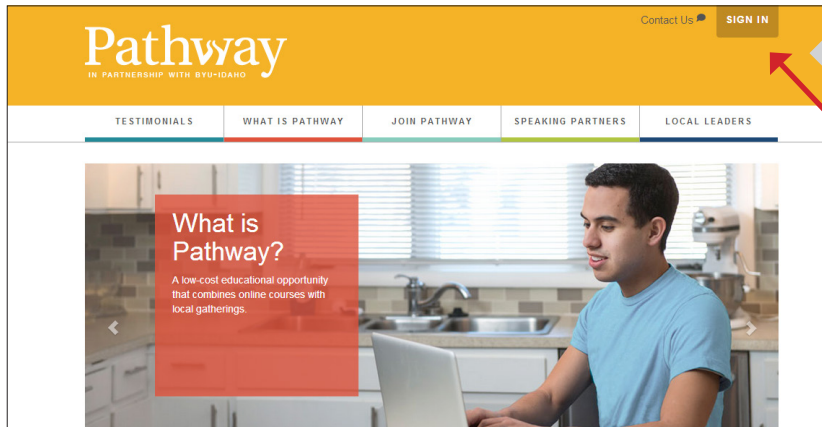


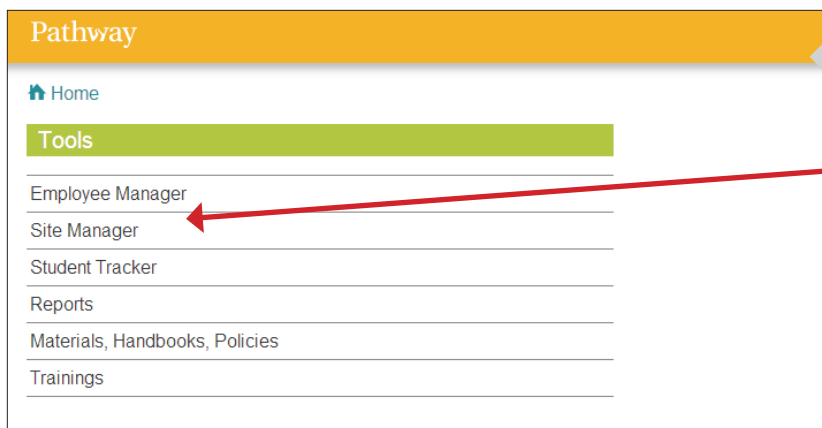
Creating and Assigning Student Groups (Cohorts)

This tutorial will show you how to create new Pathway gathering groups (formerly called cohorts) and assign newly enrolled students to those groups. **Only those who have “Lead Missionary” access will be able to use these features.**



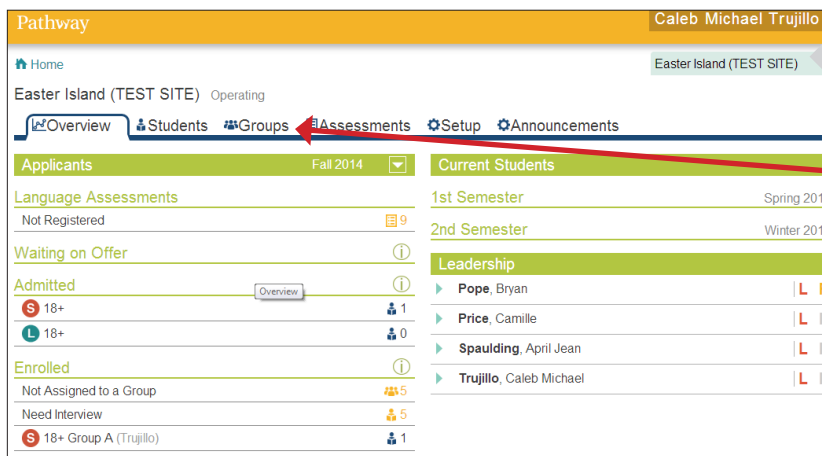
GETTING STARTED

- To access Site Manager, sign in to PATH at pathway.lds.org.
- After signing in, select “PATH Admin Tools” from the drop down menu next to your name.



GETTING STARTED: Step 1

- Click the “Site Manager” option from your PATH home page.



GETTING STARTED: Step 2

- Click the “Groups” tab in the top ribbon of options.

Pathway

Home / Site Manager / Groups

Starting Fall 2014

S 18+	+ Group
Not Assigned to a Group	3
▶ Group A	3
L 18+	+ Group
Not Assigned to a Group	0

CREATING A GROUP: Step 1

Step 1

- You will see the number of students who are not yet assigned to a group, as well as existing groups if they have been created.
- To create an additional group, press the "+ Group" link.

Pathway
ersion: 29.1.0.311)

Home / Site Manager / Groups

Starting Fall 2014

S 18+ [+ Group](#)

Name:
Group B

Meeting Day:
▼

Meeting Time:
▼ ▼ ▼

* Location:
ex. Taylorsville Seminary Building

* Address:
▼

Missionaries Assigned: [+ Missionary](#)

[Create](#) [Cancel](#)

CREATING A GROUP: Step 2

Step 2

- Fill out all fields in the form. Click "+ Missionary" to assign a missionary to the new group. Individual missionaries must be added independently.
- When you are done, click the "Create" button to finalize the new group. You may easily edit this information when needed.

Pathway

Home / Site Manager / Groups

Starting Fall 2014

S 18+	+ Group
Not Assigned to a Group	3
▼ Group A	3
Thursday 7:00 PM	Trujillo, Caleb Michael
Easter Island Chapel	
123 Easter Island Dr. Easter Island City, Easter Island	
Manage Students	Edit Details

ASSIGNING STUDENTS: Step 1

Step 1

- Once a group is created you may begin adding students to the group.
- Click the group and select the "Manage Students" option.

Pathway Caleb Michael Trujillo

Home / Site Manager / Groups Easter Island (TEST SITE)

Standard Age 18+ Fall 2014

Save and Notify Cancel

Unassigned	0 Selected
▶ Pope, Bryan William	<input type="checkbox"/>
▶ Price, Camille	<input type="checkbox"/>
▶ Christensen, Corey Scott	<input type="checkbox"/>

→

←

A	0 Selected
▶ Young, Gordon Woodruff Spencer	<input type="checkbox"/>
▶ Landon, Lynne Marie	<input type="checkbox"/>
▶ Phister, Jonathon Craig	<input type="checkbox"/>

ASSIGNING STUDENTS: Step 2

- You will have two separate menus to choose from.
- For the menu on the left, select “unassigned” from the drop down menu.
- For the menu on the right, select the group you would like to add students to.

Pathway Caleb Michael Trujillo

Home / Site Manager / Groups Easter Island (TEST SITE)

Standard Age 18+ Fall 2014

Save and Notify Cancel

Unassigned	3 Selected
▶ Pope, Bryan William	<input checked="" type="checkbox"/>
▶ Price, Camille	<input checked="" type="checkbox"/>
▶ Christensen, Corey Scott	<input checked="" type="checkbox"/>

→

←

A	0 Selected
▶ Young, Gordon Woodruff Spencer	<input type="checkbox"/>
▶ Landon, Lynne Marie	<input type="checkbox"/>
▶ Phister, Jonathon Craig	<input type="checkbox"/>

ASSIGNING STUDENTS: Step 3

- Individually select students from “Unassigned,” and add them to the group of your choice.
- Select the transfer arrow between the two menus to switch students to a new group.

Pathway Caleb Michael Trujillo

Home / Site Manager / Groups Easter Island (TEST SITE)

Standard Age 18+ Fall 2014

Save and Notify Cancel

Unassigned	0 Selected
▶ Pope, Bryan William	<input type="checkbox"/>
▶ Price, Camille	<input type="checkbox"/>
▶ Christensen, Corey Scott	<input type="checkbox"/>

→

←

A	0 Selected
▶ Young, Gordon Woodruff Spencer	<input type="checkbox"/>
▶ Landon, Lynne Marie	<input type="checkbox"/>
▶ Phister, Jonathon Craig	<input type="checkbox"/>
▶ Christensen, Corey Scott	<input type="checkbox"/>
▶ Price, Camille	<input type="checkbox"/>
▶ Pope, Bryan William	<input type="checkbox"/>

ASSIGNING STUDENTS: Step 4

- Once you are satisfied that the students are in their correct groups, click “Save and Notify.” **Do not** click this until you are sure your selections are permanent.
- An automated email will be sent to the affected students, informing them of their group meeting time and location.