



## 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.

## Manage My Science Club Group

### Search Options

#### Within Grade Level:

All

By:

Last Name  First Name  Student ID

Search

### Students Assigned to Teacher (107)

Show 10 ▾ entries

<input type="checkbox"/>	Student ID	Grade	Last Name	First Name
<input type="checkbox"/>	992142	12	BAIN	TAYLOR
<input type="checkbox"/>	994254	11	BALDERRAMA	DANNA
<input type="checkbox"/>	980257	11	BELTRAN	JENNIFER
<input type="checkbox"/>	981217	12	BIENEK	KYLEE
<input type="checkbox"/>	993103	10	BRANDON	MARIO
<input type="checkbox"/>	993037	11	BURFORD-ZAWAHREH	TRACE
<input type="checkbox"/>	994400	11	BYRD	DALE
<input type="checkbox"/>	981173	12	CADDELL	RILEY
<input type="checkbox"/>	993057	11	CARROLL	BAILEY
<input type="checkbox"/>	980109	11	CARTER	JESSENI

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### Science Club Group (4)

Show 10 ▾ entries

<input type="checkbox"/>	Student ID	Grade	Last Name	First Name
<input type="checkbox"/>	993125	10	ALANIS	CARLOS
<input type="checkbox"/>	992770	10	ANZUA	CRYSTAL
<input type="checkbox"/>	992297	12	BACA	SERGIO
<input type="checkbox"/>	980619	11	BALENCIA	RYAN

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## Create a group:

<b>Group Manager (left grid)</b>	Your existing groups are listed. Otherwise, the message "No Student Groups were found" is displayed.						
<b>Group Reports (right grid)</b>	<p>The available student group reports are listed; they are linked to the reports in the <a href="#">Reports &gt; Student Group Reports</a> menu. Some of the group reports mirror other reports available in the Reports menu.</p> <p>If no groups exist, the message "No Student Groups Exist" is displayed in place of any reports.</p>						
<b>Group Manager (left grid)</b>	<p>To add a new group, type a unique group name in the field next to the <b>Add Group</b> button, then click <b>Add Group</b>. See notes on <a href="#">Special Characters</a> allowed when entering the group name.</p> <p>The group is listed in the <b>Group Manager</b> (left grid) with a student count of 0.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15px; text-align: center;"><input checked="" type="checkbox"/></td> <td>Click <input checked="" type="checkbox"/> to add or delete students in the group. The <a href="#">Manage My Group</a> page opens.</td> </tr> <tr> <td style="width: 15px; text-align: center;"><input type="checkbox"/></td> <td>From that page, add students to your group, save, and then click <b>Return to Student Group Manager</b> to return to this page. The <b>Count</b> column is updated to reflect the number of students selected.</td> </tr> <tr> <td style="width: 15px; text-align: center;"><input type="checkbox"/></td> <td>Click <input type="checkbox"/> to delete a group. You are prompted to confirm that you want to delete the group. Click <b>OK</b>.</td> </tr> </table>	<input checked="" type="checkbox"/>	Click <input checked="" type="checkbox"/> to add or delete students in the group. The <a href="#">Manage My Group</a> page opens.	<input type="checkbox"/>	From that page, add students to your group, save, and then click <b>Return to Student Group Manager</b> to return to this page. The <b>Count</b> column is updated to reflect the number of students selected.	<input type="checkbox"/>	Click <input type="checkbox"/> to delete a group. You are prompted to confirm that you want to delete the group. Click <b>OK</b> .
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<input type="checkbox"/>	From that page, add students to your group, save, and then click <b>Return to Student Group Manager</b> to return to this page. The <b>Count</b> column is updated to reflect the number of students selected.						
<input type="checkbox"/>	Click <input type="checkbox"/> to delete a group. You are prompted to confirm that you want to delete the group. Click <b>OK</b> .						

<b>Group Reports (left grid)</b>	Click a report title to run the report for a student group: <ul style="list-style-type: none"><li>• The group <a href="#">Admin Student Grades</a> page allows you to run the Admin Student Grades report for a student group.</li><li>• The <a href="#">Attendance Summary</a> report generates a summary report of student attendance for a specified student group.</li><li>• The <a href="#">Student Grades Report (and UIL Eligibility) Report</a> 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.</li></ul>
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## **Copy a group to another teacher:**

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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