

Student Groups are a great way to run reports for a select number of students, such as an intervention group or English Language learners. Follow the steps below to create a student group in DnA or watch this screencast tutorial.

Note: Once you have created a student group, you can access just this student set by CONTROL PANEL adjusting the students in the Change Student Set Login Information Control Panel. Name: Kim Nichols Enrollment/Rostering Date: Username: nichkr Role: System Admin 12/07/2023 Site: Consortium (ALL) Session: 2023-2024 Term: Consortium Year Consortium (ALL) Start by clicking on the **control** Edit Account Notification Preferences panel in the upper right corner. Change Password All Students Substitute Teacher Select the student group Sign Out Product Help Save Changes from the drop down and click Knowledge Base SAVE. 1. From your navigation bar on the far left of the screen, select students 2. (some teachers may need to use the Students down arrow to access the Students button)



• STUDENTS GENERAL Walk-In Scheduler Search 2.0 Student Locator Schedule History Advanced Search Schedule Medific Student List Bus Information Local Student ID Edit 3. Click on "Students" and from Transfer Dotails Demographic Details the slide out menu, select Student Timeline Student Custom Form Files Create a New Demographic Behavior Incident Details "Student Groups". HEALTH Mi Health Profile OFAA Assessment Reports Language Details Picture Upload Health Alert Report Personal Curriculum Health Search Programs Mass Screenings Residential Status Mass Blue card down Schedule Medication Schedule Schedule 2.0 Coldwater High School Ð 2023-2024 Create Group Student Groups (MD) 4. In the upper left corner, 🗷 🛂 📆 More.. Displaying 0 to 0 of 0 click "Create Group". Duplicate Author - Crea **Group Name** Search No data available in table Show 100 Create a Group 5. Use a naming convention to give this group of students a nickname Group Name * Example: 23-24 Grade 3 Reading 6. Click Create Create



Only currently enrolled students will appear in reports/features that use Student Groups Demo Student Group Group Name: Visibility Group 7. On the next screen, choose Demo Student Group "YES" by clicking the radial button and "Save". eduCLIMBER Link to eduCLIMBER Student T O Yes
No In eduCLIMBER O Public @ Private (DnA use @ > A III (H CONTROL PANEL Login Information Change Student Set Name: Mark Demeester Enrollment/Rostering Date: Username: demema ,(nichkr) Role: Teacher 12/07/2023 Site: Coldwater High School Session: 2023-2024 Site: Term: School Year Coldwater High School (this will add the student group to Edit Account your control panel) Notification Preferences Student Group: Re-login as Nichkr Demo Student Group Sign Out Q Product Help Students Knowledge Base Check Illuminate's status here My Students Caseload Students View My Badges Student Groups Scheduled Jobs Demo Student Group **Privacy Policy** 12/07 11:55am



- 8. From the tabs along the top, select "Add Students"
- A screen for filtering your students appears. Use the fields to set the parameters to filter for the students

or

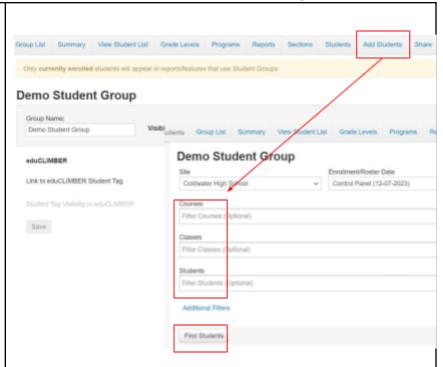
type the names of individuals, and click

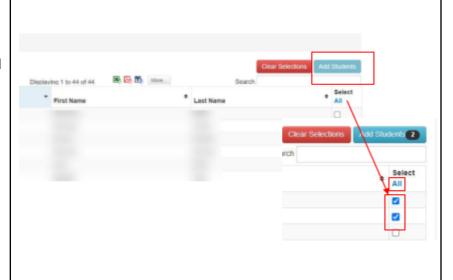
"Find Students"

- 10. The students will appear in a listing on the bottom half of the page. Select which students you would like to add to this group by "checking" the box on the right
 - To add ALL students, click "All" and it will check all of the students for you.

IMPORTANT -

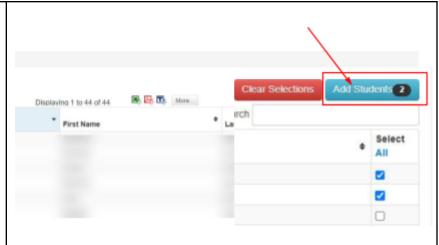
Don't forget step #11 before navigating away from this screen!







 Once you have selected the students (blue check marks), Click "Add Students"



Note:

You can also add students by grade level, program, custom report, etc. using the tabs along the top.

Pro Tip: Adding students by grade level, program, custom report or section will make your group dynamic and the student group will automatically be updated.

12. Once you have selected the students, click on the "View Student List" tab to review your group.





