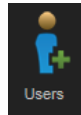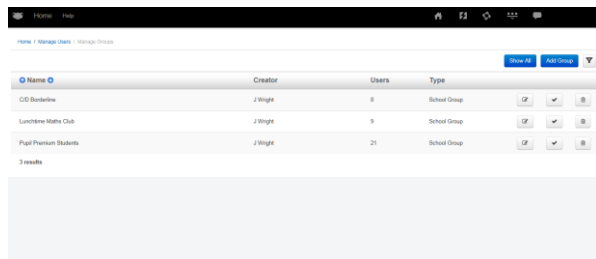Generally 'Forms' (registration groups) and 'Classes' will be pre-setup when you come to use Frog Play, however you may wish to create **User-defined groups** within the school that can be monitored, reported on or for ease of allocating homework and tasks to these specific students.
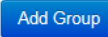
From the navigation bar, click on and then

Now Click on Manage Groups

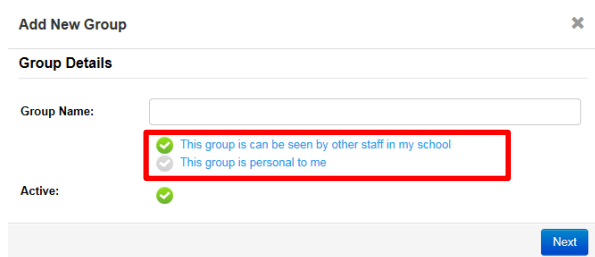| Manage Parents | Manage Forms | Manage Classes | **Manage Groups** |

This is the groups list. From here you can add new groups, delete groups or edit the details of existing groups.

You can search for a group by clicking on filter ▼ and then typing the group name in the search box, or change the drop down lists to help refine your search.

To start adding a new group, click **Add Group**

OR to edit a group, click the edit icon

NOTE: if you are editing, the group will show the existing details which you can overwrite.

Stage 1: Group details

a) Give the group a name
   NOTE: This is for your reference only. Students DO NOT know they are in these groups

b) Choose if this group is 'whole school' or 'personal'
   Whole school means other staff can see, monitor and allocate homework/tasks to this group.

   Personal is a group that can be created just for you to see, monitor and allocate homework/tasks.

c) When you have entered all of the details, click **Next**

   NOTE: if you are only editing the details, click **Finish** to save the changes.

Stage 2: Who is in the group?

a) Use the filters to narrow down the learners in the list.
e.g. you could choose year, then an existing class or a form or a user defined group.

b) To select all learners click **Add all** or choose individuals by clicking on their names. You can also search for an individual using the text search.
The names of selected learners will be shown on the right. To remove them, click on their names again. You can choose individuals and these can be from different years/classes etc.

c) When you have finished selecting users, click **Finish**