JOB AID

Student Groups – Staff View

03/09/2021

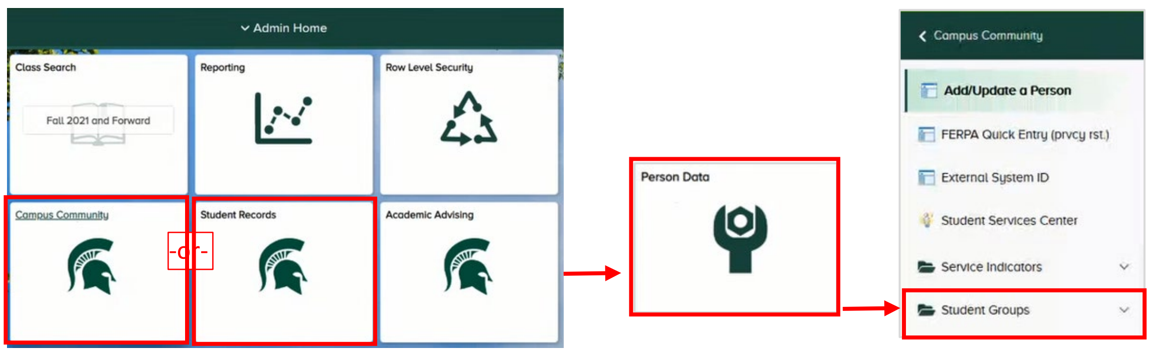
Contents

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 **or** Student Records Tile > Person Data Tile > Student Groups

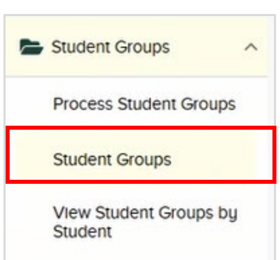


The Student Groups folder contains three menu items:

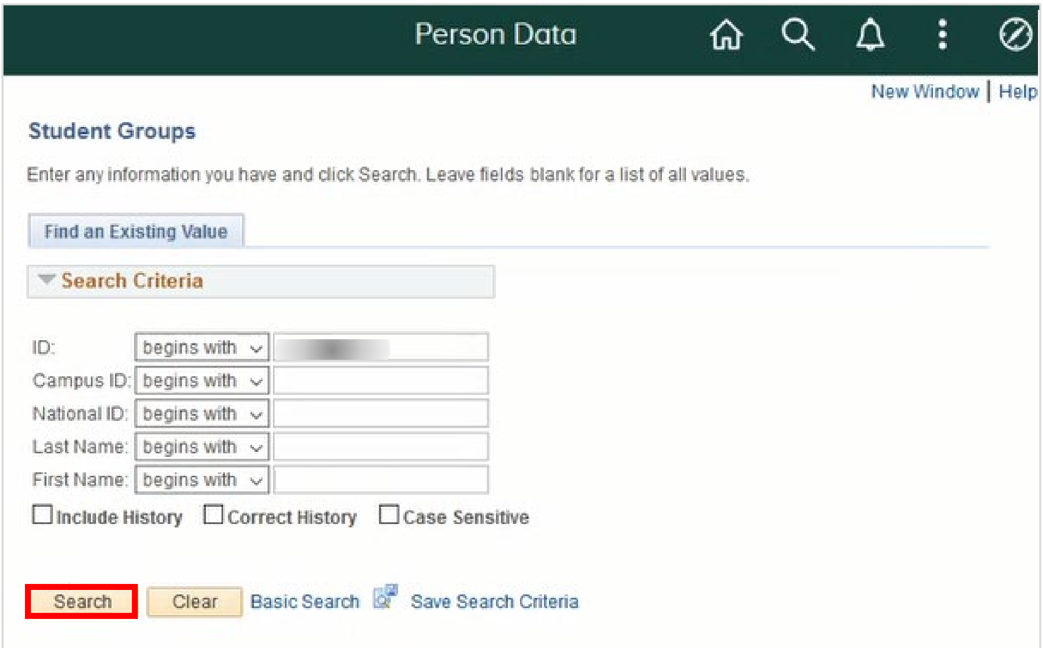
- **Process Student Groups**: used to assign students in batch
- **Student Groups**: used to assign students individually
- **View Student Groups by Student**: used to view a list of students a student group

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.



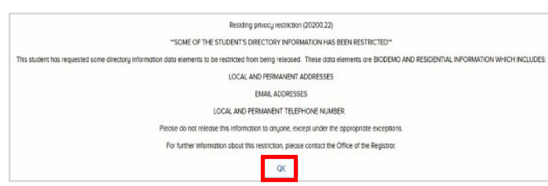
2. Enter the student's **ID**, if known. If you do not know the ID number, search by **Last Name**/**First Name**.

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

3. Click **Search**.

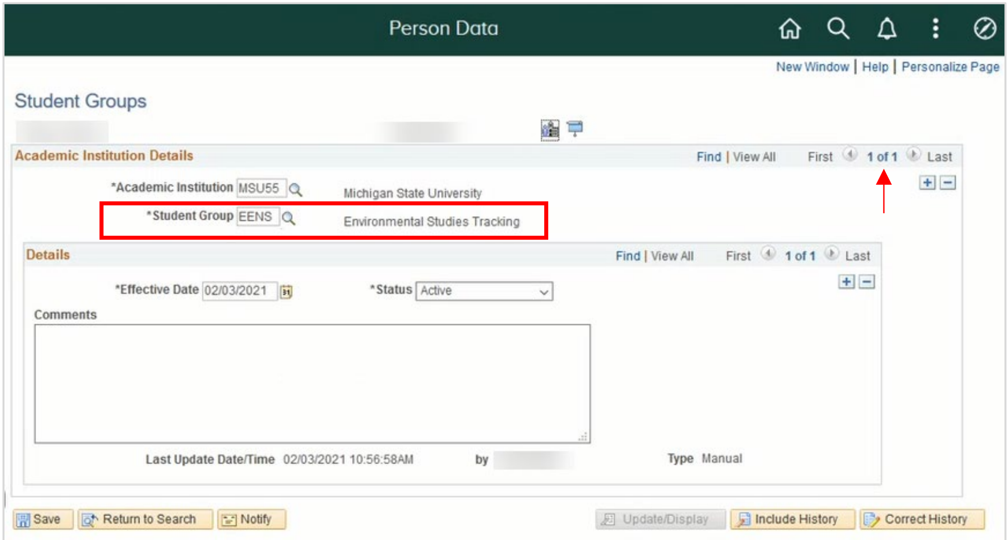
   Note: If there are FERPA restrictions on the student's data, you will receive a pop-up message advising against sharing the protected data.

   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.

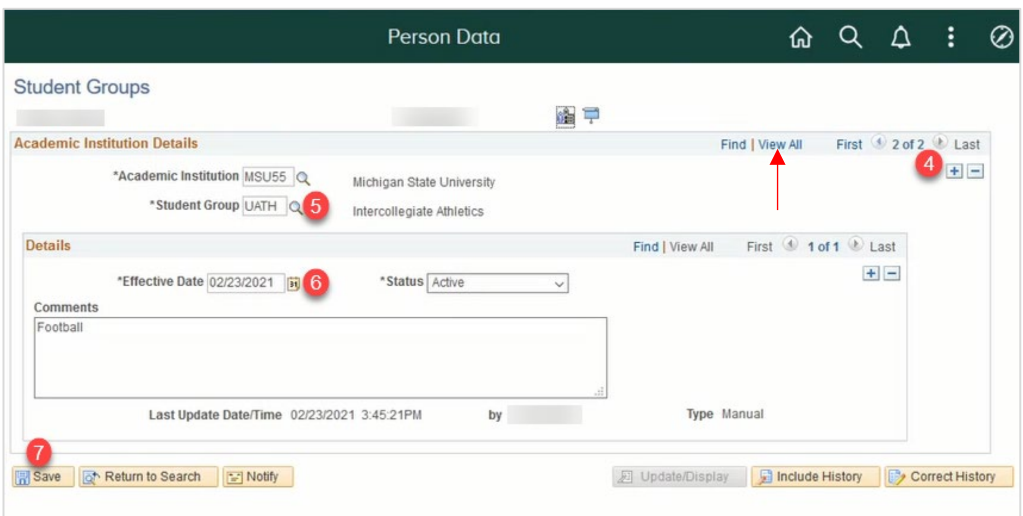
   In the example below, **Row 1 of 1** is displayed indicating that the student has one Student Group assigned: *EENS – Environmental Studies Tracking*.



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.



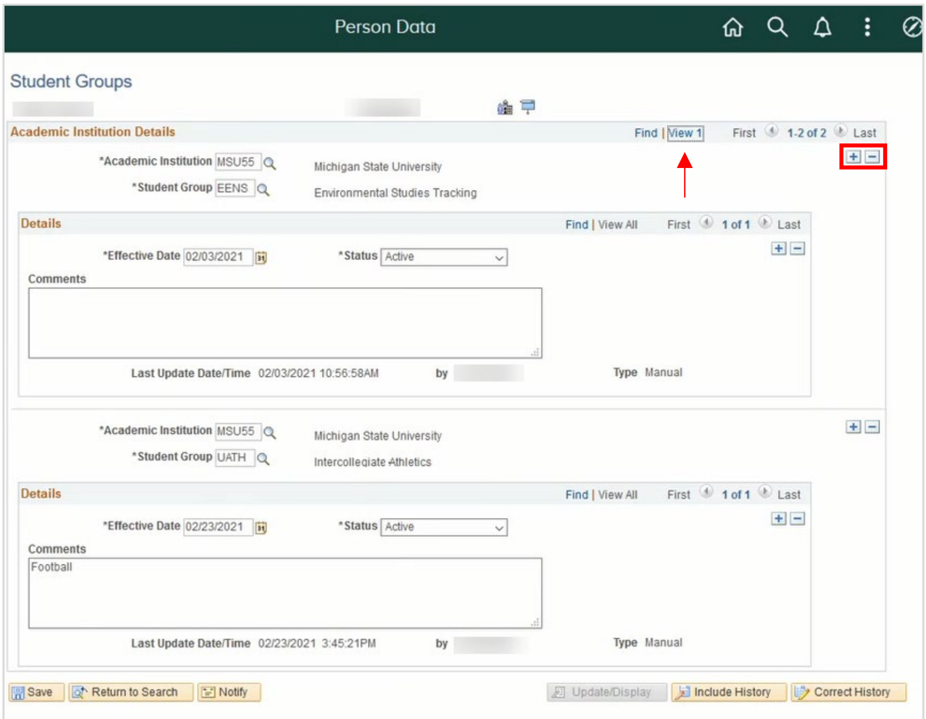
5. **Student Group**: Click the **look-up** and select from the list.

   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-a-glance. Click **View One** to toggle back to the single Student Group view.



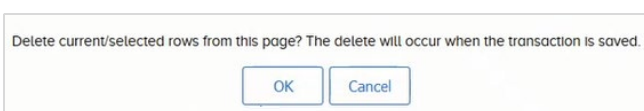
Remove Student Group

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

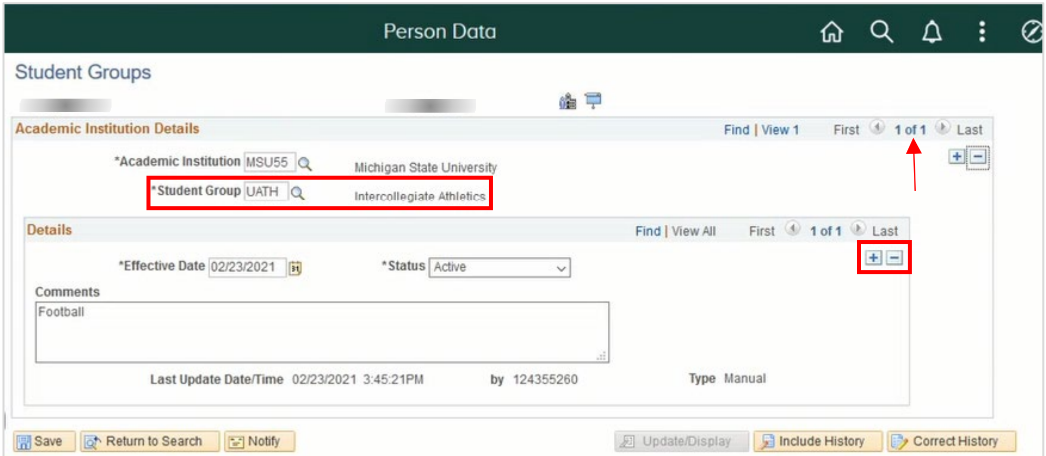
1. Locate the row for the student group you wish to remove and click the **[-] Delete Row** button (see image above).

   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.*

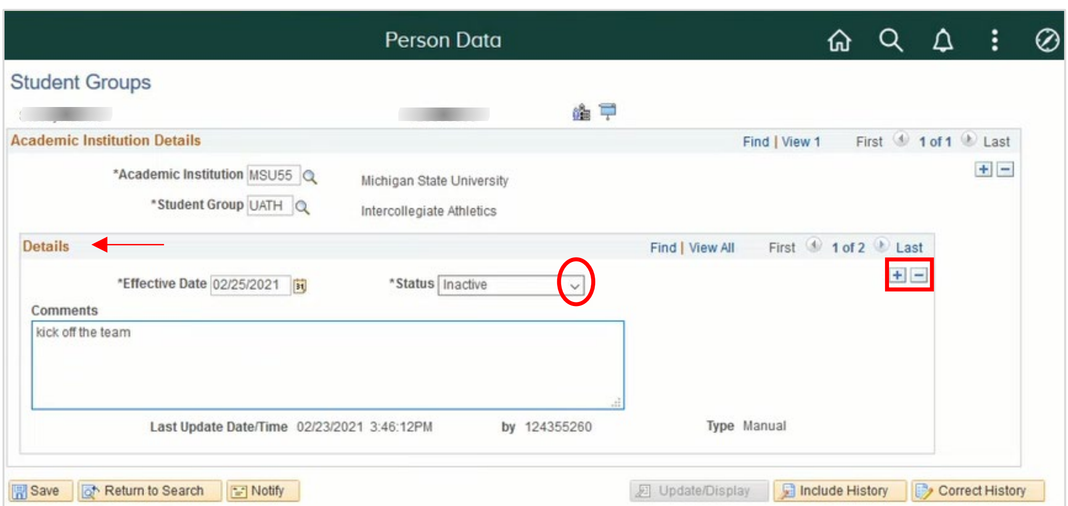


3. Click **Save**.

Inactivate Student Group

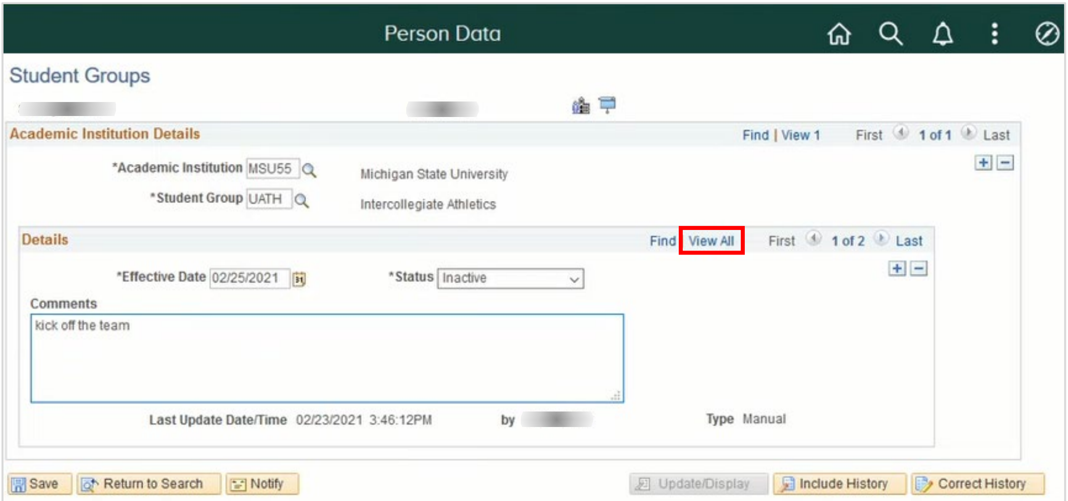
1. Locate the student group you wish to inactivate.
2. In the **Details** section, click the **[+] Add a Ro**w button (see image above).

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

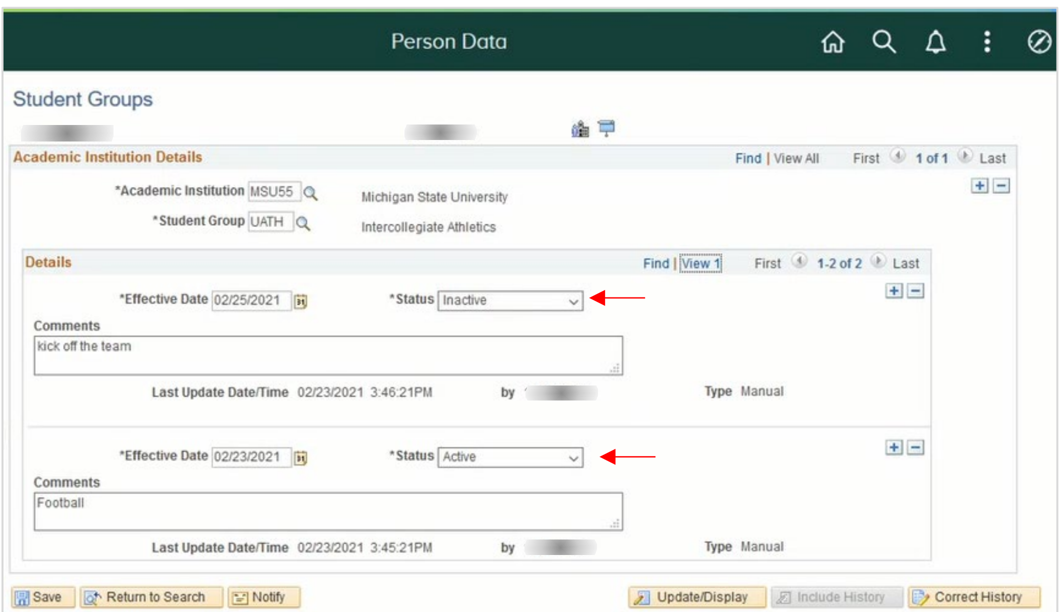


3. **Effective Date**: Defaults to today's date. Change, if necessary.
4. **Status:** Click the drop-down and select *Inactive*.
5. **Comments**: Enter justification.
6. Click **Save**.

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

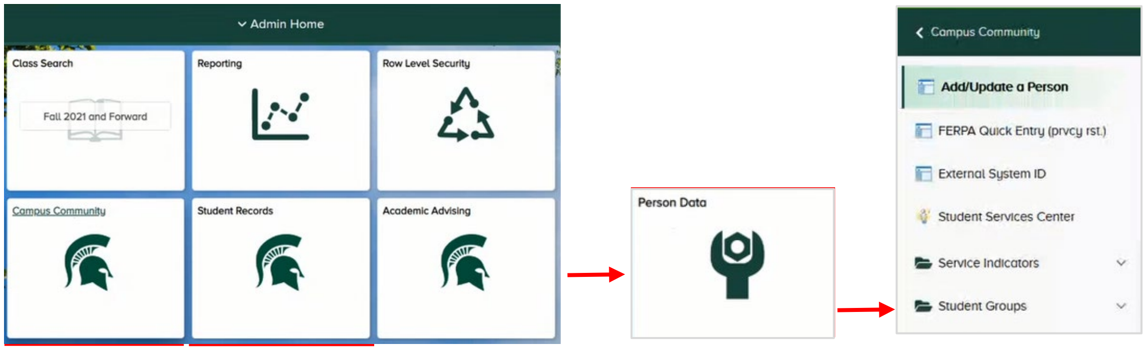


All rows are now visible for this student group and you can see the date it was assigned, as well as the date it was activated.

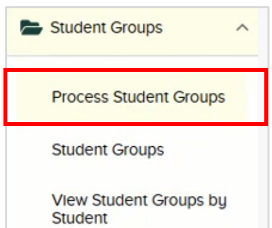


Process Student Groups (Batch)

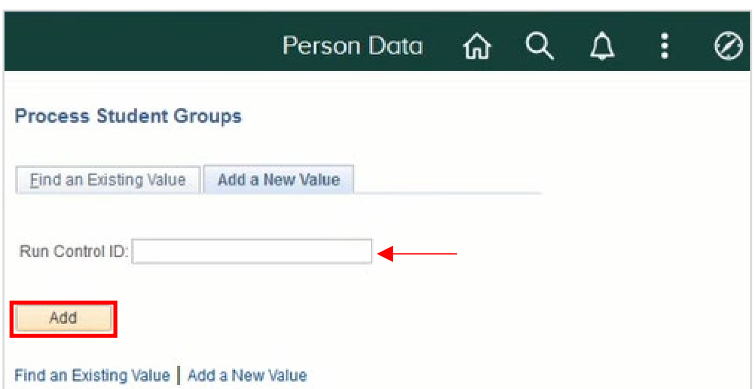
Navigation: Admin Home > Campus Community Tile **or** Student Records Tile > Person Data Tile > Student Groups



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



The **Run Control** page will open**.**



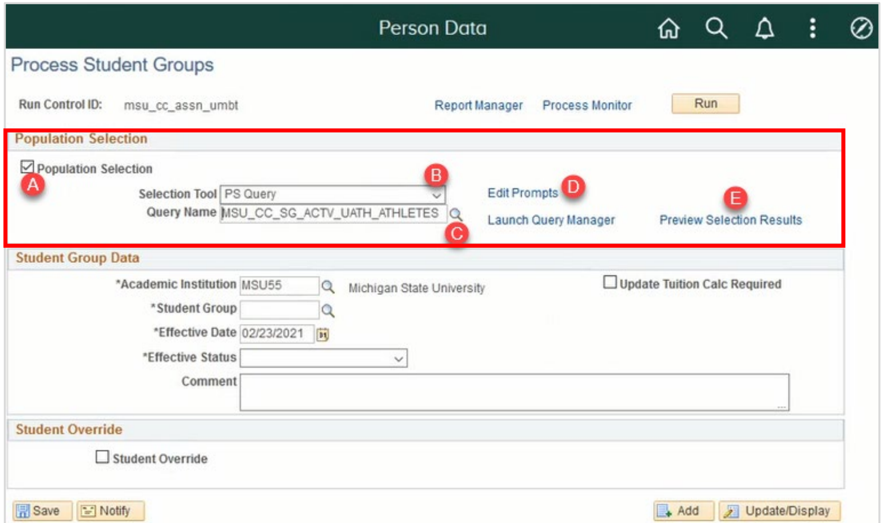
2. On the Add a New Value Tab, enter a **Run Control ID**.
3. Click **Add**.

   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.

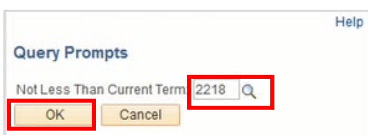


d. **Edit Prompts**: Click the hyperlink to enter a specific term.

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.



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

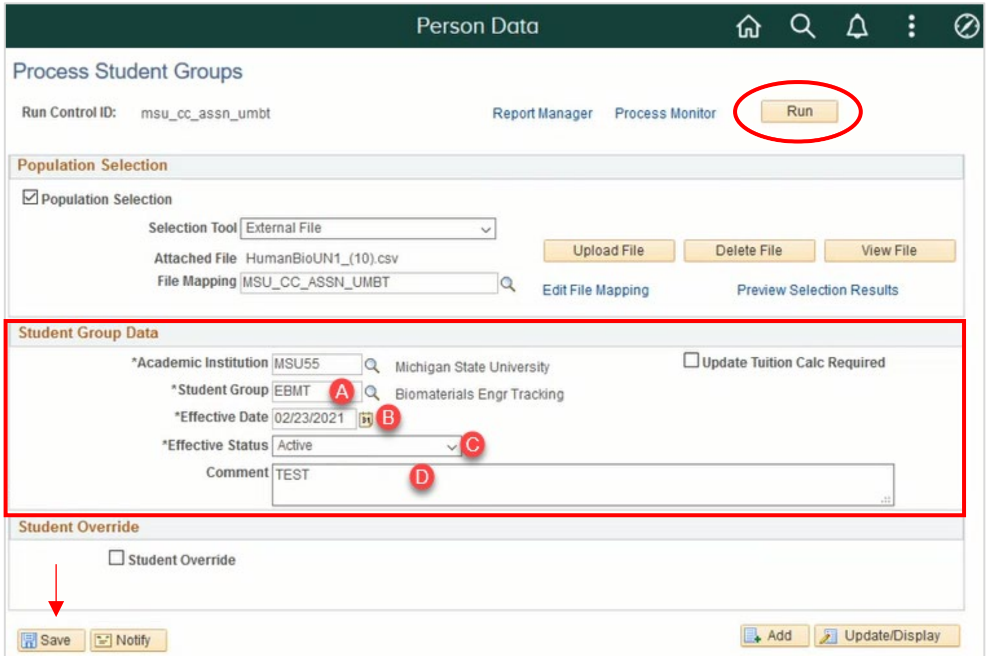
iii. Click **OK**.

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.

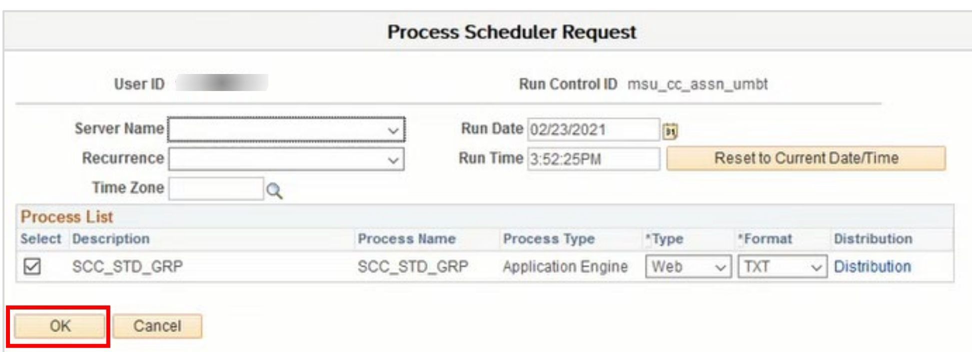


c. **Effective Status**: Click the drop-down and select *Active*.

d. **Comment**: Enter justification.

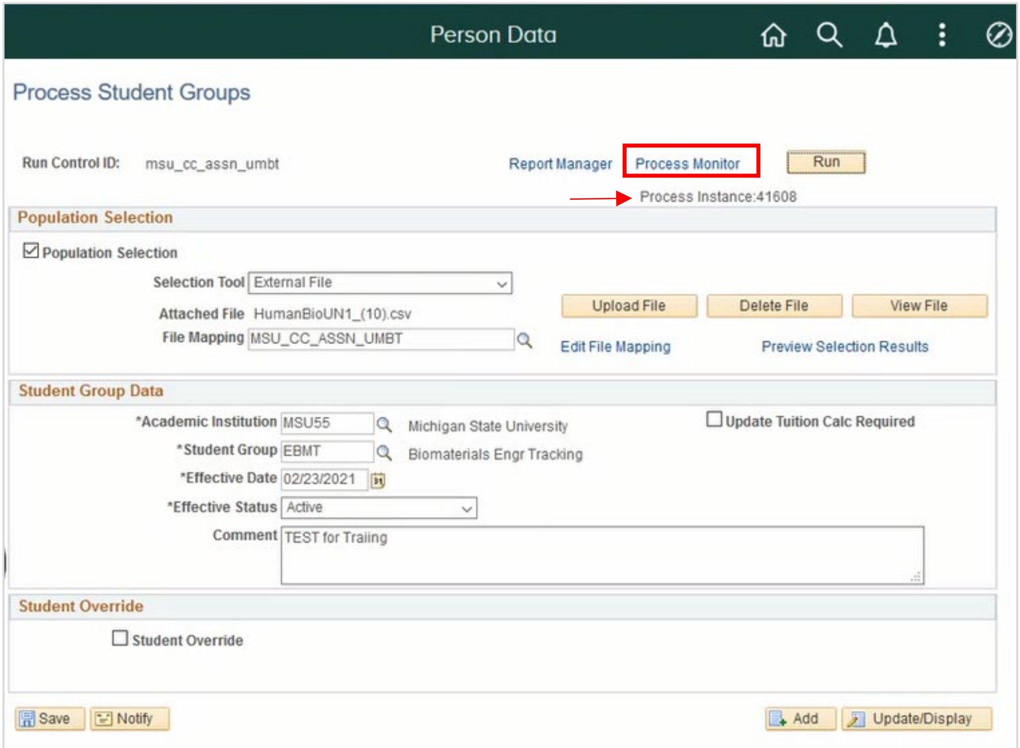
6. Click **Save.**
7. Click the **Run** button at the top of the page.

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



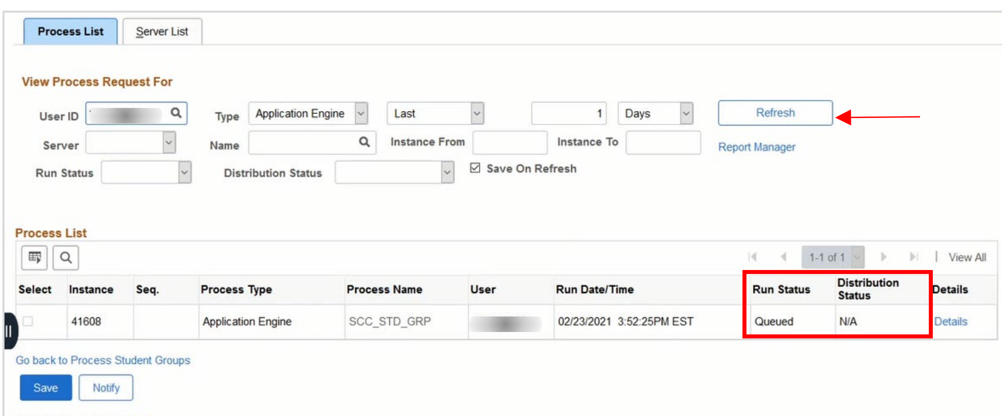
8. Click **OK**.

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

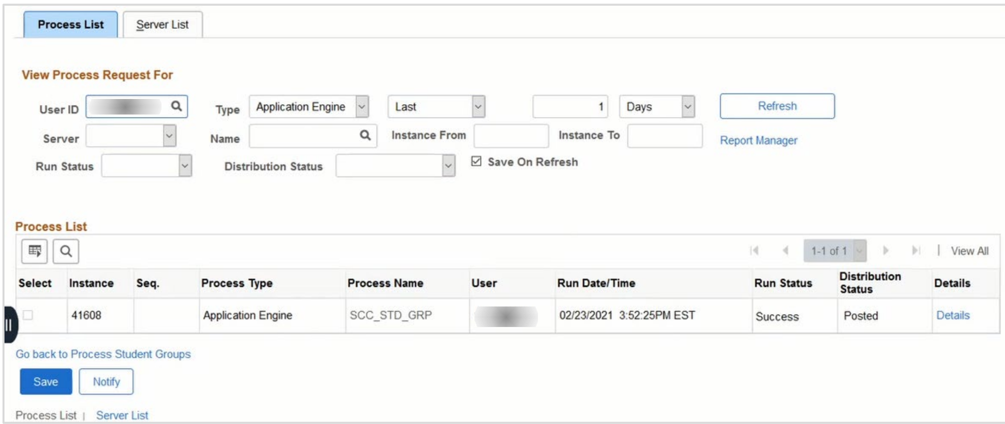


9. Click the **Process Monitor** hyperlink.

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



10. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.



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