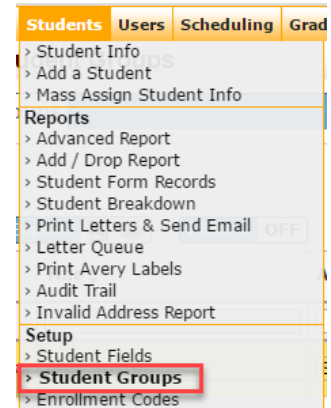


Student Groups

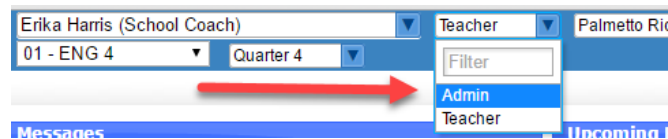
Student Groups allow users to search and view student information based on a specific group of students. Users can create and maintain their own student groups which can be utilized on any student search screen. For example, a coach may create a student group for the boy's football team. This will allow the user to search for and view the records just for those students quickly and easily. Student groups can be created based on grade level and/or last name or can be completely customized.

Setting Up Student Groups

1. Click the Students tab.
2. Select Student Groups.
3. The student groups window will display.
4. The Groups tab will display all groups you have created and saved.



Note: Teachers will need to switch to their Admin profile type to access the Student Groups menu option. In the header portion of your screen, select Admin from the drop-down.



Creating a New Group:

1. Enter the information in the blank row at the top of the table.
2. Enter a title for your group in the Title field.
3. Select your name in the Assigned Users column.
Note: You will only be able to assign groups to yourself, therefore your name will be the only one selected/listed.
4. Leave the default search checkbox unchecked.
Note: If you want to make this your default search group, select the checkbox and the group will automatically populate the student group field on any search screen. If you need to search outside of the default search criteria, you will need to select a different group or N/A in the student group field and enter or select different search criteria each time you initiate a search is initiated.
5. Select the Assignment Type (Gradelevel/Last Name or Custom).
6. Press Enter.
7. The group will be added to the list, the row will highlight orange, and the save button will become active (red).
Note: If creating a group based on grade level and/or last name, you will need to select the criteria prior to saving. If you are creating a custom group, then it is safe to proceed.
8. Click Save.

Student Groups

Student Groups

Groups

Export: Filters: OFF

Title	Assigned Users	Default Search	Assignment Type	Assigned Grade Levels	Assigned Last Names	View/Add Students
Team - A	Sheryl Priester		Gradelevel /...		A	View/Add

Save

Groups based on Grade Level and/or Last Name:

Once the Grade Level/Last Name assignment type is selected, the Assigned Grade Levels and Assigned Last Names fields will become active.

1. Select one or multiple grade levels in the Assigned Grade Levels field. OR
2. Select one or multiple letters in the Assigned Last Names field. OR
3. Select options in both fields (i.e., Grade level and Last Name) to create a group based on grade levels and last names.
4. Click Save.

You cannot manually add students to a group based on grade level and/or last name.

Student Groups

Groups

Export: Filters: OFF

Title	Assigned Users	Default Search	Assignment Type	Assigned Grade Levels	Assigned Last Names	View/Add Students
A-C - 3rd Grd	Sheryl Priester		Gradelevel /...			View/Add

Save

Create Custom Groups:

Once the Custom assignment type is selected and you have saved your group.

1. Click the View/Add button next to the group to assign students to the group.

Student Groups

Groups

Export: Filters: OFF

Title	Assigned Users	Default Search	Assignment Type	Assigned Grade Levels	Assigned Last Names	View/Add Students
D & F Students	Sheryl Priester		Custom			View/Add

Save

2. The View/Add Students tab is displayed.
3. Click Add Students to Group.

Student Groups

Student Groups

Groups **View/Add Students**

D & F Students

No Records Found

Add Students To Group Save

4. The Student Search screen will appear.
5. Enter/Select search criteria to locate desired students.
6. Click Search.

Student Groups(D & F Students) - Add Students

Search Screen Simple List Customized List

Student Search

Student

More Search Options

☐ Search All Schools
☐ Include Inactive Students

Search Reset

7. The list of students based on your search criteria will display.
8. Select the checkbox next to each student that will be included in the group.
9. Click Add Students to Group located in the top-right corner of the screen.

Student Groups(D & F Students) - Add Students

Search Screen Simple List Customized List

109 Students

Student	Student ID	Grade
☐		01
☐		01
☐		01
☐		01
☐		01

Add Students To Group

10. The selected students will be listed within the View/Add Students tab.

Student Groups

Groups **View/Add Students**

D & F Students

Add Students To Group Save

< Prev Page: 1 / 6 Next > Export: Filters: OFF

Student ID	Student Name

11. To conduct another search and add more students to the group, click Add Students to Group. The search screen will display to search for and select additional students.

Student Groups

Edit an Existing Group:

1. Gradelevel/Last Name – Click the drop-down and make changes as needed and click save.
2. Custom – Click View/Add and make changes as needed.

Title	Assigned Users	Default Search	Assignment Type	Assigned Grade Levels	Assigned Last Names	View/Add Students
Team - A	Sheryl Priester	☐	Gradelevel / ...		A	View/Add
D & F Students	Sheryl Priester	☐	Custom			View/Add

Delete an Existing Group:

1. Click the red minus sign to the left of the student group.
2. In the confirmation pop-up window, click OK.
3. Click Save.

focus.collierschools.com says:

Are you sure you want to delete this record?

☐ Prevent this page from creating additional dialogs.

OK Cancel

Searching Using Student Groups:

Student Groups you have created will be available for selection in the Student Group field on any Student Search screen throughout FOCUS. The N/A will display in the Student Group field, unless you have assigned a group as a default.

1. Select the student group from the student group drop-down.

Note: If a group has been selected as a default, then the group will automatically display in the Student Group field. If you have created more than one group, you can switch to a different group or switch to N/A to select other search criteria.

2. Click Search.

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports Reports

Student Info

Search Screen Simple List Customized List

Student Search

Student

More Search Options

Student Group N/A

☐ Search All

☐ Include Inactive

D & F Students

Team - A

Search Reset