Creating Class Groups in Flex

This is a multi-step process. It is best to follow the steps so you do not have to recreate your files. None of it is difficult; it is a little tedious.

Step 1: Create a email report in Skyward
Step 2: Download student emails from Skyward by class period
Step 3. Download the CSV template from Flex
Step 4: Use the Skyward data and CSV template to create a CSV file for each period
Step 5: Create a group in Flex by uploading each class period CSV compatible file to Flex
Step 6: Create groups of groups as needed/wanted

Step 1: Create a email report in Skyward (clone a current report)
- Open a class to Gradebook View in Skyward
- From the Reports Menu choose Class Roster
- Clone the "Student Name & Student Info" report
  - Click on the "Student Name & Student Info" report
  - Click CloneTemplate
  - Name the new template Student Emails - Save
- Choose template parameters
  - You only need email but keep a few items so the download is useful
    - Click to turn on
      - Last, First MI
      - Student ID
      - Grade
      - Email
    - Save
    - You now have a Student Emails template/report

Categories	Grade Marks	Posting ▾	Reports ▾	Charts ▾	Display Options ▾	Quick Scoring

Class Grade	Q4	CZ4	Q3			CZ1
Q4 ∨	Options▾		Option	**Gradebook**		
Sort By %				Grade Sheet Report		
				Assignment Listing - By Student		
				Assignment Master Report		
				Missing Assignments		
				Email Progress Report		
				View Emailed Reports		
				Category Summary Report		
				Custom Programming		
				Progress Reports		
				Progress Detail		
				Enhanced Multi-Class Progress Report		
				Progress Summary		
				Multi-Class Progress Report		
				Partial Progress Reports		
				Partial Progress Detail		
				Partial Progress Summary		
				Partial Multi-Class Progress Report		
				Class Information		
				➡ Class Roster		

Seq #	Report Template Name
10	Key Online
333	Class Roster w/Other Name
700	Taylor Skyward
800	Class Roster-Alphabetical
801	Birthday List
802	Student Info Sheet
803	Class lists
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print
Export to Excel
Add a new Template
View parameters of Template
Clone Template
Select Different Classes

710 - Student Emails

Class Roster Report Options: 82 chars - Portrait Report

Students

Display Students enrolled for Term: [Current Term : 08/20/2024 - 10/18/2024 ∨]

Save
Undo
Back

Options

Name Display:
- ● Last, First MI
- ○ First Middle Last
- ○ Last First Middle
- ○ First MI Last

ID Display:
- ● Student ID
- ○ Internal ID
- ○ Name Key
- ○ None

Sort by: [Last Name ∨]

Display Information

☑ Grade	☐ Grad Year	☐ Birth Date	☐ Advisor
☐ Phone Number	☐ Second Phone	☐ Third Phone	☑ Email
☐ Gender	☐ Current Cumulative GPA	☐ Home Address	☐ Mailing Address
☐ Student Access Login and Password	☐ Print Student Picture	☐ Food Service Key Pad #	☐ Student Indicators
☐ School	☐ Other Name if not blank	☐ Homeroom	☐ Homeroom Teacher
☐ Gender Count Per Class			

Family Information

☐ Primary Guardian	☐ Phone 2	☐ Phone 3	☐ Email
☐ All Guardians	☐ Phone 1	☐ Phone 2	☐ Phone 3
	☐ Email	☐ Home Address	☐ Mailing Address

Step 2: Download student emails from Skyward by class period
- Open a class to Gradebook View in Skyward
- From the Reports Menu choose Class Roster
- Choose the "Student Emails" template you created
    - Click on "Export to Excel" (the report will run)
    - Click Display Report to download file
    - Save the download as the period name, ex: "Period 1" or rename to "Period 1"
- Open the next class in Gradebook View
- Repeat process until you have downloaded each class period as an Excel file

Seq #	Report Template Name	
10	Key Online	Print
333	Class Roster w/Other Name	Export to Excel
700	Taylor Skyward	
710	Student Emails	Add a new Template
800	Class Roster-Alphabetical	Rename Template
801	Birthday List	Modify parameters of Template
802	Student Info Sheet	Delete Template
803	Class lists	Clone Template
900	Student Name & Student Info	
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info	Select Different Classes
920	Student Name;ID;Phone;Advisor	

Step 3. Download the CSV template from Flex
- Login to Flex using your school/Google account
- Under Students menu choose Groups
- Click the blue "Add" button in the upper right corner
- Choose "New Group"
- From the New Group menu click on "From CSV"
- Click on the "Download example file"
- This file will safe as "roster_template"

Add ▾

New group

New group of groups

Step 4: Use the Skyward data and CSV template to create a CSV file for each period

- Open the blank "roster_template" you created
- Open the "Period 1" CSV file you created
- Copy the email address from "Period 1" to "roster_template"
  - *Important Notes*
  - DO NOT erase the "studentemail" heading on the "roster_template"
  - ONLY copy the cells with the email address - no names, no blanks, just emails
  - If you get an error about merged cells, try copying again and ONLY copy the cell - this means you may only think you have copied a partial email address, you are doing it correctly - you only need to select the cell where the email address starts
- Paste the email addresses you copied from "Period 1" to "roster_template" UNDER the "studentemail" heading
  - Reminder - do not erase the "studentemail" heading
- After you paste the emails, save the file as "Period 1 Flex"
- Erase the emails you just copied and start over for the next class
  - *Open "Period 2", copy emails, paste emails, Save As "Period 2 Flex"*

	A	B	C
1	studentemail	Keep this heading	
2	stu123@my.jordandistrict.org		
3	stu123@my.jordandistrict.org		
4	stu123@my.jordandistrict.org		
5	stu123@my.jordandistrict.org		
6	stu123@my.jordandistrict.org		
7	stu123@my.jordandistrict.org		
8	stu123@my.jordandistrict.org		
9	stu123@my.jordandistrict.org		
10	stu123@my.jordandistrict.org		
11	stu123@my.jordandistrict.org		
12	stu123@my.jordandistrict.org		
13	stu123@my.jordandistrict.org		
14			
15			

Step 5: Create a group in Flex by uploading each class period CSV compatible file to Flex
- Login to Flex using your school/Google account
- Under Students menu choose Groups
- Click the blue "Add" button in the upper right corner
- Choose "New Group"
- Complete the Group Information
  - Name: Period 1
  - Description: Period 1 created 9/6/24 (suggest including date so you know when it was updated)
  - Access Type: Private (this means it is just for your use)
- Click on "From CSV"
- Click "Select a File to Upload"
  - Choose the "Period 1 **Flex**" CSV file you created
  - *Important Note: choose the Flex version that is just emails
- Once the file is uploaded, click "Upload"
  - Your student names will populate on the screen
- Click Add
- Repeat for each class period

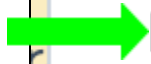## Step 6: Create groups of groups as needed/wanted

You will now have a group for each class period

You can make a "Group of Groups" to create groups by grade, content, all students, etc.

- Login to Flex using your school/Google account
- Under Students menu choose Groups
- Click the blue "Add" button in the upper right corner
- Choose "New group of groups"
  - Complete the Group Details box
  - Name it what it is: all students, 7th Grade, etc.
  - Choose from the groups you already created to make a "Group of Groups"
  - Click Add

GROUP DETAILS

Name

7th Grade Math Classes

Description

7th Grade Math Classes

Access Type

Private   × ▾

ACTIVE ⬤

SELECT GROUPS

Select groups

Search by group name   ▾

You have not added any groups to this group. Populate the list by selecting an existing group.