Student Group Manager: Creating a New Student Group

Introduction to Creating Student Groups

When you select the Create New Group, you begin on the Details page.

Details Tab
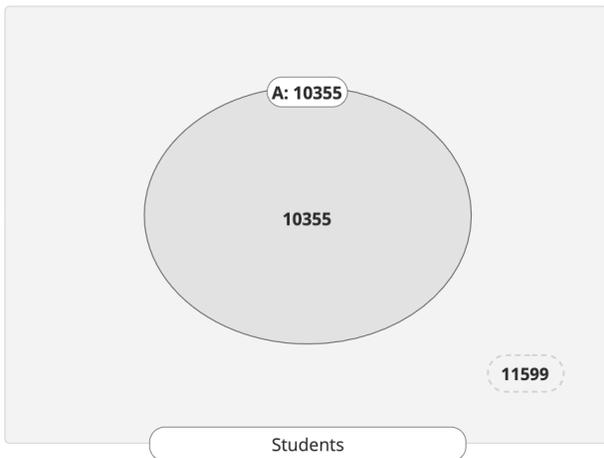
The Details page looks like this:

- The Name and Description fields are self-explanatory.

- Basic Filters are similar to the normal Student Group filters, but they apply beforehand and define the base group of students that the other filters will use.

- Domain Label is the label that will appear on the Filters tab in reference to the entire set of students being filtered.

- Updates Nightly is the selection that tells your student group to update every night, or only when you manually update it.

- Is Active is the selection that allows your group to be used in applications. Most of the time you will want to select yes.
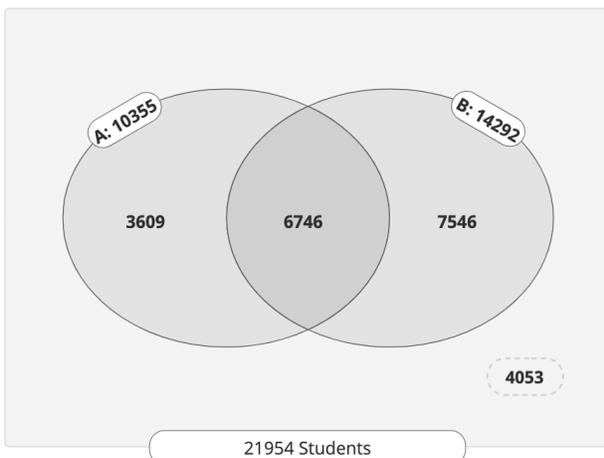
Filters Tab

After you are done with the Details tab, you can move on to the Filters tab. (When changing tabs the application will ask you to save the group to ensure no changes are lost).

⊕ Add Filter ▾

The Filters Tab will start out mostly empty until you click the Add Filter Button. The Add Filter button will bring up a menu of filter types for you to choose from, and then the filter type will give you more detailed filter options.

After you finish adding a filter to the group you will see a Venn Diagram show up on the page that represents your filter. In the example, The filter included 10355 students and excluded 11599 students. As you add filters the Venn Diagram will grow to include each of your filters, and provide you with a number for each filter intersection.

The above image shows what the Diagram looks like after adding a second filter. Each time you change the filters the Diagram will go blank until you click the Recalculate button so the program can re-sort the students according to your new filters.

If you click on an area of the Venn Diagram that area will be highlighted in blue. Only highlighted sections contribute to the list of students that make up your Student Group. It is important to remember that no student list will be generated for your group if no Diagram sections are highlighted. Additionally you may select multiple areas to contribute to your student list, even the outside area of students that are excluded by all filters. To view your student list, go to the Members tab.

The Diagram may also be viewed as a table by selecting the option Table instead of Venn. If you select that view option, this is what the diagram will look like:

Filter: A ⊕ 10355	Filter: B ⊕ 14292	Domain ⊕ 21954
A 3609 ✏	B 7546 ✏	None 4053 ✏
AB 6746 ✏	AB 6746 ✏	

Members Tab

After highlighting a portion or portions of your diagram, you may view the full list of students from this tab. You can select students from the list and use the Table Actions button to remove them from the group. You can also use the Actions button to print a variety of documents related to the students.

Collaborate Tab

The Collaborate Tab will list all the users you have shared this group with, and allow you to share the group with more users.

Compare Tab

The compare tab allows you to select one or more student groups to compare your current group against, and one or more charts (specifically found in the Charts application under "My Charts"). When you run these selections the application will render the charts for each selected student group, and you can compare the data side by side.