# JOB AID

# Student Groups – Staff View

03/09/2021



Student Information System MICHIGAN STATE UNIVERSITY



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### **Student Groups (Staff View)**

This Job Aid provides instructions on viewing, assigning, and batch processing student groups.

#### Student Groups

**Navigation**: Admin Home > Campus Community Tile <u>or</u> Student Records Tile > Person Data Tile > Student Groups



The Student Groups folder contains three menu items:

- Process Student Groups: used to assign students in batch
- Student Groups: used to assign students individually
- View Student Groups by Student: used to view a list of students a student group

#### View Student Group (Individual)

1. Select **Student Groups** from the menu.



The Student Groups Search Page will open where you will search for the student.



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2. Enter the student's **ID**, if known. If you do not know the ID number, search by **Last Name/First Name**.

**Note**: Within Campus Solutions, the '**A**' in student IDs (APID) has been replaced with a '**1**.' For example, legacy SIS ID <u>A</u>123456789 will be <u>1</u>123456789 in Campus Solutions.

3. Click Search.

**Note**: If there are FERPA restrictions on the student's data, you will receive a pop-up message advising against sharing the protected data.

Residing privacy restriction (20200,22)
"SOME OF THE STUDENT'S DIRECTORY INFORMATION HAS EEEN RESTRICTED"
This student has requested some directory information data elements to be restricted from being released. These data elements are BIODEMO AND RESIDENTIAL INFORMATION WHICH INCLUDES:
LOCAL AND PERMANENT ADDRESSES
EMAIL ADDRESSE5
LOCAL AND PERMANENT TELEPHONE NUMBER.
Please do not release this information to anyone, except under the appropriate exceptions.
For further information about this restriction, piease contact the Office of the Registrat.
ox.

Review the FERPA restrictions and click **OK**.

The **Student Groups** page will open where you can view all groups that have been assigned to the student.

In the example below, **Row 1 of 1** is displayed indicating that the student has one Student Group assigned: *EENS – Environmental Studies Tracking*.



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#### Add Student Group

4. To add a new student group, click the [+] Add a Row button.

Row 2 of 2 will display for you to enter details for new Student Group assignment.

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	*Academic Institution MSU55 Q Michigan State University *Student Group UATH Q 5 Intercollegiate Athletics		Ť			<b>4</b> ) <b>.</b> .	-
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7 Save	Return to Search E Notify	🖉 Update/Displa	y 📄 Include	History	D C	orrect His	stor

5. Student Group: Click the look-up and select from the list.

Note: The search results list will display only those Student Groups for which you have access.

- 6. Effective Date: Defaults to today's date. Change, if necessary.
- 7. Click Save.

The student now has two Student Groups assigned. Click **View All** to see all student groups at-aglance. Click **View One** to toggle back to the single Student Group view.



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Details				Find View All First 1 of 1 2 Last	
Comments	*Effective Date 02/23/2021	*Status Active	~		
Football					

#### Remove Student Group

You can remove a student group by either deleting the row, or by changing the status to inactive. Instructions for both are provided below.

#### Delete Student Group

1. Locate the row for the student group you wish to remove and click the [-] Delete Row button (see image above).

You will receive a pop-up message confirming the deletion.



2. Click **OK**. The row containing the deleted student group will be removed.

In this example, the row containing *EENS* – *Environmental Studies Tracking* group was removed, and the student now has only one student group: **Row 1 of 1**: *UATH - Intercollegiate Athletics.* 



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3. Click Save.

Inactivate Student Group

- 1. Locate the student group you wish to inactivate.
- 2. In the **Details** section, click the [+] Add a Row button (see image above).

This will create a new effective-dated row for the status change.

View 1	Firs	t 👁	1 of 1	<li>Last</li>	
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- 3. Effective Date: Defaults to today's date. Change, if necessary.
- 4. Status: Click the drop-down and select *Inactive*.
- 5. Comments: Enter justification.
- 6. Click Save.

The student group now has an **Inactive** status. To view historical details for this student group, click **View All**.



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All rows are now visible for this student group and you can see the date it was assigned, as well as the date it was activated.

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#### Process Student Groups (Batch)

**Navigation**: Admin Home > Campus Community Tile <u>or</u> Student Records Tile > Person Data Tile > Student Groups





1. Select Process Student Groups from the menu.



#### The Run Control page will open.

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Process Student Gro	oups					
Eind an Existing Value	Add a New Value					
Run Control ID:						
Add						
Find an Existing Value   Ad	dd a New Value					

- 2. On the Add a New Value Tab, enter a Run Control ID.
- 3. Click Add.

The Process Student Groups page will display.

- 4. **Population Selection**: Complete the following in the Population Selection section:
  - a. **Population Selection**: Click the checkbox to select a specific population.
  - b. **Selection Tool**: Click the drop-down and select a source (e.g., External File, PS Query, etc.).



In the example below we selected PS Query as our selection tool.

c. Query Name: Click the look-up and select the query from the list.

	Person Data	ŵ	Q	۵	:	6
Process Student Groups						
Run Control ID: msu_cc_assn_umbt	Report Manager Process Monitor		Run			
Population Selection						1
Population Selection Selection Tool	B Edit Prompts D _CC_SG_ACTV_UATH_ATHLETES Q Launch Query Manager	Previe	ew Select	ion Resul	ts	
Student Group Data				_		
*Academic Institution *Student Group *Effective Date *Effective Status Comment	ASU55 Q Michigan State University Upp	late Tuitic	n Calc R	equired		
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Student Override						
🗑 Save 💽 Notify		📑 Ad	d 🗾	Update/E	Display	

d. Edit Prompts: Click the hyperlink to enter a specific term.

The Query Prompts window will open where you can search for the term.

- i. Click the Term look-up
- ii. Select a **Term** from the list.

		Help
Query Pro	mpts	
Not Less Tha	an Current Term 2218 Q	
OK	Cancel	

In this example, we selected the Fall Semester 2021 (2218).

- iii. Click OK.
- e. **Preview Selection Results**: Click the hyperlink to generate a list of all the students that will be added to the group.
- 5. Student Group Data: Complete the following in the Student Group Data section:
  - a. Student Group: Click the look-up and select from the list.
  - b. Effective Date: Defaults to today's date. Change, if necessary.



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Process Stud	dent Groups										
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- c. Effective Status: Click the drop-down and select Active.
- d. Comment: Enter justification.
- 6. Click Save.
- 7. Click the **Run** button at the top of the page.

The Process Scheduler Request page will open displaying details for the batch process.

		Runcontrollo	isu_cc_ass	sn_umbt	
Server Name	~ Ru	Date 02/23/2021	<b>B</b>		
Recurrence	~ Rur	Time 3:52:25PM		Reset to Current	Date/Time
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Process List					
Select Description	Process Name	Process Type	*Type	*Format	Distribution
SCC STD GRP	SCC STD GRP	Application Engine	Web	V TXT V	Distribution

8. Click OK.

The Process Student Groups page will return, with a **Process Instance Number** for the batch job.



	Person Data	ଜ ଦ ଦ <b>:</b>
Process Student Groups		
Run Control ID: msu_cc_assn_umbt	Report Manager Pro	cess Monitor Run
Population Selection	PI	ocess instance.4 1608
Population Selection		
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Student Group Data		
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Student Override		
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9. Click the **Process Monitor** hyperlink.

The Process Monitor will open where you can see the job with a Run Status of Queued.

User	ID	Q	Type	Application Engine	~	Last	~	1	Days	~	Refresh		_
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10. Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.



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Once the process runs to Success, the batch job is complete, and the Student Group has been assigned to the selected population.