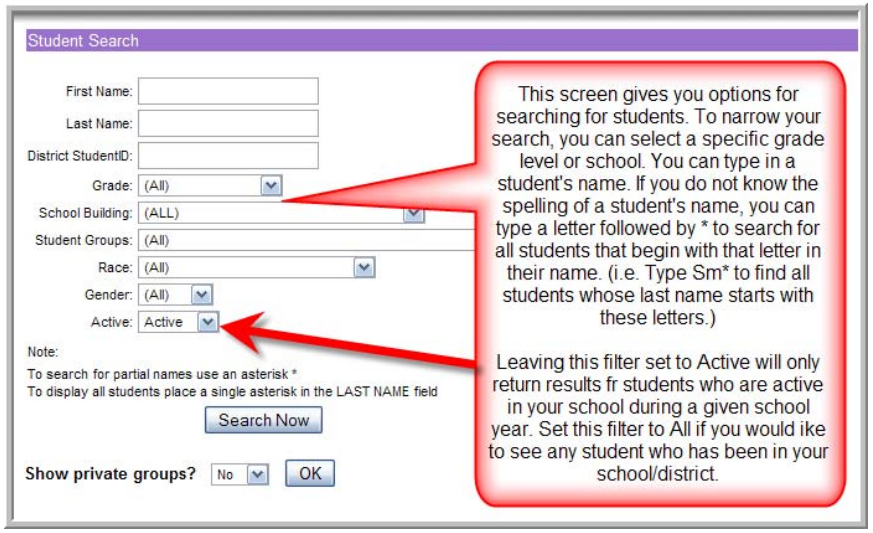
How to Create a Focus Group

Step 1

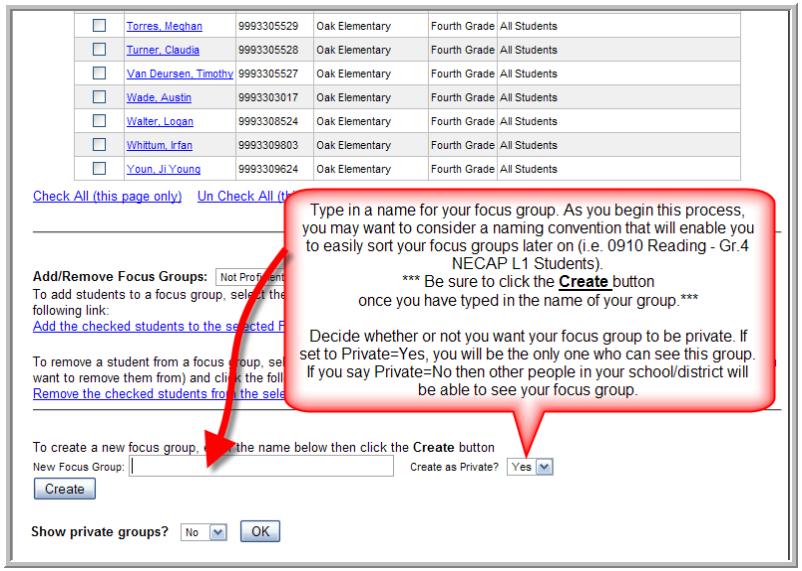


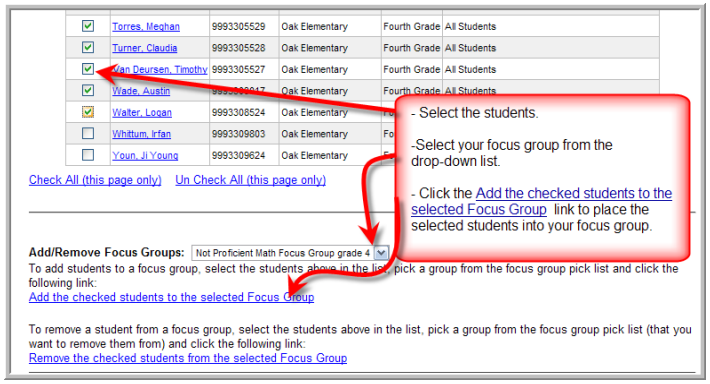
Step 2



Step 3

Scroll down to the bottom of the screen. That's where you will see the box that creates a focus group. The key is that you need to create the focus group first and then add students into the group.



Step 4

Select the student you wish to include in your focus group by left clicking in the box next to each student's name. When you have the students you want, scroll back down to the bottom of the page and click on the blue link: Add the checked students to the selected Focus Group. ***Be sure your focus group is showing in the box.