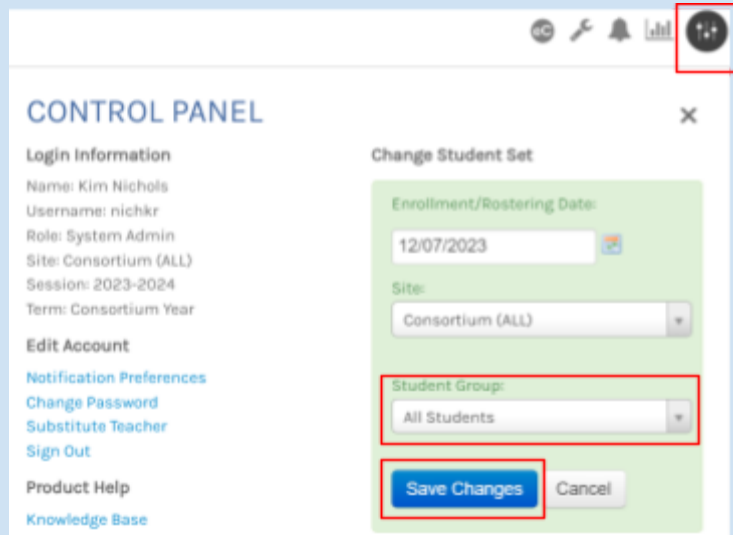Student Groups are a great way to run reports for a select number of students, such as an intervention group or English Language learners. Follow the steps below to create a student group in DnA or watch this screencast tutorial.

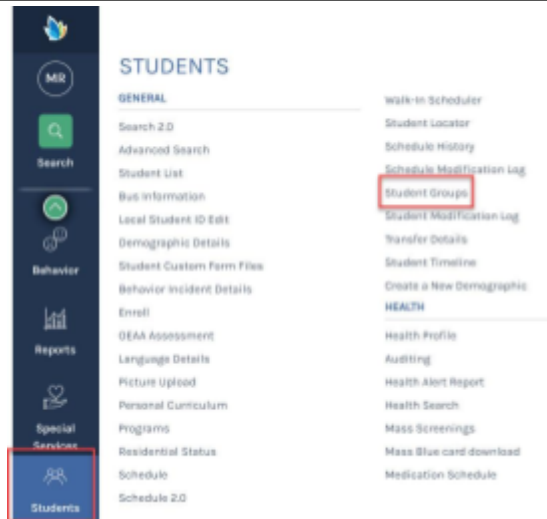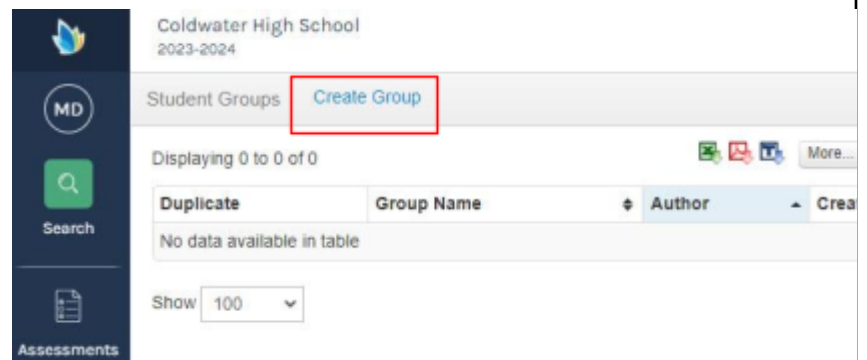|	
Note: Once you have created a student group, you can access just this student set by adjusting the students in the Control Panel. Start by clicking on the **control panel** in the upper right corner. ○ Select the **student group** from the drop down and click **SAVE**.	
1. From your navigation bar on the far left of the screen, select students 2. (some teachers may need to use the down arrow to access the Students button)	
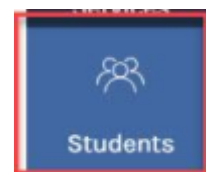
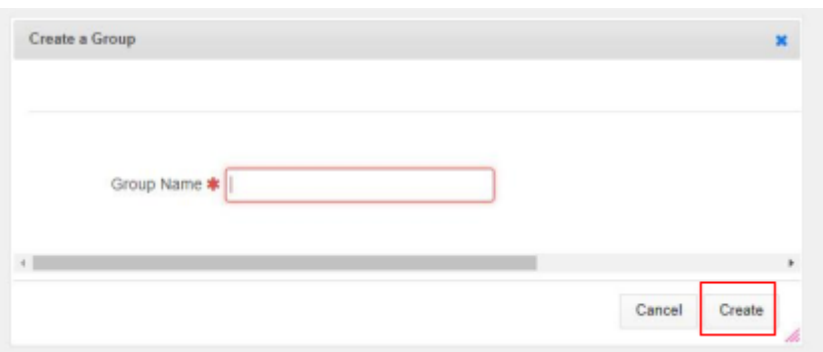|	
3. Click on **"Students"** and from the slide out menu, select **"Student Groups"**.	
4. In the upper left corner, click **"Create Group"**.	
5. Use a naming convention to give this group of students a nickname *Example: 23-24 Grade 3 Reading* 6. Click **Create**	

7. On the next screen, choose "**YES**" by clicking the radial button and "**Save".**

Only **currently enrolled** students will appear in reports/features that use Student Groups

Demo Student Group

Group Name:

Demo Student Group   **Visibility Group** ● Yes ○ No

eduCLIMBER

Link to eduCLIMBER Student Tag   ○ Yes ● No

Student Tag Visibility in eduCLIMBER   ○ Public ● Private (DnA use

Save

(this will add the student group to your control panel)

CONTROL PANEL   ✕

Login Information

Name: Mark Demeester
Username: demema ,(nichkr)
Role: Teacher
Site: Coldwater High School
Session: 2023-2024
Term: School Year

Edit Account

Notification Preferences
Re-login as Nichkr
Sign Out

Product Help

Knowledge Base
Check Illuminate's status here

Other

View My Badges
Scheduled Jobs
Privacy Policy
12/07 11:55am

Change Student Set

Enrollment/Rostering Date:

12/07/2023
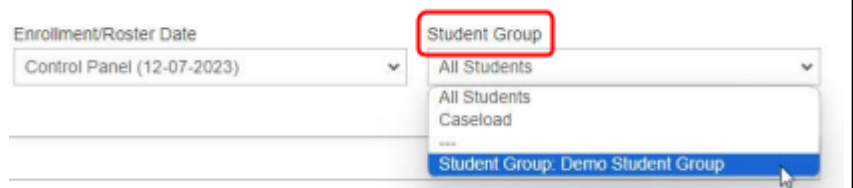
Site:

Coldwater High School

Student Group:

Demo Student Group

[search]

Students
  My Students
  Caseload Students
Student Groups
  Demo Student Group

8. From the tabs along the top, select "**Add Students**"

9. 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
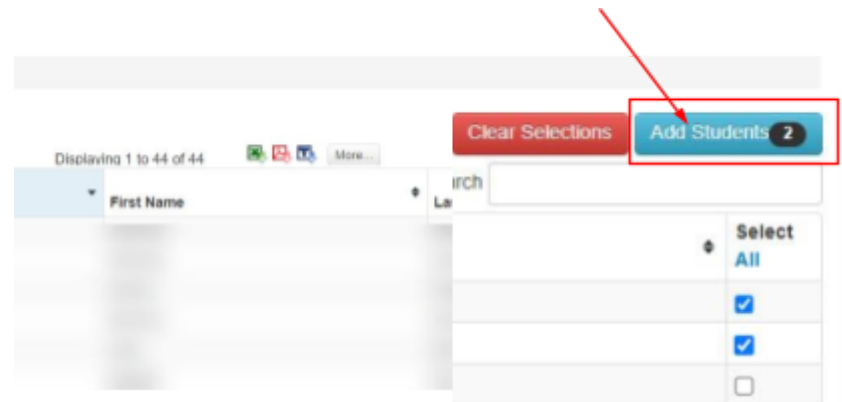   "**Find Students**"

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
   a. 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!**

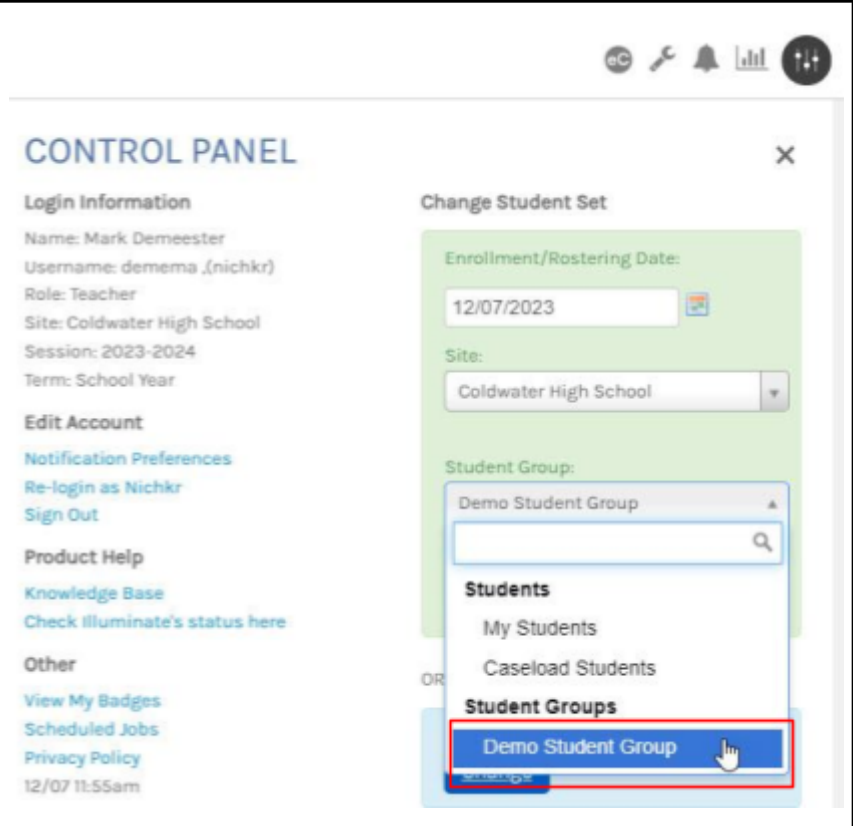|	
11. Once you have selected the students (blue check marks), Click **"Add Students"**	

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.	

13. Confirm your student group by checking the **control panel**.

NOTE:
You can now select this group when creating a report in DnA with the "Student Group" filter!