



**Creating FN Groups for FNEWs**

At the beginning of the school year, click on the **Staff top** change your filter to All Records and ensure that your FNEWs are present in the list. If they are not, contact HR to have them added to your schools.

*In the school view:*

1. Click **Student** top tab
2. Select your FN Students, use the Filter: SD73 FN Ancestry
3. Create and save a snapshot. **Options, Snapshots, New**

<b>Name</b>	SKSS FN Students Jan 2016
<b>Owner</b>	Your Name
<b>Save as filter</b>	<input type="checkbox"/>
<b>Move to top of my list</b>	<input type="checkbox"/>

Save Cancel

Note: when you save the snapshot – it must be a “user” level. School level snapshots cannot be used.

4. Click **School** top tab
5. Click **Groups** side tab
6. Click **Options, Add**
7. A new window opens, Complete the window as shown.

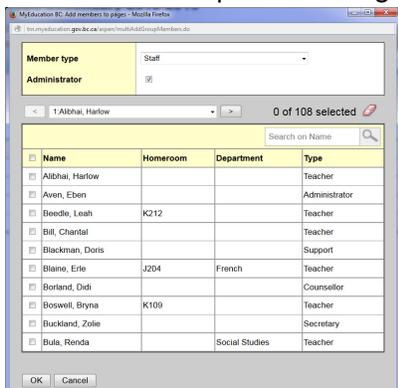
<b>Title</b>	SKSS First Nations Students
<b>Category *</b>	Academic
<b>Page icon</b>	
<b>Adult Responsible *</b>	Vice-Principal Responsible
<b>Start date</b>	
<b>End date</b>	
<b>Page status</b>	Page enabled for admins only
<b>Public for all Aspen users</b>	N
<b>Page label</b>	
<b>Enable logging?</b>	<input type="checkbox"/>

Save

8. Click
9. Click **Members** leaf
10. Click **Options, add**

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11. A new window opens. Change member type to Staff and Toggle the Administrator Box.



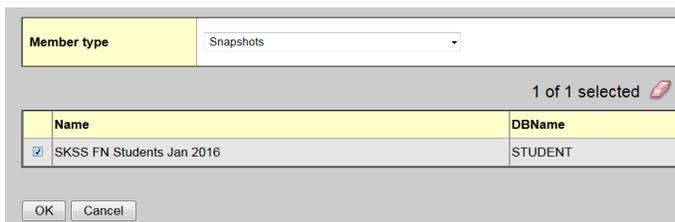
12. Next, search through the list and select your school's First Nations Education Support Workers. Click



when finished.

13. Click **Options, Add**.

14. A new window opens. Change member type to Snapshots. Select the snapshot that you just created.



**Note: Your snapshot might need to be refreshed periodically. (Delete the old snapshot from the group, and add a new one )**

15. At times your population of FN students will change. When this happens you will need to:

- a. Delete the snapshot from the membership of the group.
- b. Create a new snapshot
- c. Add the FN group back to the membership

How to delete a snapshot from the Group:  
Select the snapshot, click **Options, Delete**

