Create and View Student Groups Quick Reference Card

Create and View Student Groups

In the Schoolnet Classroom module you can create a student group to track a subset of the students you teach. You can update membership of each group as needed. When you view a Student Analysis spreadsheet you can filter the students who appear to only students in your group. Only you see the groups you create.

For information about defining student sets for school and district reporting, see *Define and Save a Student Set Quick Reference Card*.

Creating Student Groups

Create student groups in several locations in the Classrooms module:

- Student Performance reports
  - Student mastery groupings in Standards Mastery reports
  - Skills Analysis
  - Item Analysis
  - Student List tab
  - Student Analysis spreadsheet
- Student Groups – Add students from existing groups to new groups
- Standards Performance Dashboard

Selecting Students to Add to a Group

On the Student List tab, create a group of students from one or multiple sections. Use this method if you already know who should be in the group and you don't need assessment scores for reference. The method for creating a group from other report types is very similar to this procedure.

To create a student group:

1. Click **Classroom** in the navigation sidebar
2. From the Section Chooser menu, select a section

   If you teach multiple periods of the same class, you can view all sections at once.

3. Click the Student List tab

4. Check the boxes for the students you want to include in the group

5. Below the student names, from the Add Group menu, select **New Group** and click **Go**

   In some reports, this link is above the list of student names.

6. In the Group Name field, enter a name for the group
7. Add details about the group as needed
8. Scroll down and click **Save**

   Note: To align the group with standards, click **Save and Edit Group** instead.

9. Once the group is created, you can add students from the same or other sections at any time by selecting students and picking the group name instead of 'New Group'

Accessing, Editing and Deleting a Student Group

After creating a student group, edit the group details or membership as needed.

To access a group:

1. From to the Classroom menu, select **Student Groups**
2. For the View By option, select **Group Name**
3. Click a group title to access details
4. On the Student Group Details page, use the links to change details, remove students, and add or edit comments

   Scroll down and click **Back to Previous Page** when you complete your changes

Filtering a Student Analysis Spreadsheet with a Student Group

Use a student group as a filter for any student analysis spreadsheet. If no published report is available, ask a report manager to add one or refer to *View Class by Student Across Columns of Data Quick Reference Card*.

To use an existing column set:

1. Click **Classroom** in the navigation sidebar
2. If not already selected, choose a class in the Section Chooser
3. Click the Student Analysis tab
4. Check **Run Report Using Student Group** and from the menu, select your student group

5. Click the title of a report

In the spreadsheet you can:

- Filters for each column (filter type varies by the data type)
- Show in full screen mode
- Hide columns
- Pin columns to the left from the column menu
- Click on a column title to sort

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