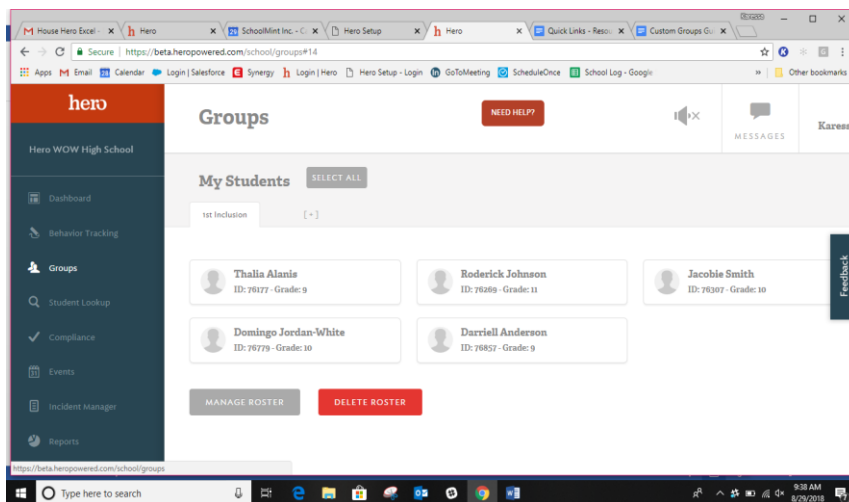
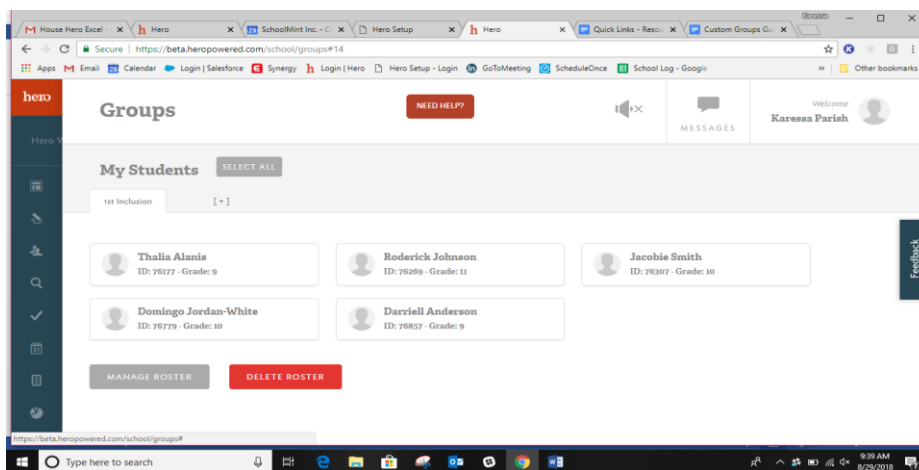


Hero Custom Groups

Custom Groups is a great way to create personalized groups of students to track in Hero based on needs outside of regular classroom rosters.



Step 1: Select the “Groups” icon from the left menu.



Step 2: You may add/edit to an existing group, or you may add (+) a new custom group.

The screenshot shows a web browser window with the URL <https://beta.heropowered.com/school/groups#14>. The main content area is titled "Group Roster:" and features a text input field with the placeholder text "Enter Group Name (required)". Below this field are four search filters: "First Name", "Last Name", "Grade", and "ID Number", each with an empty input box. A blue "SEARCH" button is positioned to the right of these filters. The browser's taskbar at the bottom shows the time as 9:40 AM on 8/29/2018.

Step 3: To add a new group, enter a Group Name.

The screenshot shows the "Group Roster:" interface with the "After-School Club" group name entered in the top field. The search filters are highlighted with a yellow oval. The "Last Name" filter contains the letter "s". A blue "SEARCH" button is visible to the right. Below the filters, a list of student profiles is displayed, each with a circular profile picture, name, and ID/Grade information.

First Name	Last Name	Grade	ID Number
Daniel	Salas	9	76537
Sabrina	Salas	12	76535
William	Saldivar	9	76601
Jesus	Sanchez	12	76743
Latrell	Sanchez	12	76719
Leilani	Sanchez	10	76531
Melanie	Sanchez	12	76759
Samuel	Sanchez	12	76183
Unique	Segura	12	76311

Step 4: Use any of the search fields to find students for your group.
Then select "Search".

The screenshot shows a student selection interface. At the top, there are nine student cards arranged in a 3x3 grid. Each card displays a student's name, ID, and grade. The card for Leilani Sanchez is highlighted with a grey background. Below the grid is a table with the following data:

Student	Grade	ID	Action
Jesus Sanchez	12	76743	remove
Melanie Sanchez	12	76759	remove

At the bottom of the pop-up, there are two buttons: a grey "CANCEL" button and a blue "CREATE GROUP" button.

Step 5: Select the students for your new group. Their names should appear in the roster at the bottom of the pop-up.

Step 6: Continue to search and add students as needed.

Step 7: Select "Create Group" when finished.

The screenshot shows a web browser window with several tabs open, including 'Inbox - kparish@herok12', 'SchoolMint Inc. - Calend...', 'Hero', 'Quick Links - Resources', and 'Custom Groups Guide'. The active tab is 'Hero' at the URL 'https://beta.heropowered.com/school/groups#15'. The page header features the 'hero' logo on the left, a 'NEED HELP?' button, a volume icon, a 'MESSAGES' icon, and a 'Welcome Karessa Parish' greeting with a profile picture. The main content area is titled 'Groups' and shows 'My Students' for the 'After-School Club' group. A 'SELECT ALL' button is visible. Below, there are six student cards with the following details:

Name	ID	Grade
Leilani Sanchez	76531	10
Daniel Salas	76537	9
Bru'Shawn Smith	76717	11
Latrell Sanchez	76719	12
Jesus Sanchez	76743	12
Melanie Sanchez	76759	12

At the bottom of the student list are 'MANAGE ROSTER' and 'DELETE ROSTER' buttons. A 'Feedback' button is located on the right side of the page. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time '10:07 AM' and date '8/29/2018'.

A new tab has been added for your new group.
You may always go back edit the group as needed, or add more groups.

To activate this feature, follow these steps:
***Must be activated by All Rights user.**

1. Select “Enable Custom Groups” from the Setup Dashboard.

Enable Features

Enable or Disable features available to your users.

Feature Name	Is Enabled
Allow Web Portal Access	<input checked="" type="checkbox"/>
Allow App Access	<input checked="" type="checkbox"/>
Display Actions	<input checked="" type="checkbox"/>
Display Available Points	<input checked="" type="checkbox"/>
Display Negative Behaviors	<input checked="" type="checkbox"/>
Display Neutral Behaviors	<input checked="" type="checkbox"/>
Display Positive Behaviors	<input checked="" type="checkbox"/>
Display Referrals	<input type="checkbox"/>
Enable Custom Groups	<input checked="" type="checkbox"/>
Enable Hero Pass Printing	<input checked="" type="checkbox"/>
Messaging	<input type="checkbox"/>
School Goals (Total Points)	<input checked="" type="checkbox"/>

2. Select the “Users” icon within the setup portal and “Allow Custom Groups” for each Role that should receive access to Custom Groups.

Roles > **Editing an existing Role (Hero Teachers!)**

Name
Hero Teachers!

Trac Entries Allowed
All

Permissions

Select All Clear All

- + Access Student Entry
- + Access Configuration
- + Access Research
- + Access Reports
- + Access Compliance
- Access Tools
 - Access Kiosk
- + PlascoTracVisitor
 - Access Customer Configuration
- + Access Incident Management
- + Access Hero applications
- + Access Usage Reports
- + Access Hero portal
- + Access Data Exchange
- + Admin Custom Groups



For additional assistance, please contact our Hero Support Team

Email: support@herok12.com

Chat: [Live Chat](#)

Phone: (800)396-1615