

## **Creating FN Groups for FNEWs**

At the beginning of the school year, click on the **Staff top** change your filter to <u>All Records</u> 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

l	Name	SKSS FN Students Jan 2016
l	Owner	Your Name 🔹
l	Save as filter	
l	Move to top of my list	
	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.

-		
litle	SKSS First Nations Students	
Category *	Academic 👻	
Page icon		
Adult Responsible *	Vice-Principal Responsible	Q
Start date		
End date		
Page status	Page enabled for admins only 🔻	
Public for all Aspen users	Ν	
Page label		
Enable logging?		
C ava	]	

- 8. Click Save
- 9. Click Members leaf
- 10. Click Options, add



## **Creating FN Groups for FNEWs**

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

Me Adi	mber type ministrator	Staff	Staff			
< 1/Albhai, Harlow • > 0 of 108 selected 🥖						
Search on Name						
	Name	Homeroom	Department	Туре		
13	Alibhai, Harlow			Teacher		
10	Aven, Eben			Administrator		
23	Beedle, Leah	K212		Teacher		
E	Bill, Chantal			Teacher		
	Blackman, Doris			Support		
2	Blaine, Erle	J204	French	Teacher		
10	Borland, Didi			Counsellor		
2	Boswell, Bryna	K109		Teacher		
23	Buckland, Zolie			Secretary		
	Bula, Renda		Social Studies	Teacher		

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



- 13. Click **Options, Add**.
- 14. A new window opens. Change member type to Snapshots. Select the snapshot that you just created.

Member type		Snapshots	-	
			1 of 1	selected 🥖
Name			DBName	
	SKSS EN Student	s Jan 2016	STUDENT	

## 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** 

select the chapehol, elect epitene, selece										
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Glob	
Options	Repo	orts He	elp					Sea	arch on Me	
Add										
Delete	ISS	SS First Nations Students								
Modify List	t									
Mass Upd	ate						-			
Query		1 of 4 selected 🥖								
- Show Sele	ected	Members				Туре			nentType	
Omit Selec	cted				Single P	ərson		Manual		
Calendars					Single P	erson		Manual		
Events	🗹 S	KSS FN 2016			Snapsho	t		Automatic	;	
Lashara	8				Single P	erson		Manual		
LOCKERS										