

## Step 3 - Create a Student Group

This lesson will show you how to create a student group. Student Groups allow you to classify students by any category of your choosing so you can share access to those students with other users and/or view the site and its reports through the lens of that group.

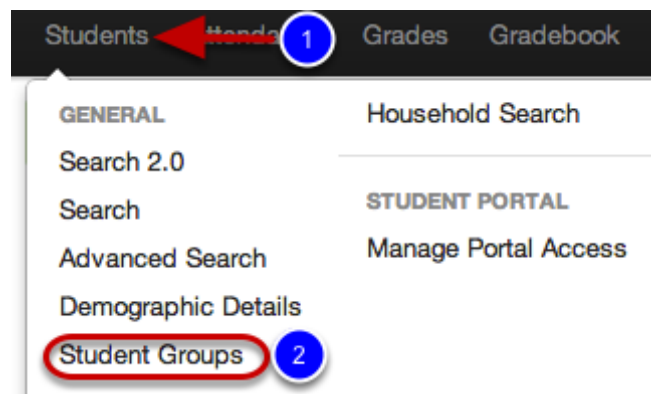
### Why Do I Need Student Groups for Report Cards?

Each report card is assigned to a particular group of students or a **Student Group**. For report card purposes, traditionally each student group is made up of specific students by grade level or program, that are to receive a specific report card. For example, all First Graders are to receive a First Grade Report Card. I need to create a student group called "RC Grade 1". When I create the Report Card Template, I will assign it to student group "RC Grade 1".

#### Special Scenarios:

- When specific groups of students are needed, it is best to create a quick **Custom Report**. In the **Advanced** menu you can create a student group that is linked to the custom report.
- One of the sites has a different Report Card than the rest of the district. They will need a separate Student Group such as "IES Grade 1", because it is only for that site. The group must be created with first grade students and shared to users at the site IES only.
- Illuminate supports supplemental Report Cards (i.e., English Language or Special Education). Because they have a separate report card, they will need to have their own Student Group such as "EL Grade 1".

### Where to Start



1. Click **Students**.
2. Under the **General** section, select **Student Groups**.

# Student Group List Overview

The screenshot shows the 'Student Groups' interface. At the top, there is a 'Student Groups' header with a 'Create Group' button (8). Below the header, a status bar indicates 'Displaying 1 to 14 of 14 (filtered from 138 total entries)'. There are icons for print, PDF, and a 'More...' button (6). A search bar (7) contains the text 'RC'. The main table has columns: Duplicate (1), Group Name (2), Author, Creation Time, Share (4), and Delete? (5). The table lists 14 groups, all created by 'Illuminate, User'. The first group is 'Gradebook Group: Testing Percentages' (created 09-16-2014). The remaining 13 groups are 'RC Grade 1' through 'RC Grade 5', with 'RC Grade 1' having two entries (created 12-23-2014 and 07-28-2014). Each row has a 'Duplicate' icon (3) and a 'Delete?' icon (5). The 'Share' column (4) contains a key icon for each group.

| Duplicate | Group Name                           | Author           | Creation Time | Share | Delete? |
|-----------|--------------------------------------|------------------|---------------|-------|---------|
|           | Gradebook Group: Testing Percentages | Illuminate, User | 09-16-2014    |       |         |
|           | Mark RC Grade 2                      | Illuminate, User | 01-06-2015    |       |         |
|           | RC Grade 1                           | Illuminate, User | 12-23-2014    |       |         |
|           | RC Grade 1                           | Illuminate, User | 07-28-2014    |       |         |
|           | RC Grade 2                           | Illuminate, User | 07-28-2014    |       |         |
|           | RC Grade 3                           | Illuminate, User | 02-27-2015    |       |         |
|           | RC Grade 3                           | Illuminate, User | 07-28-2014    |       |         |
|           | RC Grade 4                           | Illuminate, User | 07-28-2014    |       |         |
|           | RC Grade 5                           | Illuminate, User | 07-28-2014    |       |         |
|           | RC Grade 5                           | Illuminate, User | 02-26-2015    |       |         |

1. Now you will see all student groups you have access to (i.e., student groups you created and/or that have been shared with you).

2. Each **Group Name** will appear in the list. These headers are sortable, meaning you can click on them to sort ascending or descending. If you click on a group name, it will take you to the *Student Group Details* page.

3. Copy or **Duplicate** a student group.

4. **Share** the student group with others if they need access to them.

5. To permanently remove a student group, select **Delete**.

6. Print the student group list at anytime using the **Print Options**.

7. Use the **Search** tool to find student groups quickly.

8. Click **Create Group** if you want to add a new student group to this list.

## Create a Group

Create a Group

1 Group Name RC Grade 1

3 Cancel 2 Create

1. Enter a **Group Name** for your student group. *It is advised for Report Cards to add a "RC" in front of the grade level. That way, the convention suggestions to not tamper with this group because it is tied to report cards.*
2. Click **Create** to create the group. Once created, it will take you to the *Student Group Details* page.
3. Select **Cancel** if you need to stop and not create the group.

## Student Group Details Overview

Student Group Details Group List Summary View Student List **Grade Levels** Programs Reports Sections Students Add Students Share

1 Only currently enrolled students will appear in reports/features that use Student Groups 4

### RC Grade 1

2 Group Name: RC Grade 1 3 Visibility Group?:  Yes  No Save Changes

5 More...

| Source       | Name      |
|--------------|-----------|
| Grade Levels | 1st Grade |
| Programs     |           |
| Reports      |           |
| Sections     |           |
| Students     |           |

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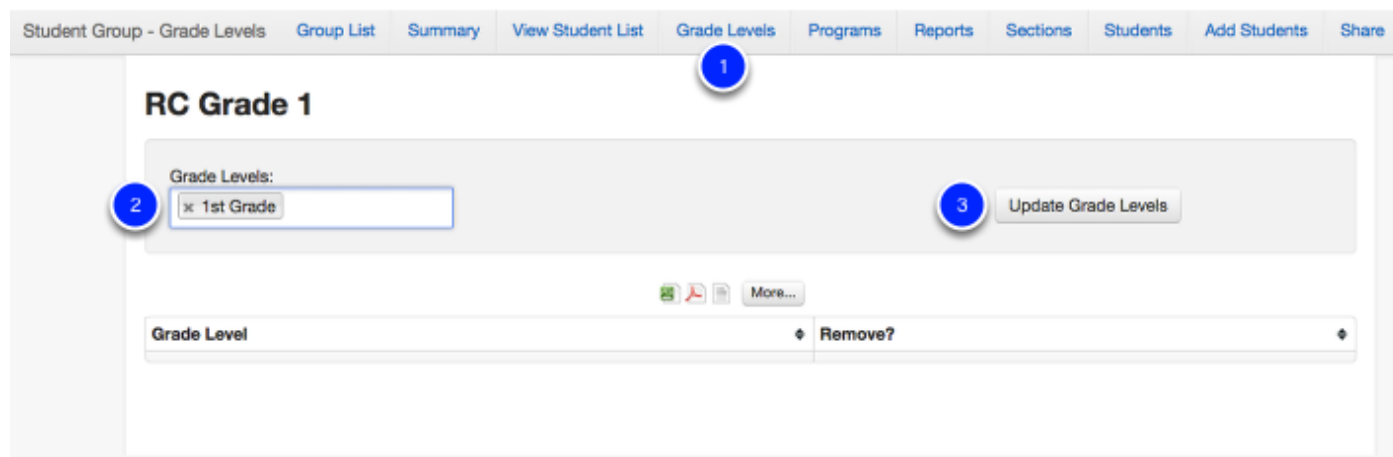
1. To see a list of all student groups created select **Group List**.
2. To edit or change the title, click in the field **Group Name**.
3. For report card based student groups, you **DO NOT** need **Visibility**, or the ability to use this group in reports, control panel, etc. This group is mainly for attaching to a report card.
4. To build or add students for report card purposes, you may use one of three **Data Sources**:

- **Grade Levels** to select all first grade students; most common
- **Programs** to select all students (regardless of grade level) that are English Learners or Special Education; special scenario typically for supplemental report cards
- **Reports** to use a student set from a previously created Custom Report such as "EL Grade 1", to create a group containing only first graders that are English Learners; special scenario for supplemental report cards

5. Use the available **Print Options** at any time to print a list of student groups.

6. The **Summary** shows how the group is created or which students make up the student group.

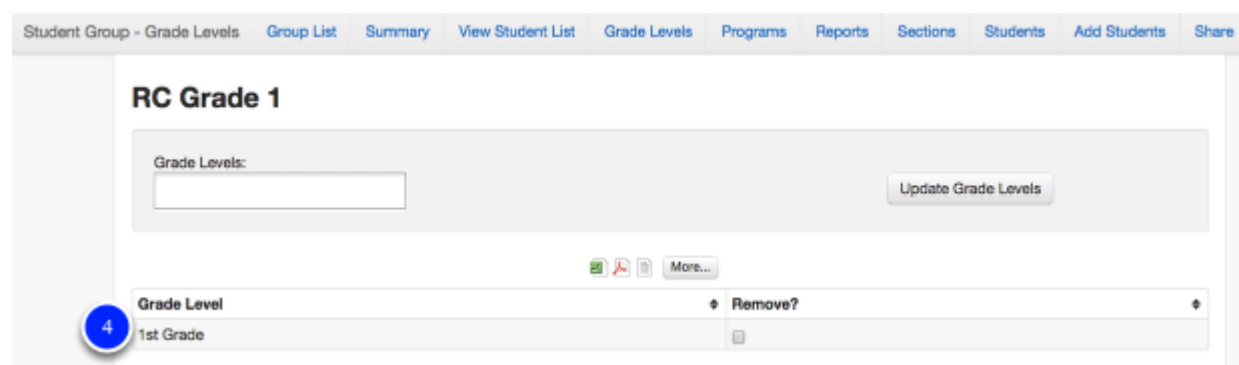
## Add Students by Grade Level



1. Select the data source **Grade Levels**.

2. Select the **Grade Level(s)** for the student group.

3. Select **Update Grade Levels** to save changes.



4. Once saved, the **Summary** will display all grade levels applied to this student group.

That's it! Just repeat the above steps for each group of students that are to receive a report card.

**Note:** Using a combination of data sources will not filter and refine, but add to the student set. For example, if the grade level first grade and program English Learners made up this group, the group would contain ALL first grade students and ALL students who are English Learners, regardless of grade level. If a student group of this kind is needed, **Create a Student Group from a Custom Report**.

# Where Do I See This On the Report Card Setup Process?

Edit Report Card Report Card List Permissions Sort Field Groups Order Cantonese - English - Korean - S

Edit IE Grade 1

Name \* IE Grade 1

Type \* Primary

Site \* Illuminate School Distr

Description

Academic Year \* 2014 - 2015

Session Type \* Normal

Grading Period Num \* 1

Use At Child Sites \* Yes No

Print Group \* IE Grade 1

Field Groups \*  1st Grade Reading (BS)  5th Grade PE (TL)  5th Grade Science (TL)  Art's Sample 2  
 Attended Conference  Bens Field  CM Reading  Demo for Ascend Learning  
 Gr. 3-5 Reading  Gr. 3-5 Reading Copy 1  Gr. 3-5 Reading Copy 2  Gr. 5 Writing  
 Grade 5 (MP)  Grade 5 Reading Trimester 1(KF)  Grade 5 (SD) Mathematics  
 Grade 5 (SD) Reading  IE Attendance  IE Comments (T1, T2)  IE Comments (T3 ONLY)  
 IE GR 4 T1 Comments  IE GR 4 T1 Comments Copy 1  IE Grade 3 Reading  
 IE Grade 3 T1 Comments  IE Language Gr. 1-5  IE Language Gr. 1-5 Copy 1  
 IE Mathematics 1-5  IE Mathematics 1-5 Copy 1  IE Other Subjects  IE Reading Gr. 1-5  
 IE Reading Gr. 4-5  IE Reading Gr. 4-5 Copy 1  IE Science  IE Social Studies  
 IE Speaking & Listening Gr. 1-5  IE Speaking & Listening Gr. 1-5 Copy 1  
 IE Supplemental Services 3-5  IE Supplemental Services 3-5 Copy 1  
 IE Supplemental Services k-2  IE T1 Comments  IE Writing Gr. 1-5  
 IE Writing Gr. 1-5 Copy 1  K: ELD (English Learners Only)  K: English Language Arts  
 K: Lifelong Learning  K: Mathematics  K: Other Content Areas  
 K: Other Content Areas Copy 1  K: RTI / MTSS Support for ELA  
 K: Trimester 1 Comments  K Trimester 2 Comments  K: Trimester 3 Comments  
 Mark RC Grade 2 ELA  RC Test for CCA Denver  SBGB Report Card Test  T1 GH  
 T1\_K\_English Language Arts  Test  Test - Delete

**Student Groups \***  2nd Graders  Gradebook Group: Smple  test delete  Test Central Group  
 2014-2015 Girls Lacrosse Team  My 2nd grade class  3rd Grade at Salem Elementary  
 Chris' Sample Group  CM Test  SDC 2015-16  Imperial Middle 7th Grade EL  
 ELL 9th Grade 2015-16  Imperial Middle 7th Grade  9th Grade Gen Ed  
 Julie's 7th grade gen ed  2nd Grade Sped Student Group  Melissa's 10th grade  
 Spanish 1  Melissa's  Justin's 10th Grade Cluster Group  Elena's 10th Grade Honors

When you get to the step of **Creating Report Cards**, a required field is called **Student Group**. Because student groups have to be assigned to the report card, it must be created beforehand.

## Next Steps

Now that you have completed this step, you are ready for **Step 4 - Create Print Groups**.