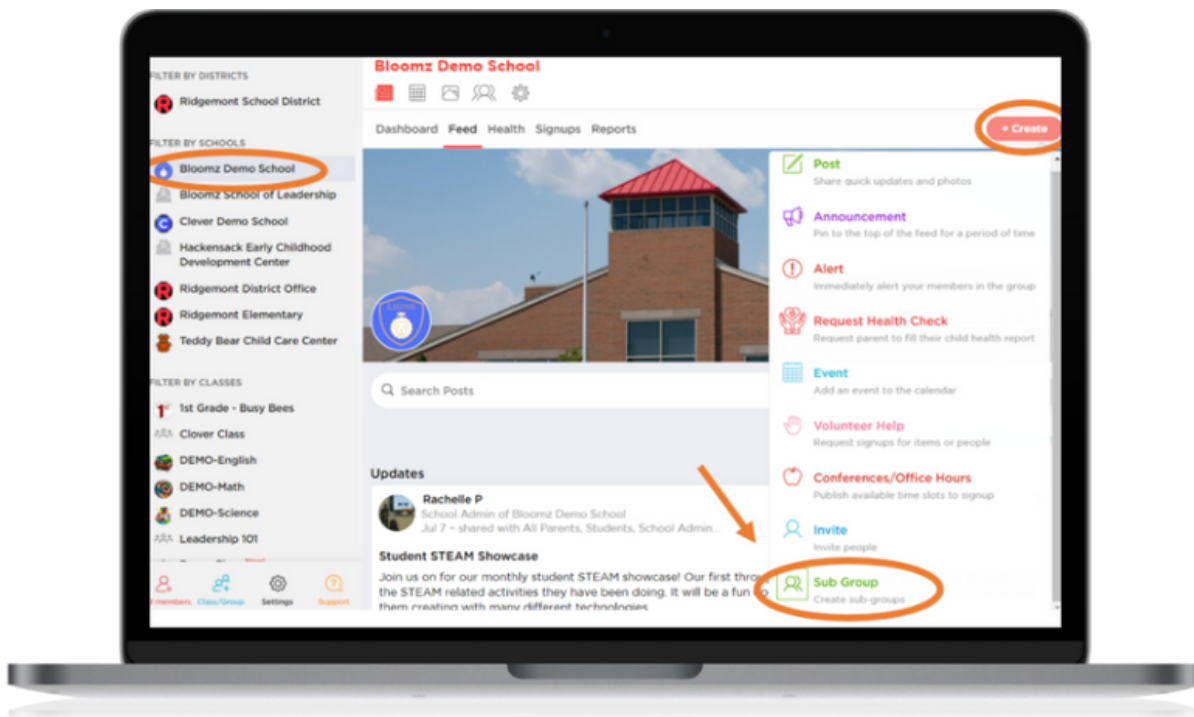


# Creating Groups & Managing Members

Expand your communication to groups within the school district, school & classroom or community by creating subgroups associations. Groups & Subgroups encourage engaged communication with a subset of members based on group needs. Bloomz supports both dynamic or static pre-defined groups in addition to dynamic filters.



## Create Pre-defined Group/Subgroup

Easily create the group by simple choosing the community to associate the group to and create your group. Go through the steps to complete group creation.

## 1. Types of Predefined Groups

You have a variety of Group Types to choose to cater to the type of group you have and how you want it to be set up.

Please read the explanation with each group option to see how this group would function and what the abilities are for the particular group in Bloomz.

Some groups are adult only groups, and some allow students access within group based on your settings.

Back
Group Type

- Class**  
 Perfect for K-12 classrooms, including features like Behavior Management and Student Portfolios
- School**  
 Send communications and coordinate events school-wide. Requires Admin approval
- City**  
 Send communications and coordinate events city-wide. Requires Admin approval
- Neighborhood**  
 Can interact with citizens and households of neighborhood.
- Sub group**  
 Create groups inside a school (e.g. Staff Group), class (e.g. Room Parents) or even a standalone group for friends, play dates, etc

**Other Community Types**

- Afterschool Care**  
 Communicate regarding afterschool activities and schedules with parents
- Childcare Room**  
 For infant, toddler, Pre-K and Daycare rooms, includes daily reports and more
- Religious Group**  
 Ideal for churches and other groups to organize and communicate with their congregation

<
Create Sub-Group
Save

Create groups to collaborate on a common purpose. Groups provide a shared view to all its members.

**ASSOCIATE A COMMUNITY (OPTIONAL)**

Associate with Bloomz Demo School >

Group Name i.e. Carpool Group

[Add another Group](#)

## 2. Create the Group Name

Create your unique group name to represent your group dynamics and intentions.

## 3. Create Group Alternate Process

Create a group in an optional process through the access of Classes/Groups tab in your community. Follow prompt to create group as directed.

To: Search by name
Done

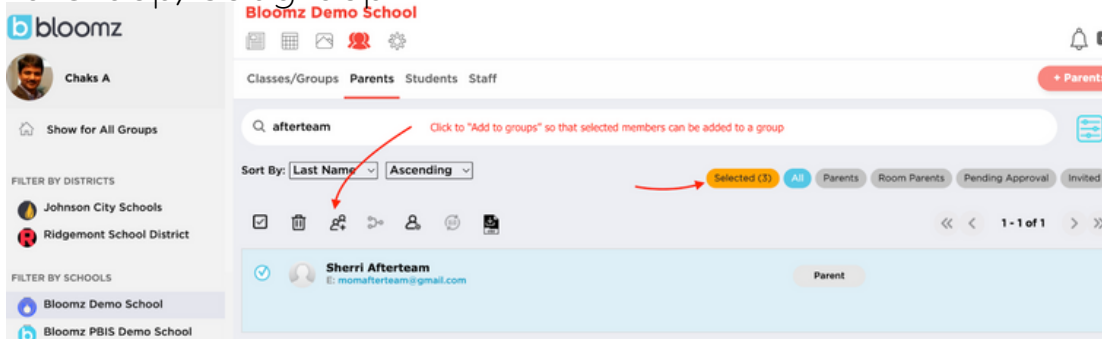
Not found? Would you like to "create a group with selected members"?

Districts	Select All
<input type="radio"/> <b>Ridgemont School District</b> 689 members	>
Choose a group or create a new group	
Schools	Select All
<input type="radio"/> <b>Bloomz Demo School</b> 73 subgroups + 217 members	>
<input type="radio"/> <b>Bloomz PBIS Demo School</b> 6 subgroups + 71 members	>

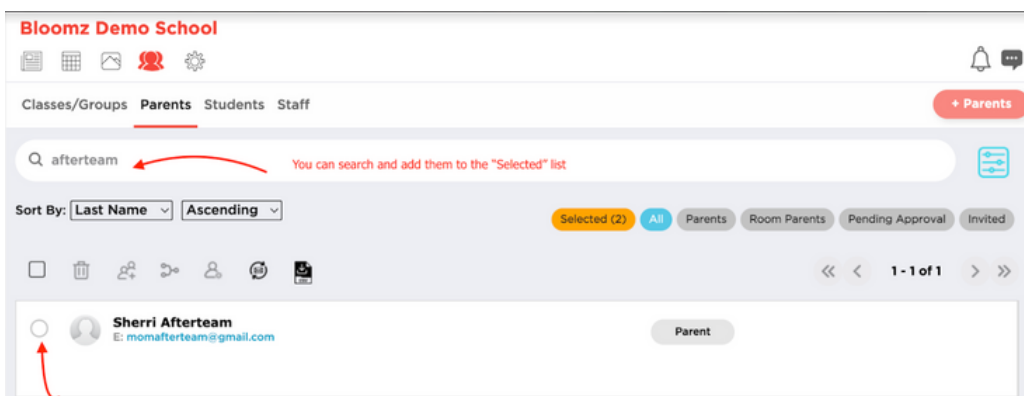
## 4. Add Members to the Group/Subgroup

### 4.1 Manually adding members.

Add members to the group by accessing the community member lists in your District, school or class and choosing members to add to Group/Subgroup.



Use the add to another Class/Group icon to choose members. Simply click the button next to their name.



Utilize the Search function to find specific members by name, and choose them easily to add to your Selected list by click on the button next to their name.

### 4.2 SIS Integration: Adding Members Dynamically

Add members to the group by automatically syncing member lists in your District, school or class via SIS or LMS or data integration syncs

### 4.2 Bulk Import using CSV formats:

Add members to the existing groups by bulk importing member lists in your District, school or class via CSV integration.



Bloomz is proud to have Group/Subgroup options already developed for ease of use and creation. Groups & Subgroups can be incorporated at the district, school, and classroom level to meet your needs for small group, large group, teams, PTO/PTA and all other organizations that you have actively running in your community. Communication is the Bloomz priority and ensuring you have a wide access is your equitable engagement.

## 5. Dynamically Created Groups and Dynamic Filters

The Bloomz platform allows the ability to create dynamic filters based on classifications in the student information system and staff database. In addition, Bloomz provides a dynamic filters function in order to select specific recipients and groups.

### Select Recipients

To: (13 roles)Ridgemont School District,

Ridgemont School District

13 roles

OR

Select Filter : Select

Schools

- Bloomz 287 m
- Bloomz 85 m
- Ridgemont Elementary 366 members
- Ridgemont High School 97 members

- Users can access a filter and sub-filter function within the one-way communication feature when creating a post, announcement, or alert.
- Allows users to select recipients by groups - School district, School, Class, Group, Room, Sport Team, and other community groups.
- Allows users to select recipients by community role - School Admins, School Office Staff, School Support Staff, Parent Contributor, Attendance Clerks, Food Services Coordinators, Class Admins, Group Admins, Teachers, Parents, Students.
- Allows users to select recipients by additional properties - grade, first name, last name, gender, email, phone, language, imported from, date added, last login, registration status, SIS ID.

This means that Bloomz can create groups based on specific criteria, such as transportation routes, after-school programs, classrooms, sports teams, clubs, departments, PTA members, staff assigned to a specific building(s) or roles, and much more. For example, a teacher could create a group for all the students in their classroom, or for all the students who ride bus number 5. The system would then automatically add or remove students from the group based on the data in the student information system.

### Create Recipient List(Ridgemo...

Choose Filters

Select a property

- School
- Role
- Grade
- First Name
- Last Name
- Full Name
- Gender
- Email
- Phone
- Language
- Imported From
- Date Added
- Last Login
- Registration Status
- SIS Id