Define and Save a Student Set

If you want to run a variety of reports for a group of students, save time by setting the group up as a saved or published student set. There are two ways to create a set of students: either use filters to add students who meet specific data parameters or manually search by name. Student sets can be used as a filter for the Key Performance Indicator Dashboard, viewed in an analysis spreadsheet or used to create a custom report. Note that some student sets may have already been created for you and published in Published Reports.

This document helps you to do the following:

- Define and save a set of current students at your school
- Manually choose students for a set to use as a filter for KPIs
- Create a set of students based on course enrollment
- Access and modify saved student sets
- View a saved student set with a report
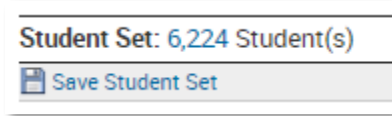- Add a Student Set to the KPI Dashboard

For details on how teachers can create student groups based on classroom level reports, see the *Create and View Student Groups Quick Reference Card*.

Define a Set of Students with Data Filters

Note that you are saving only the parameters of the set; the number of actual students may vary the next time you access the set. In this example, you will create a set of current students at your school. Your fields may vary slightly.

To define a student set:

1. In the navigation sidebar Reporting under Build New Report, select **Custom Report**

2. Click **Define Student Set**

3. For the first filter, select 'Enrollment'

4. Select filters to narrow down the Student Set to only the students you want to include. Start by selecting the **School Type** and **School**

5. For the enrollment timeframe, choose Current Enrollment

   Note**:** In the summer when no students are currently enrolled, use 'Total Enrollment' instead.

6. Click **Apply Filter**

   At this point you could add additional filters to further define the set (sample ideas below).

7. Click **Save Student Set**

   Student Set: 6,224 Student(s)
   Save Student Set

8. Enter a **Name** and **Description**

9. Optionally select a grade range

10. Click **Save Report**

Student Set Ideas

Other commonly created student set filters include:

- Students in ELL, Special Education or other program enrollments
- Students with chronic absences
- All students with low performance on a specific assessment
- Students in a grade level

Create a Student Set by Name Search

Student sets created by name search are static. Use this method when data is not available in Schoolnet to use as a filter. Do not use in combination with data filters.

If the students you want to include all take one or more classes, it will be faster to use the course enrollment filters described in the next section.

To define a student set:

1. In the navigation sidebar, select **KPI Dashboard**

2. Click **Create a Student Set**

3. Add a name and description

4. To make this set available as a filter for the KPIs, select 'Add to KPI Dashboard'

5. Start typing the name of the first student and select from the type-ahead menu

6. Repeat as needed for additional students and then click **Save Student Set**

    If option selected in step 4, the KPI Dashboard is now filtered on the new student set. You can select 'none' from the menu to return to the default view.

KPI Dashboard

▼ Filter Dashboard by Student Set: 7R Stars▼
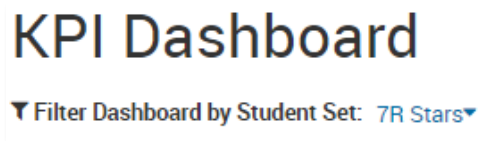
Create a Set of Students Based on Course Enrollment

Use the Course/Section list filter to include students from multiple class sections in a report. For example, you may include all students in an academy as a filter for the KPI Dashboard.

To group students from multiple classes:

1. In the navigation sidebar **Reporting** under **Build New Report**, select **Course /Section List**

2. Add any applicable filters to limit the number of results:

Find courses / sections that match these multiple criteria:

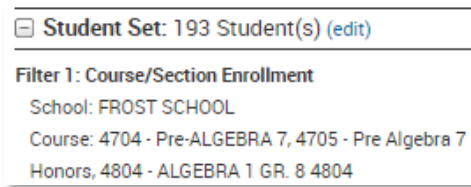|	
School Year:	2017-2018 ▼
School Type:	-- All School Types -- ▼
School:	MARGENAU SCHOOL ▼
Grade Level:	-- All Grade Levels -- ▼
Department:	MATH ▼
Course:	-- All Courses -- ▼
Teacher:	-- All Teachers -- ▼

View at:
○ Course Level
◉ Section Level

Enrollment:
◉ Current enrollment
○ All students enrolled in year

Go

3. Choose to view at course level, or to see teacher names, choose section level

4. Click **Go**

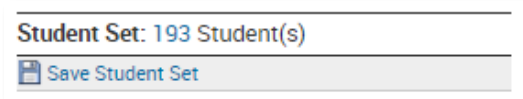5. Select the course or sections to include

Course - Section Name ▲	School	Department	Teacher	Current Enrollment	Grade Level
☑ 4704 Pre ALGEBRA 7 1 2(A E) BRUN	MARGENAU SCHOOL	MATH	BRUN, ALEJANDRA	24	07 - Seventh Grade-09 - Ninth Grade
☑ 4704 Pre ALGEBRA 7 1 2(A E) OLD	MARGENAU SCHOOL	MATH	OLD, ADDISON	25	07 - Seventh Grade-09 - Ninth Grade

6. Click **Initiate reports for selected [courses/sections]**

7. On the "Course/Section Lists: Initiate Report" page, click **View the Student List**

8. Click **Edit**

Student Set: 193 Student(s) (edit)

Filter 1: Course/Section Enrollment
School: FROST SCHOOL
Course: 4704 - Pre-ALGEBRA 7, 4705 - Pre Algebra 7 Honors, 4804 - ALGEBRA 1 GR. 8 4804

9. Click **Save Student St**

Student Set: 193 Student(s)
Save Student Set

10. Add a name and description

11. Scroll down and click the blue **Save Report** button

Access and Modify a Saved Student Set

To modify the members of a student set, you must build a report with the set to access the edit option,

To edit a student set:

1. In the navigation sidebar Reporting menu, select **My Saved Reports**

2. If the list of reports is long, filter by 'Report Type' and locate the report under Student Sets

3. For a student set, click **Build Report**

4. Click the title of any available report

   If none are available, click Build an Analysis Spreadsheet

5. Click **edit**

6. To add or remove students added manually, click **edit**

Filter(s) Created

Filter 1

Type: Student Name

edit · remove
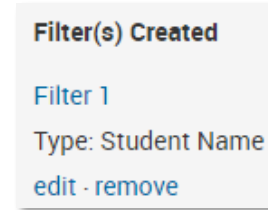
If the set was created with data filters, add and modify filters as desired. Keep in mind that students must meet all selected parameters.

View a Student Set in a Report

Once you save a student set, you can use it to build analysis spreadsheets and custom reports.
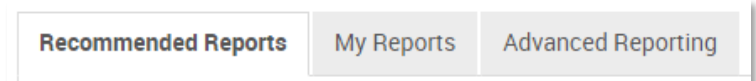
To locate a student set:

1. In the School and District Data menu, select **Saved Reports**

2. Filter by Report Type

3. Open the Student Sets list
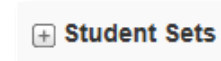
⊞ Student Sets

4. Locate your saved student set and click **Build Report**

5. In the Recommended Reports or My Reports tab, click a column set to view with your student set, if available

   Note: From the **Advanced** tab you can build your own columns, create a custom report, or print student profiles.

| Recommended Reports | My Reports | Advanced Reporting |

Adding a Student Set to the KPI Dashboard

1. In the navigation sidebar Reporting menu, select **My Saved Reports**

2. Locate the student set and click **Add to Dashboard**

3. The set is now available in the dashboard for you; to make available to other users, publish the student set