



Creating Groups

Program Director Tutorial

Program Director Tutorial: Creating Groups

This tutorial shows program directors how to create new groups for the programs they oversee.

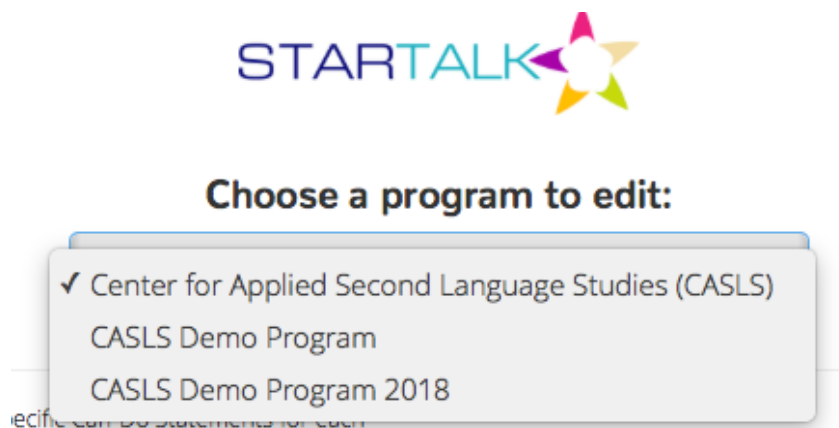
1. After logging in at pulsar.uoregon.edu, you will see the program director's dashboard shown below.

The screenshot shows the Pulsar dashboard for the Center for Applied Second Language Studies (CASLS). The top navigation bar includes the Pulsar logo (powered by LFO) and a "Log Out (casls.dir)" link. The main content area features the STARTALK logo and a "Choose a program to edit:" dropdown menu currently set to "Center for Applied Second Language Studies (CASLS)".


Below the dropdown, there are two main sections:

- Create New Group Form:** This form includes fields for "Name" (Group Name, e.g. French II), "Language" (Swahili), "Allow instructors to change assigned Can-Do Statements" (Yes), "Description" (optional), "Contact Name" (ex: Professor Xavier), "Contact Phone Number" (ex: 541-346-5699), and "Contact Email" (ex: ffolio@uoregon.edu). A "Create" button is at the bottom.
- Existing Groups:** This section lists four groups, each with "Show details", "Assign Can-Do", and "Delete" buttons:
 - Beginning Swahili
 - Intermediate Swahili
 - University of Nebraska-Lincoln
 - Test 52317

2. From the drop-down menu at the top, select the program you would like to edit:



3. On the left side of the screen is a form to create new groups. Enter all of the relevant information and click "Create."

Here you can create new groups for your program. You will be able to assign specific Can-Do Statements for each group. Click here to view a tutorial: 

Name

Group Name (e.g. French II)

Language

Swahili

Allow instructors to change assigned Can-Do Statements

Yes

Description

Description (optional)

Contact Name

ex: Professor Xavier (optional)

Contact Phone Number

ex: 541-346-5699 (optional)

Contact Email

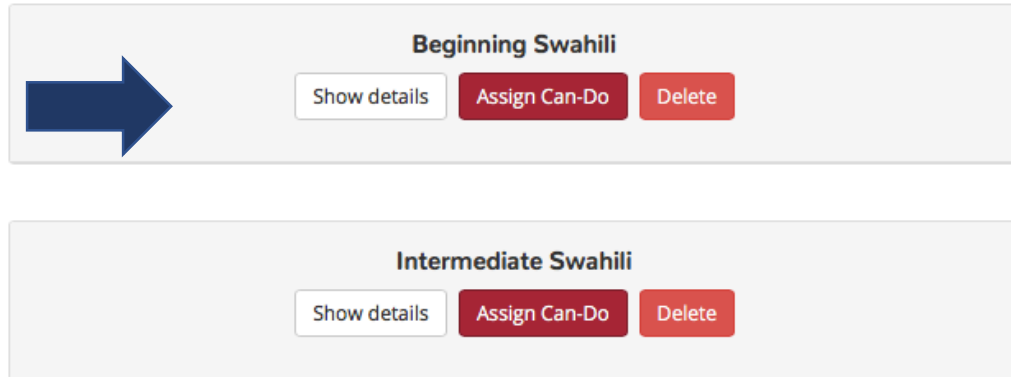
ex: lfolio@uoregon.edu (optional)



Create

4. Once you click "Create," the class will show up on the right side of the screen under "Existing Groups." From there, you can look at group details and delete groups.

Existing Groups:



Congratulations! You just created your groups!