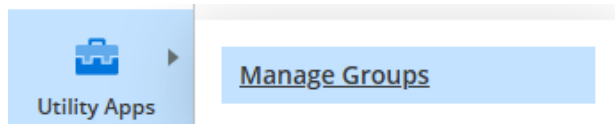
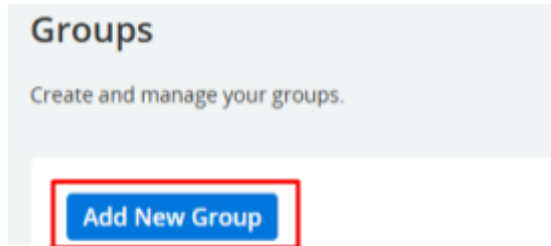


Creating a Student User Group Using Local IDs

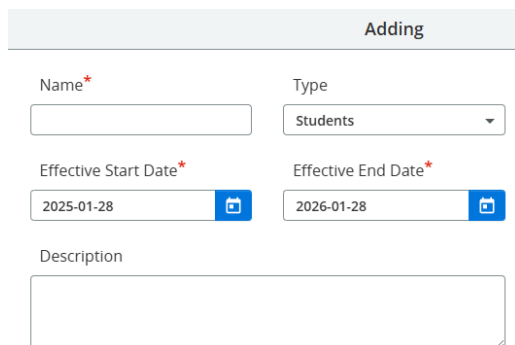
1. Click the Utilities Apps icon and click open “Manage Groups.”



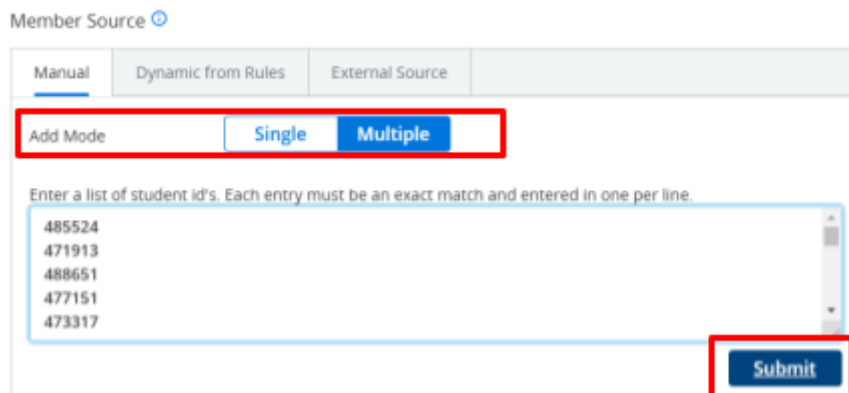
2. In Group Manager, click the “Add New Group” button.



3. Create a group name. The start and end date will be created automatically, but they can be adjusted.

A screenshot of a web form titled 'Adding'. It contains several input fields: a text field for 'Name*', a dropdown menu for 'Type' with 'Students' selected, two date pickers for 'Effective Start Date*' (showing 2025-01-28) and 'Effective End Date*' (showing 2026-01-28), and a text area for 'Description'.

4. In the Member Source section, click the “Manual” tab and select “Multiple” as the add mode. In the box below (“Enter a list of student ids....”), copy and paste the local student IDs from an existing spreadsheet or document. Click “Submit.”

A screenshot of a web form titled 'Member Source'. It has three tabs: 'Manual', 'Dynamic from Rules', and 'External Source'. The 'Manual' tab is selected. Below the tabs, there are two buttons: 'Add Mode' and 'Multiple'. The 'Multiple' button is highlighted with a red rectangular border. Below these buttons is a text area with the instruction 'Enter a list of student id's. Each entry must be an exact match and entered in one per line.' The text area contains the following student IDs: 485524, 471913, 488651, 477151, and 473317. At the bottom right of the form, there is a blue button with the text 'Submit' in white, which is also highlighted with a red rectangular border.

5. If the student exists in the dashboards, they will be added to the student group with a green check mark in the Status column. If a student does not exist, their ID will remain in the ID list and not be added.

Enter a list of student id's. Each entry must be an exact match and entered in one per line.

56749843

The student id's that could be matched were added to the member list, but ones that couldn't be matched are shown above.

Submit

NAME	STATUS
[REDACTED]	
485524)	✓
71913)	✓
9651)	✓

* Click the status icon next to a member to toggle them between added/removed.

6. You may add more students to the group. When the group is complete, click "Save." It will become available as a student group on your dashboard filters.

* Click the status icon next to a member to toggle them between added/removed.

Cancel Save