

Requesting Membership to Join Class Group

Below are the steps to request to join a group.

1. For High school students, have a list ready of all of your child's classes that they have this semester. (Note: RAP class and 1st & 7th period Senior Electives will not have ISM groups)
2. Log into your ISM account, click on your name in the top right corner of the site, to access the menu and click on Groups (make sure to click on the word "Groups" and not the arrow next to it).
3. Once on the Groups page you should be able to see all of the groups the school offers. Here you can click and scroll through the list manually or you can use the search bar at the top of the page. You can search by the subject name or the teachers name.
4. Once you have located the group you want select the request membership button in the bottom corner of the group preview square.
5. Continue this process for each of your child's classes. Please contact us if you have any questions. awroblewski@aiexcellence.com
6. Congratulations! You have now requested membership to all of your child's classes. Hang tight as teacher's begin to approve those requests and then you will be able to start viewing our online classrooms. Once you have been approved to join a group it will be displayed in the "My Groups" list on the side bar of your ISM page.

