



## How to Create and Manage Student Groups

If you would like to create a grouping of students based on certain criteria or filters, you can do this a few different ways:

- Manually Selecting Students
- Filtering from Explorer Reports
- Drilling down from a colored Graphical representation

### Manually Selecting Students

To manually select students to make a group, you will need to first view the list of students in an Explorer report. In this case, you can use the Student Demographics Report. Simply click the checkbox next to the students' name that you would like to add, and click the floppy disk icon on the top right to save the group.

Student	Grade Enrolled	Special Ed Evaluation	Special Ed Disability	Gender	Ethnicity	ELL	Home Language	State Aid Category	Free & Red
<input type="checkbox"/> Aaland, Ian	08	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for Fre
<input type="checkbox"/> Aaland, Lexie	12	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input type="checkbox"/> Aaland, Lisa	03	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input checked="" type="checkbox"/> Aaland, Raymond	11	Evaluated - Receiving services	Specific learning disabilities	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for Fre
<input type="checkbox"/> Aaland, Tristen	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input checked="" type="checkbox"/> Aaland, Farrah	K	Regular Education	No IEP, non-disabled student	Female	Black	No	English	Non resident student enrolled	0 Ineligible/Has
<input type="checkbox"/> Aaland, Kyler	08	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has

You will then be prompted to either add the students to an existing group, or create a new one. When you have chosen the existing group or created a name for a new group, hit save and your new group will be created!

**Add Selected Students to a Group**

Existing:

-OR-

New:

# Filtering from Explorer Reports

When you are in a student explorer report such as the Student Demographics Explorer, you will notice a funnel icon on the top of the columns. If you click that, you will be given the option to filter the list of students down to that specific category. In this case, we filtered the list to only 3<sup>rd</sup> and 4<sup>th</sup> grade students.

Student Demographics Explorer  
Demo District, 2017 - 2018  
Status: Active Students Only

Rows/Page: 50      < 1 2 3 4 5 ... 21 ... 38 39 40 41 42 >      1-50 of 2082 Rows

Student	Grade Enrolled	Special Ed Evaluation	Special Ed Disability	Gender	Ethnicity	ELL	Home Language	State Aid Category	Free & Red
<input type="checkbox"/> Aaland, Ian	No Filter	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for Fre
<input type="checkbox"/> Aaland, Lexie	01	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input type="checkbox"/> Aaland, Lisa	02	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input checked="" type="checkbox"/> Aaland, Raymond	03	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for Fre
<input checked="" type="checkbox"/> Aaland, Tristen	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input type="checkbox"/> Aandal, Farrah	05	Regular Education	No IEP, non-disabled student	Female	Black	No	English	Non resident student enrolled	0 Ineligible/Has
<input type="checkbox"/> Aandal, Kyler	06	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input type="checkbox"/> Aandal, Madison	07	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/Has
<input type="checkbox"/> Aandal, Zachery	08	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for Fre

When you have selected your filter, the list will be reduced and the icon in the top of that column will turn green, indicating that the filter has been applied.



You can then click the checkbox on the top left of the table, which will automatically select all the students in this filter. Once your students are selected, click the floppy disk button on the top right to save this group.

Student Demographics Explorer  
Demo District, 2017 - 2018  
Status: Active Students Only

Rows/Page: 50      < 1 2 3 4 5 6 7 >      1-50 of 318 Rows

Student	Grade Enrolled	Special Ed Evaluation	Special Ed Disability	Gender	Ethnicity	ELL	Home Language	State Aid Category	Free & F
<input checked="" type="checkbox"/> Aaland, Lisa	03	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Aaland, Tristen	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Adelman, Ashleigh	03	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Adelman, Gillian	03	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	2 Eligible for
<input checked="" type="checkbox"/> Adelman, Jaxon	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	2 Eligible for
<input checked="" type="checkbox"/> Alten, Greta	04	Evaluated - Receiving services	Specific learning disabilities	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Alten, Soren	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Amundson, Philip	04	Regular Education	No IEP, non-disabled student	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Anderson, Jaclyn	03	Regular Education	No IEP, non-disabled student	Female	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Ario, Tristan	04	Regular Education	No IEP, non-disabled student	Female	Black	No	English	Resident enrolled in res. dist	2 Eligible for
<input checked="" type="checkbox"/> Asp, Heath	04	Evaluated - Receiving services	Specific learning disabilities	Male	White	No	English	Resident enrolled in res. dist	0 Ineligible/H
<input checked="" type="checkbox"/> Baker, Peyton	04	Evaluated - Receiving services	Hearing impaired	Female	White	No	English	Resident enrolled in res. dist	2 Eligible for

You will then be prompted to either add the students to an existing group, or create a new one. When you have chosen the existing group or created a name for a new group, hit save and your new group will be created!

**Add Selected Students to a Group**

Existing:

-OR-

New:

## Drilling Down from a colored graphical representation.

When you are viewing a graphical report, you can click on any colored portion of that graph to drill down to an explorer table view of that group of students. You can then use one of the two methods described above to create a group from these students.

### Demographic Breakdown

Demo District, 2017 - 2018

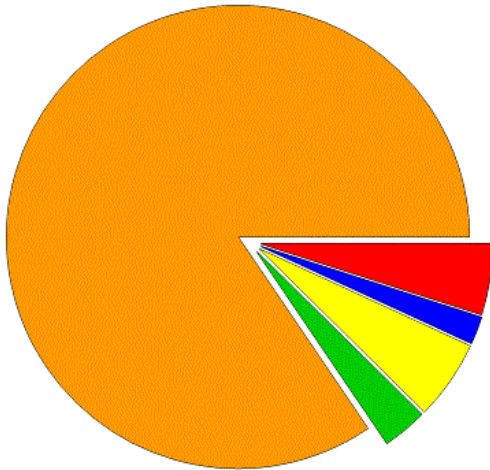
Status: Active Students Only



Demographic:

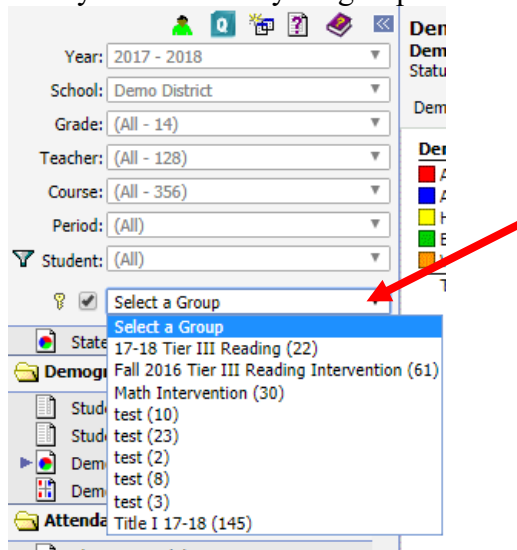
#### Demographic Breakdown


American Indian	103	4.9%
Asian/Pacific Islander	40	1.9%
Hispanic	115	5.5%
Black	65	3.1%
White	1,759	84.5%
Total	2,082	100.0%

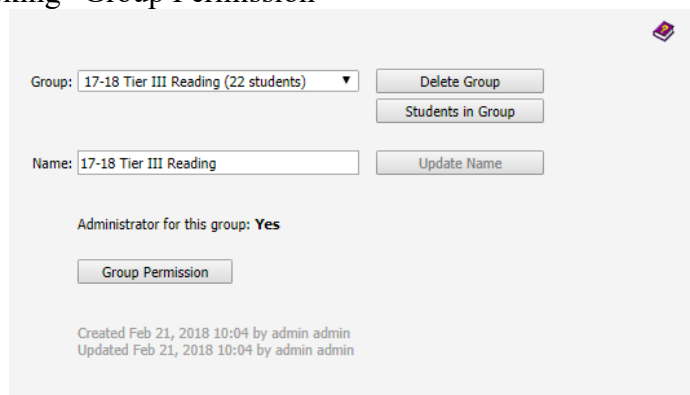


# Managing Student Groups

Once you have created your student group, you can select it by first clicking the check box next to the dropdown labeled “Select a Group” on the top left. Then you will select your group from the dropdown list.



To manage the group, click the  Icon next to the “Select a Group” dropdown. You will then have the option to delete that group, view the students in that group, or change the name. You can also allow another user to view the group you have created by clicking “Group Permission”



When you click “Group Permission”, you will be given a list of other users on your Viewpoint site. Select the user you want to view the group, and click “Add”. They will then be able to view the group, but not modify or delete it. Only the groups creator can modify or delete.

