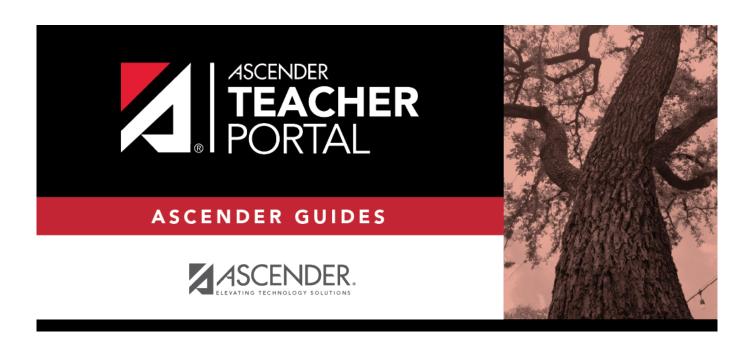
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Manage Student Groups

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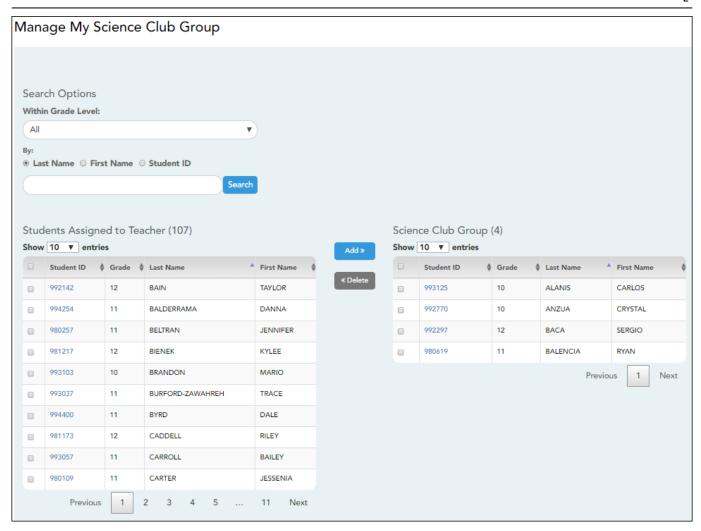
Settings > Manage Student Groups

This page allows you to create and maintain groups of students for reporting purposes. The student groups can be campus-wide and are not limited to a particular course-section. Special group reports are available to provide data for the student groups.

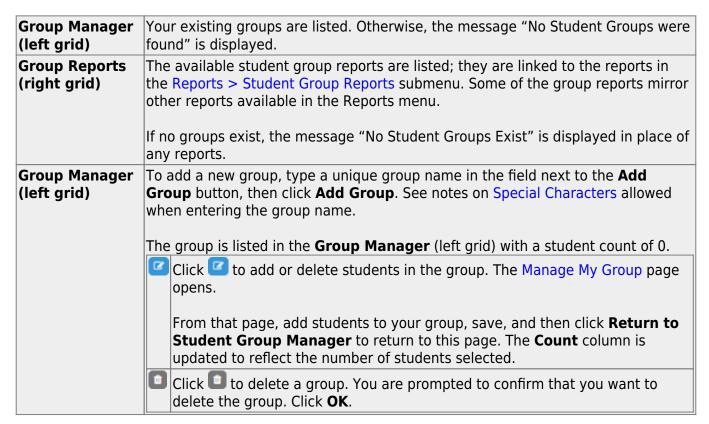
Teachers are given access by administrators to create student groups as follows:

- **No access:** (Teacher cannot create student groups.) If you do not have access, the Student Group Manager page is not listed in the menu.
- **Course-wide access:** (Teacher can create student groups that include only students enrolled in your courses.)
- **Campus-wide access:** (Teacher can create student groups that include any students at the campus.) If you do not have this access, an administrative user (impersonating you as the teacher) can create groups for you. Groups can only be created for teachers who have a TeacherPortal account.

Users can run group reports for their own groups, regardless of who created the group.



Create a group:



Group Reports (left grid)

Click a report title to run the report for a student group:

- The group Admin Student Grades page allows you to run the Admin Student Grades report for a student group.
- The Attendance Summary report generates a summary report of student attendance for a specified student group.
- The Student Grades Report (and UIL Eligibility) Report lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.

Copy a group to another instructor:

This is only available for administrative users.

☐ Click **Copy groups to another teacher** to copy a teacher's student groups to another teacher.

The Copy Student Groups page opens.