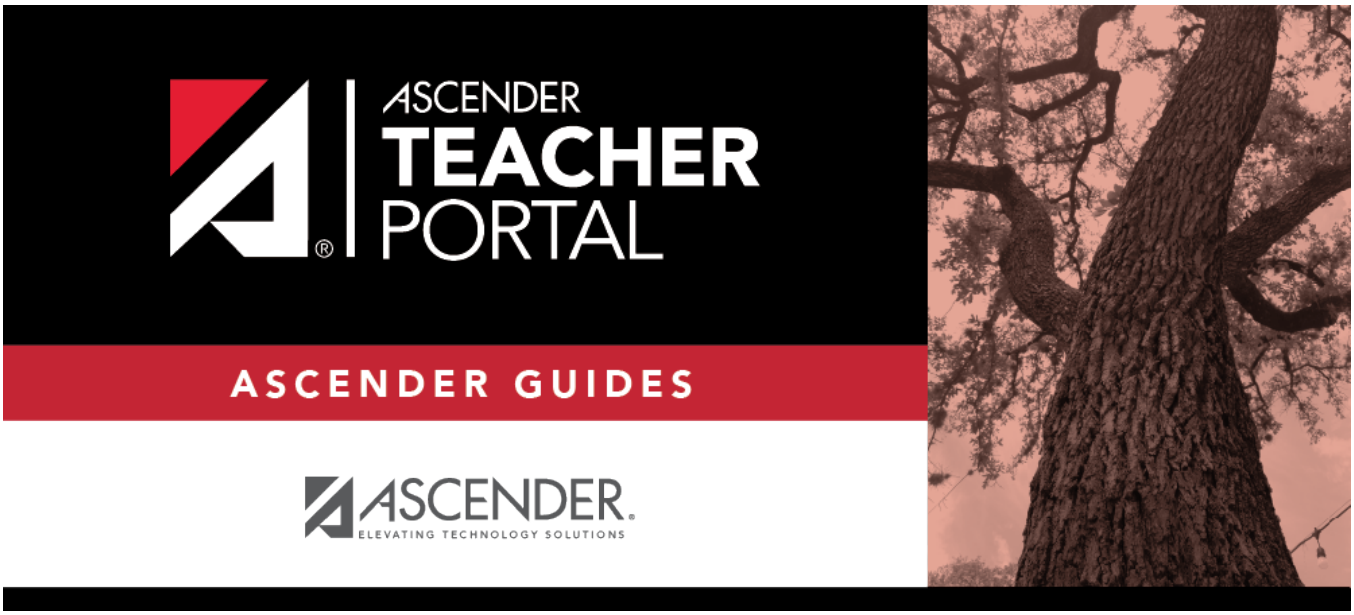

Manage Student Groups

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Manage Student Groups

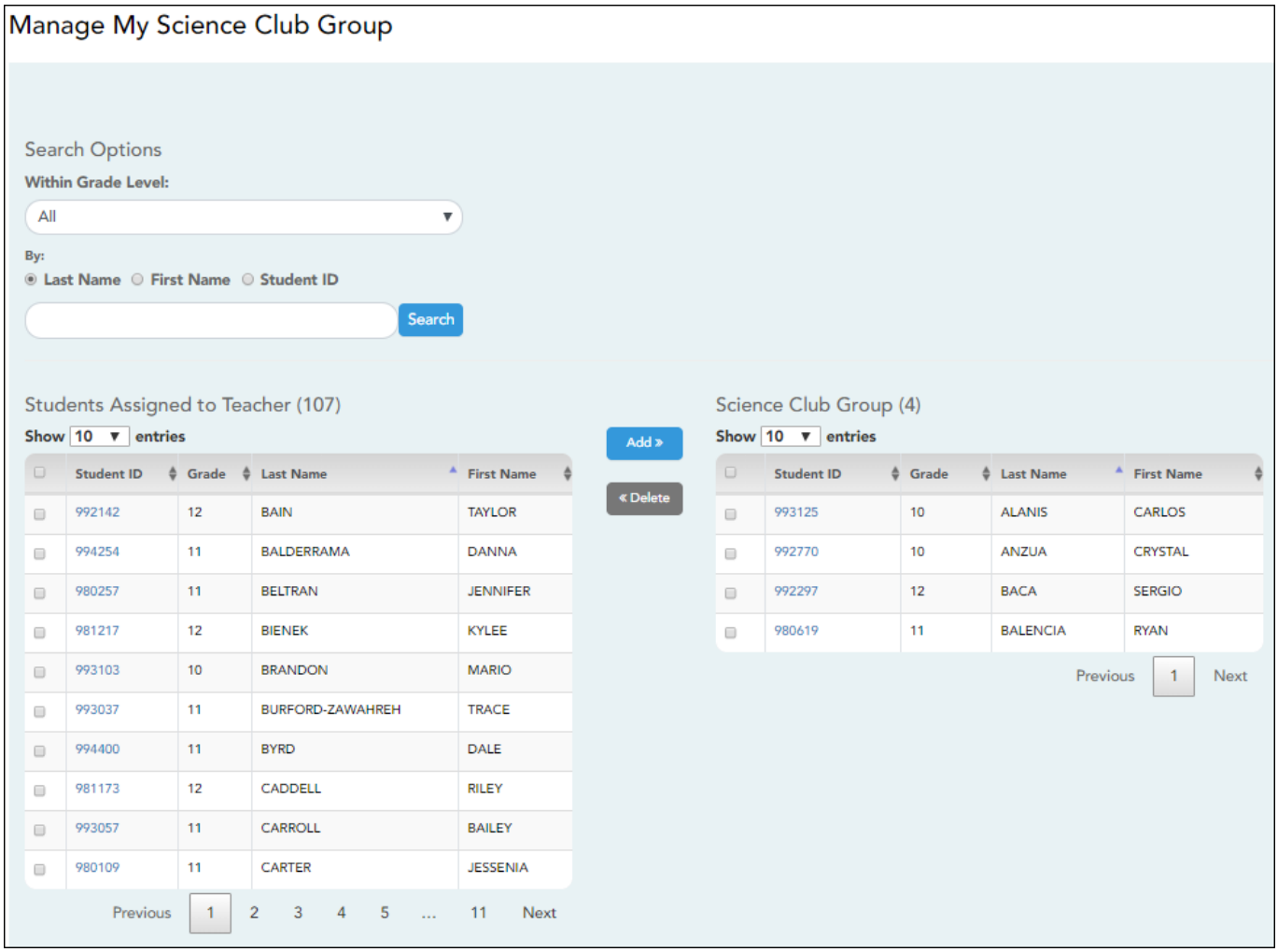
Settings > Manage Student Groups

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 Manager (left grid)	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
Group Reports (right grid)	
Group Manager (left grid)	To add a new group, type a unique group name in the field next to the **Add Group** button, then click **Add Group**. See notes on Special Characters allowed when entering the group name. The group is listed in the **Group Manager** (left grid) with a student count of 0.

	Click to add or delete students in the group. The Manage My Group page opens. From that page, add students to your group, save, and then click **Return to Student Group Manager** to return to this page. The **Count** column is updated to reflect the number of students selected.
	Click to delete a group. You are prompted to confirm that you want to delete the group. Click **OK**.

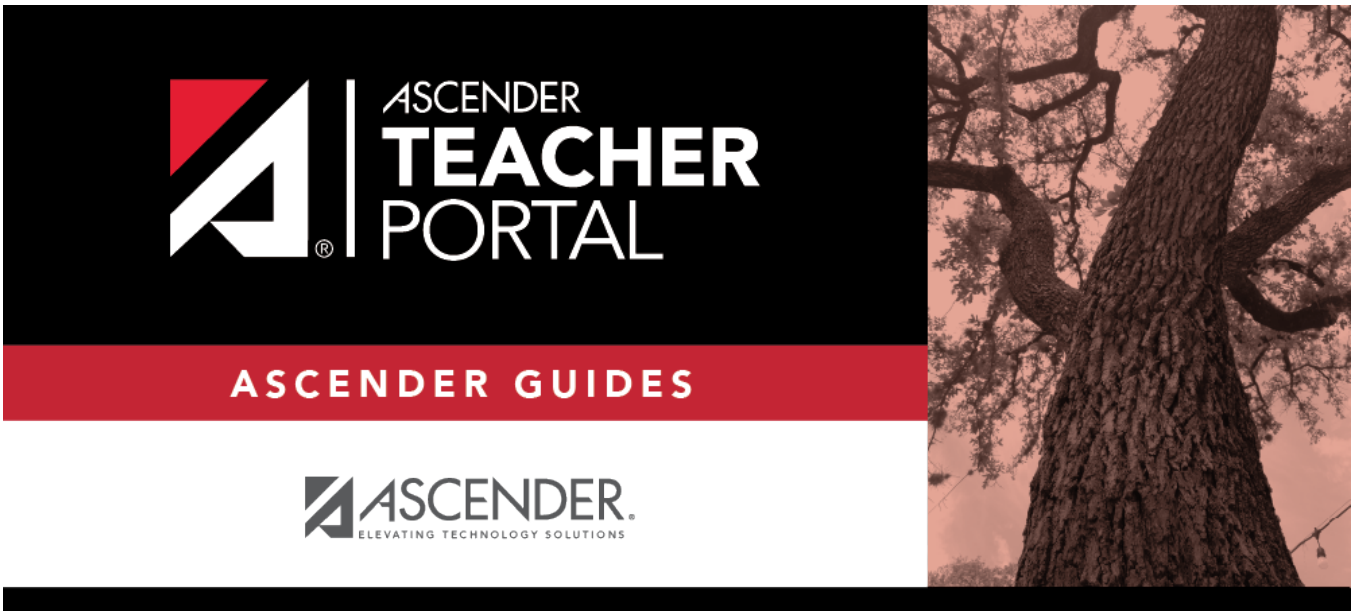
Group Reports (left grid)	Click a report title to run the report for a student group: • The group Admin Student Grades page allows you to run the Admin Student Grades report for a student group. • The Attendance Summary report generates a summary report of student attendance for a specified student group. • 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.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