

Create and View Student Groups Quick Reference Card

Create and View Student Groups

In the Schoolnet teachers can create a student group to track a subset of the students they teach and update membership of each group as needed. This group can be used as a filter for Student Analysis reports. Each student group is only visible to the user who created it.

For information about defining student across classes that can be shared with other users, see *Define and Save a Student Set Quick Reference Card*.

Selecting Students to Add to a Group

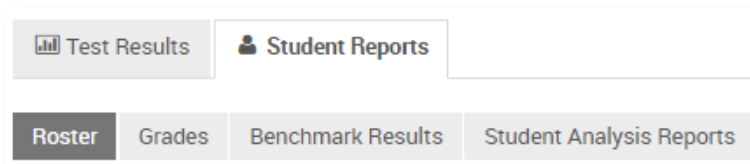
You can create student groups from several locations. If you already know who should be in the group and don't need assessment scores for reference, create the group from your roster view.

To create a student group from your roster:

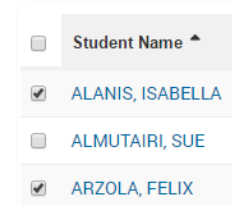
1. Click **Reporting** in the navigation sidebar
2. In the Reporting Dashboard, pick a class, or all sections of the same course, if applicable



3. Go to the Student Reports Roster view



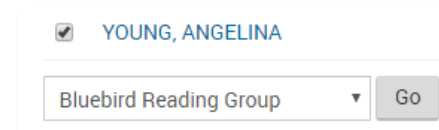
4. Check the boxes for the students you want to include in the group



5. Below the student names, from the Add Group menu, select **New Group** and click **Go**
6. In the Group Name field, enter a name for the group
7. Add details about the group as needed
8. Scroll down and click **Save**

Note: To align the group with standards, click **Save and Edit Group** instead.

9. Once the group is created, you can add students from the same or other sections at any time by selecting students and picking the group name instead of 'New Group'



Creating Student Groups from Performance Reports

Student groups can be created from several reports, making it easier to identify students for enrichment or remediation on specific skills.

Create student groups from these areas:

- Student Reports
- Item Analysis

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- Standards Mastery and Trends reports Student Mastery groupings
- Standards Performance Individual Student Performance view
- Student Groups – Add students from existing groups

The process for creating a student group from a report is almost the same as from the roster, although in some locations you will select the students by highlighting the student or selecting a group.

In the Student Mastery Grouping page for the Standards Mastery and Trends report (left), select students from a performance level to add to a group. In the Student Analysis Spreadsheet, select the check to highlight students to add (below).

Editing and Deleting a Student Group

After creating a student group, edit the group details or membership as needed.

To access a group:

1. In the navigation sidebar Classroom menu, select **Student Groups**

2. Click a group title to access details
3. On the Student Group Details page, use the links to change details, remove students, and add or edit comments

Student Group Details (edit)

Category	
Department	Mathematics
Course	4705 - Pre Algebra 7 Honors
Grade	07 - Seventh Grade

Students (2) (edit)

VILLARREAL, Angel ; WALKER, Miriam

4. Click **Back to Previous Page** when you complete your changes

View a Group in a Student Analysis Spreadsheet

Use a student group as a filter for any student analysis spreadsheet. If no published report is available, ask a report manager to add one. For details on creating your own spreadsheet, see *View Class by Student Across Columns of Data Quick Reference Card*.

To use an existing report:

1. Click **Reporting** in the navigation sidebar
2. Go to Student Reports > Student Analysis Reports

Test Results Student Reports

Roster Grades Benchmark Results Student Analysis Reports

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3. Check **Run Report Using Student Group** and from the menu and select your student group

Run Report Using Student Group: Bluebird Reading Group ▼

4. Click the title of a report

^ Student Academic Performance Reports

Report Name
Early Warning Indicators
MATH- CAASPP 2016-17 & Most Benchmark Results

In the spreadsheet you can:

- Filters for each column (filter type varies by the data type)
- Show in full screen mode
- Hide columns
- Pin columns to the left from the column menu
- Click on a column title to sort