

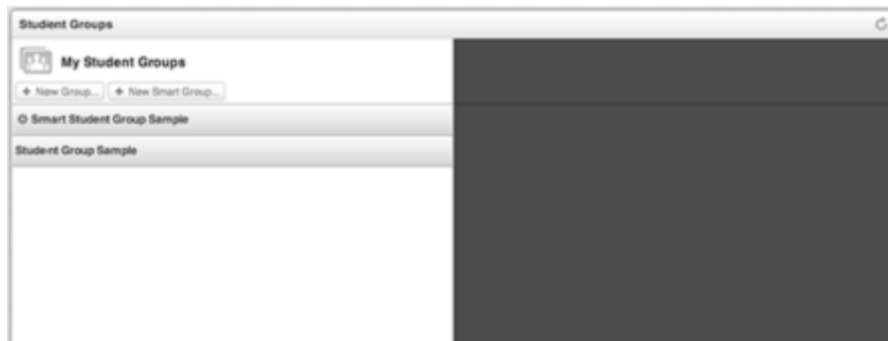
Student Groups

The Student Groups Widget is located on your dashboard. It allows you to completely manage your collection of custom Student Groups. Use it to make new Student Groups or Smart Student Groups. You can directly edit the members of any group, or the properties that make up the criteria for any smart group.


A student group is a fixed set of students and the student data selected will not change.

A Smart student group is dynamic – the dataset will change as the student data changes (i.e. students become inactive in Skyward – they will no longer be on the list of active students in a class that is selected and will not show up in your data when you select this Smart Student Group)

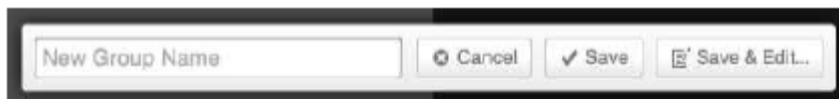
The Student Groups that appear in this widget comprise your own unique collection of Student Groups and are not visible to anyone else. These groups can be accessed anywhere you see a "My Student Groups" list in Homeroom.





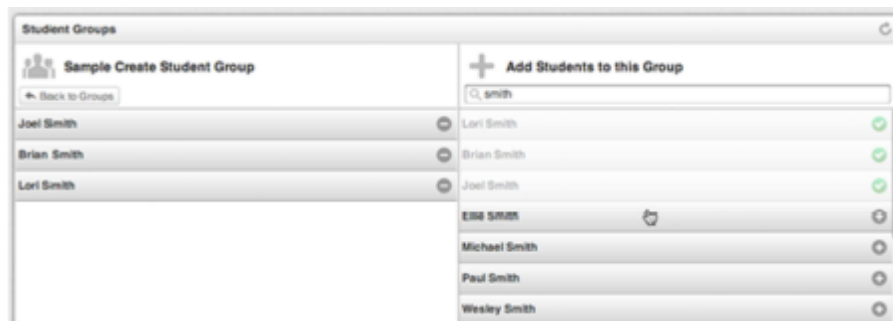
Create a New Student Group

To create a group by searching for students by name, click the "New Group..." button 

Give your group a name and either click "Save"  or "Save & Edit..."  to save your new group.




If you chose to "Save and Edit..." you'll be taken to the student search form, where you can search for students by name, and add them manually to your group by selecting them . When you are finished adding students, choose "Back to Groups"  to return to your list of groups.



Note: If a student that you selected does not show up in the group, then you do not have permissions to view that student's data. Please see Roles & Permissions for more information.

Edit a Student Group

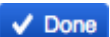
From the list of My Student Groups, choose a Student Group.

To edit the selected group, choose "Edit this Group..." . In edit mode you'll be able to rename the group, remove students from the group, reorder the students in the group, or delete the group.

To remove students, choose the "minus" button  on any student row.

To reorder students, drag the handle  on the left side of any student row.

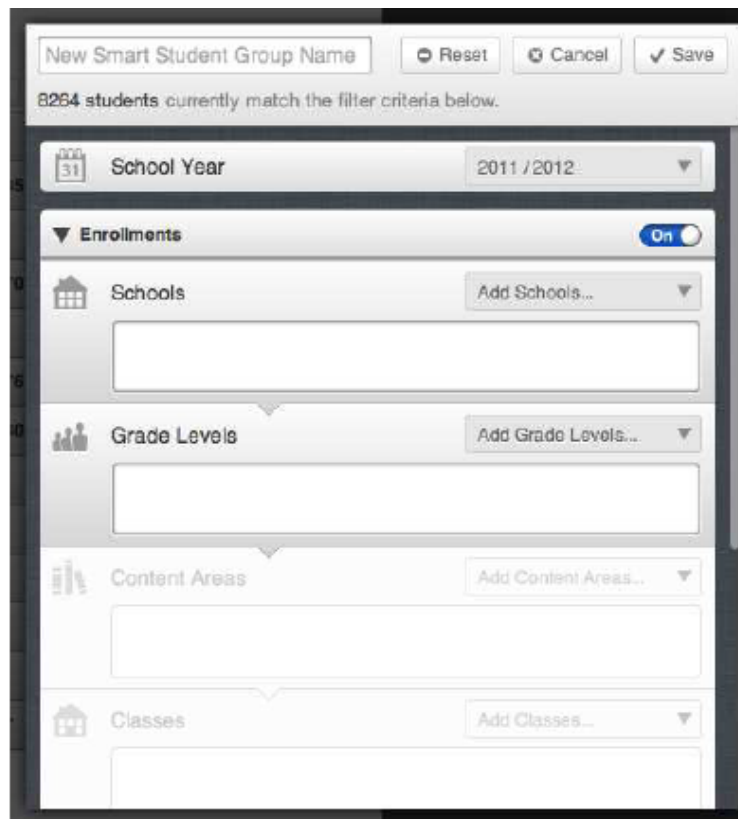
To delete the group, choose "Delete this Group..."  and confirm .

Choose "Done"  when you are finished making changes to your group.

Create a New Smart Student Group

Smart Student Groups contain students who match a set of data filters. Choose "New Smart Group..."

[+ New Smart Group...](#) to define your filter criteria and save your Smart Student Group.



You can filter on:

- School Year
- Enrollments
- Assessments
- Additional Services

Note: The School Year filter is mandatory, but any of the other filter groups can be turned off.

Filter Groups

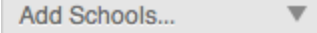
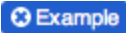
Filter Groups can be toggled by the "On/Off" switch On / Off in the upper right. If a Filter Group is Off Off, none of its filters will be included in the definition of the Smart Student Group.

Within some filter groups, certain filters can affect the available choices in subsidiary filters.


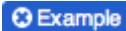
Filter Group - Enrollments

Enrollments have four filters:

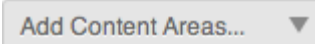
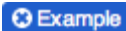
- **Schools**

Add Schools by choosing them from the "Add Schools..." menu . You can add multiple Schools, and you can remove a School by clicking its "X" icon .

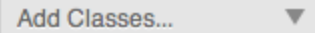

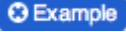
- **Grade Levels**

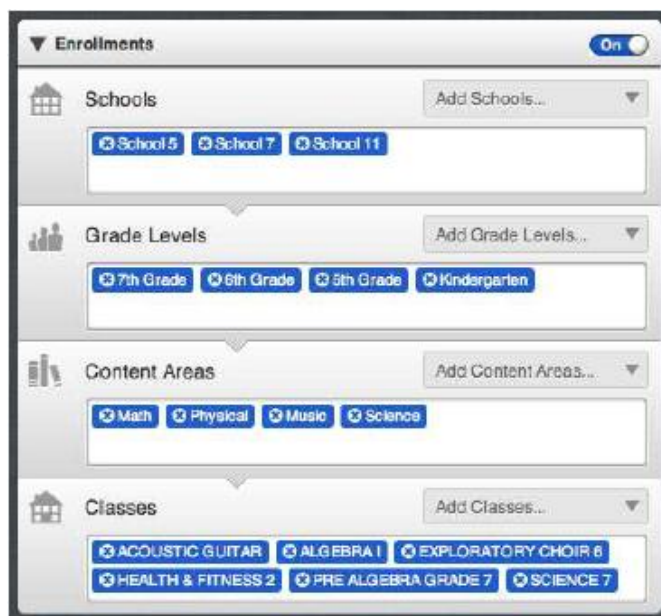
Add Grade Levels by choosing them from the "Add Grade Levels..." menu . If you selected a School, then only the Grade Levels for that School are shown. You can add multiple Grade Levels, and remove a Grade Level by clicking its "X" icon .

- **Content Areas**

Add Content Areas by choosing them from the "Add Content Areas..." menu . Only content areas that match the criteria supplied above are available. You can add multiple Content Areas, and remove any Content Area by clicking its "X" icon .

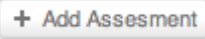
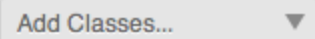


- **Classes**

Add Classes by clicking "Add Classes..." . A filter list will appear displaying all of the available Classes that match the criteria already supplied. Type in the "Filter" field  to find the Class you want to add, and select it to add it to the list. You can add multiple Classes, and remove any Classes by clicking its "X" icon .





Filter Group - Assessments


Multiple Assessments can be added as filters. Each Assessment has a performance level selector.

Choose "Add Assessment"  to choose an Assessment using the Assessment Chooser  that appears. In the Assessment Chooser, to find the Assessment you're looking for, search by name using the Filter Assessments field , or click the arrow  in the right of the field to filter by Assessment Family, Level, or Subject.

After selecting an Assessment, select the Performance Level that you want to filter by



Use the MATCH: "All" switch  to find students that took all of the selected Assessments and scored at the selected Performance Level, or use the MATCH: "Any" switch  to find students that took at least one of the selected Assessments at the selected Performance Level.

To remove an Assessment, click the "X" Icon  on the left of any Assessment filter row.

Note: The School Year Filter Group does not apply to Assessments - your group will contain students that took the selected test(s) in any year, not just the selected School Year.



Filter Group - Additional Services

Multiple Services can be added as filters.

Choose "Add Service" to choose a Service using the filter list that appears. Find the Service you're looking for by searching by name using the Filter Services field .

Use the Active, Inactive, or Both toggle to select whether your group should contain just students for whom this service is currently active, students for whom this service is currently inactive, or students for whom this service is either active or inactive.

Use the MATCH: "All" switch All to find students that have all of the selected Services, or use the MATCH: "Any" switch Any to find students that have at least one of the selected Services.

To remove a Service, click the "X" Icon on the left of any Service filter row.



Edit a Smart Student Group

From the list of My Student Groups, choose a Smart Student Group (indicated by a gear icon .

To delete the group, choose "Delete this Group..." and confirm .

To edit the selected group, choose "Edit this Group..." . The filter criteria that make up the selected smart group is pre-populated into the Smart Student Group Creator. For more information on editing each of the Filter Groups, see above under Create a New Smart Student Group.