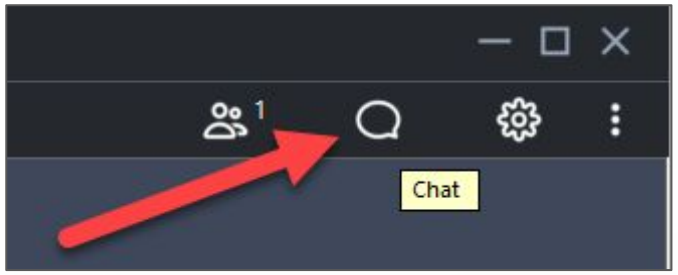
Creating groups with the V2 Student Groups Application

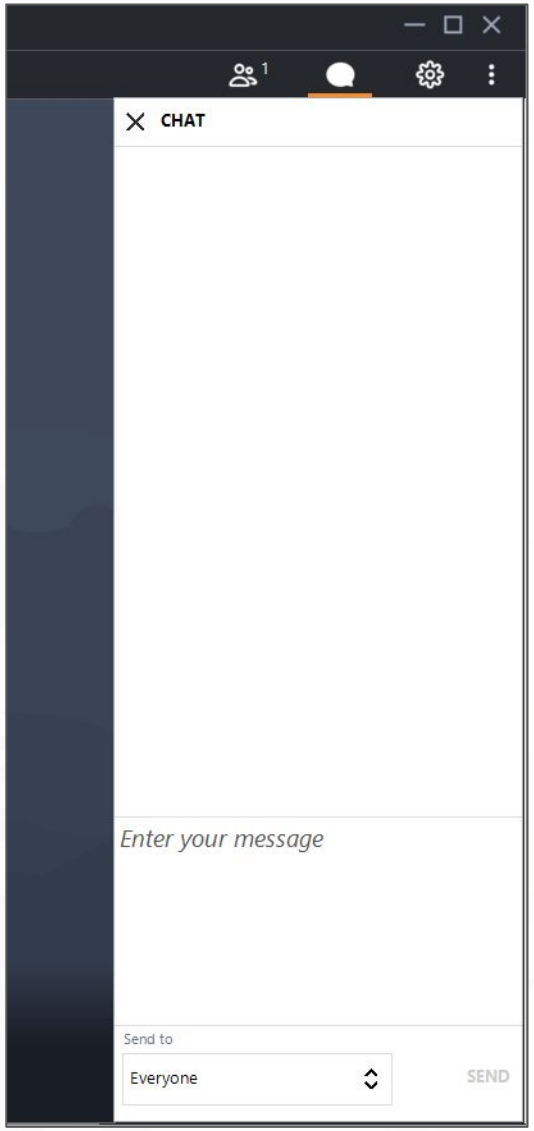
PRESENTED BY:

SchoolData.net

How to Chat

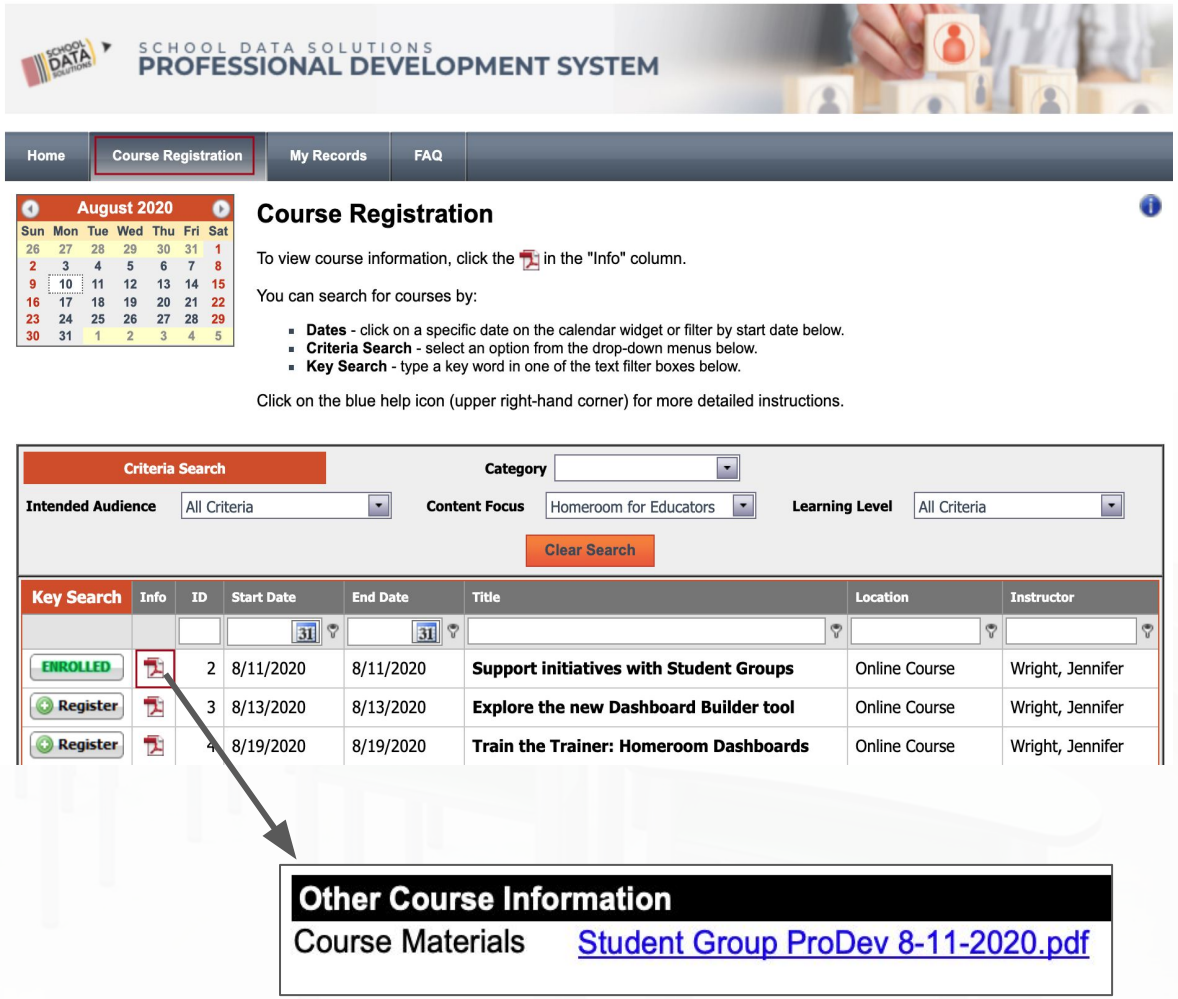


- GoToMeeting Toolbar
- Type
- Choose who to send chat to (default is Everyone)



Course Registration and Resources

- Course Registration
  - Register for additional courses
  - Registered courses display as Enrolled
- Course Resources
  - Locate presentation by clicking the course details pdf
  - Links listed under Course Materials



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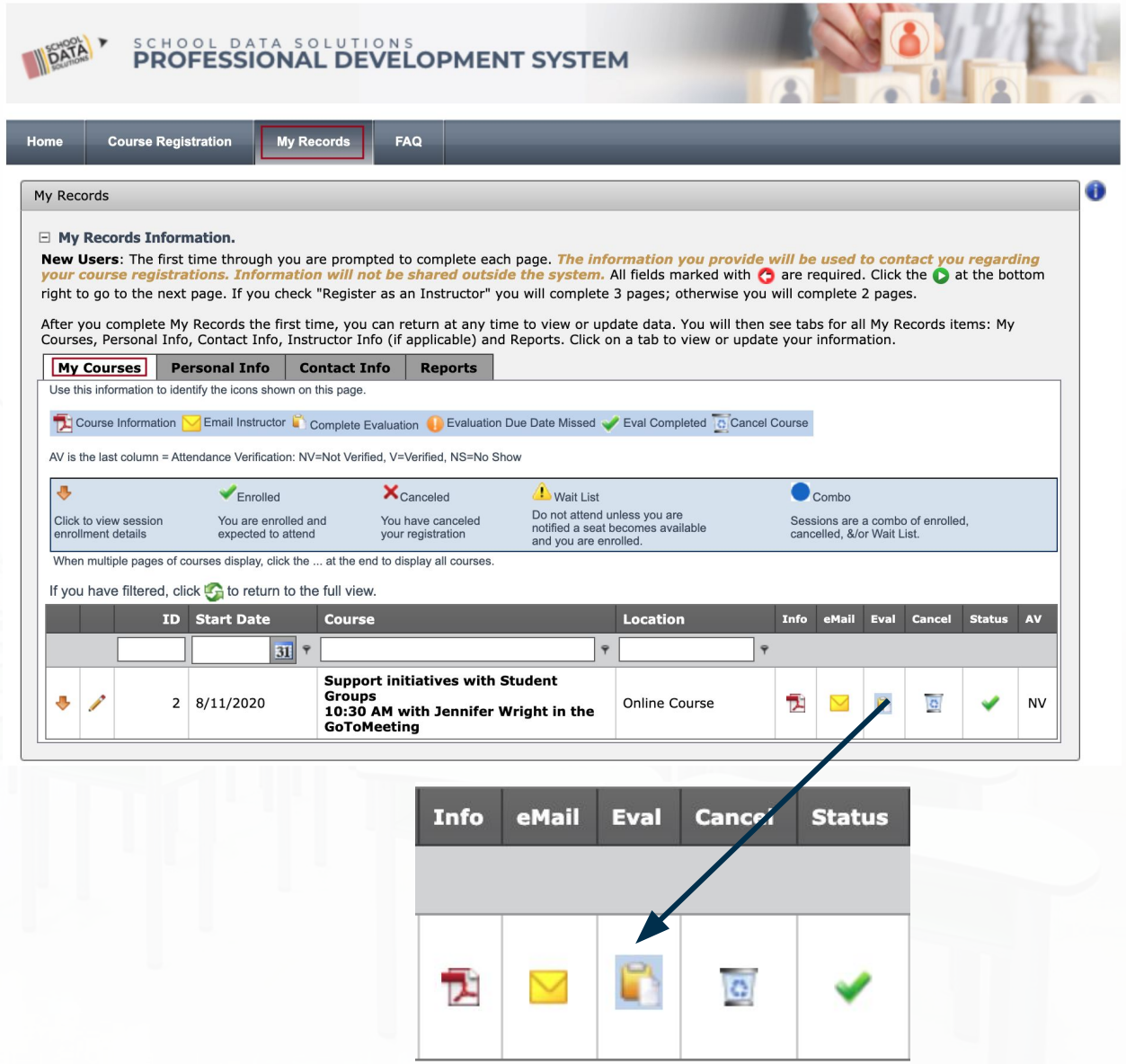
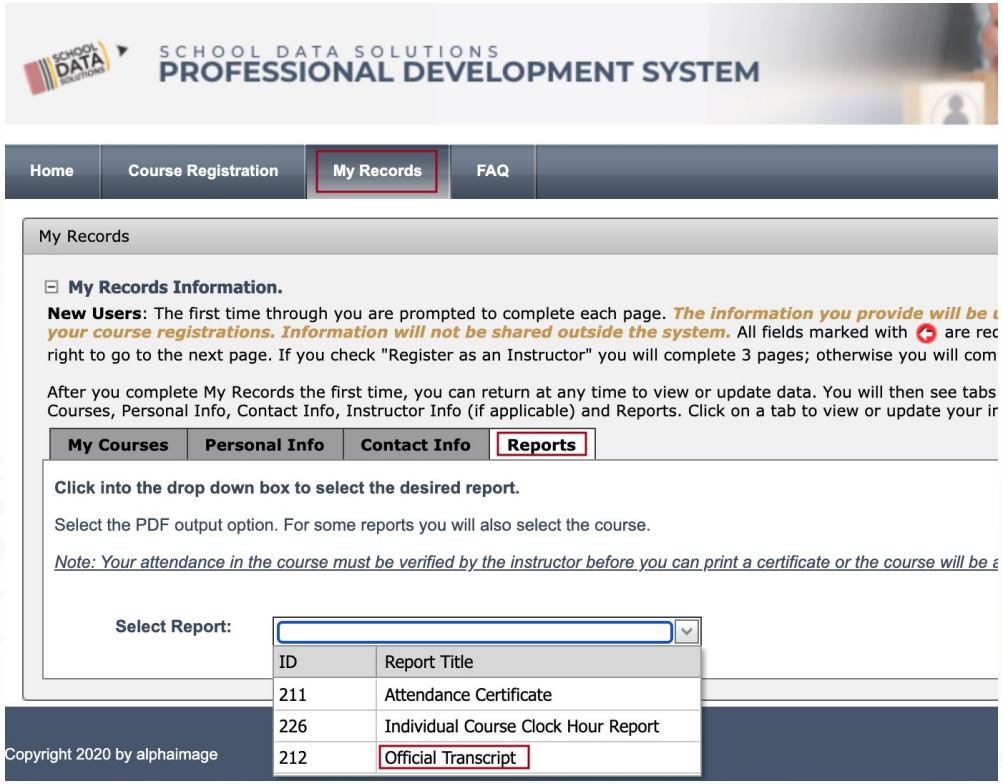
My Courses

- My Records → My Courses
- View Course Details pdf
- Email Questions
- Complete Course Evaluation
  - We appreciate your feedback!
  - Available for 10 days
- Cancel Registration



Clock Hour Transcripts

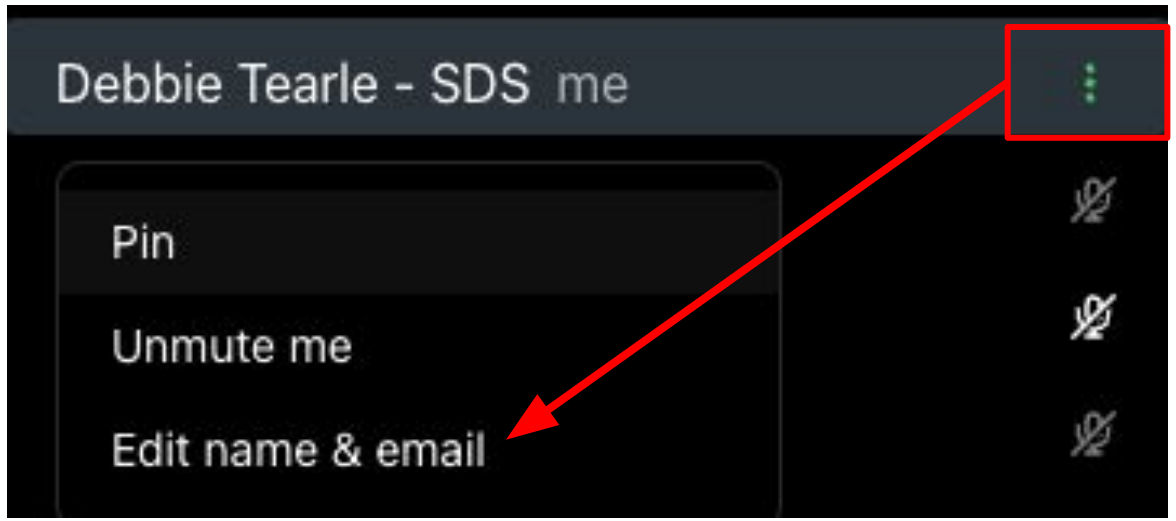
- Print Clock Hour Transcript from ProDev portal
  - My Records → Reports
- Transcript available 2 weeks after course
- Contact support@schooldata.net with questions



Attendance verification for Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



Objectives

- Logging in and accessing the application
- What can Student Group application provide you
- Understanding Static vs. Nightly updating (Smart) groups
- Create your own student groups for a variety of situations
- Use of groups once created
- Additional tools available

Creating groups with the V2 Student Groups Application

Let’s get started

PRESENTED BY:

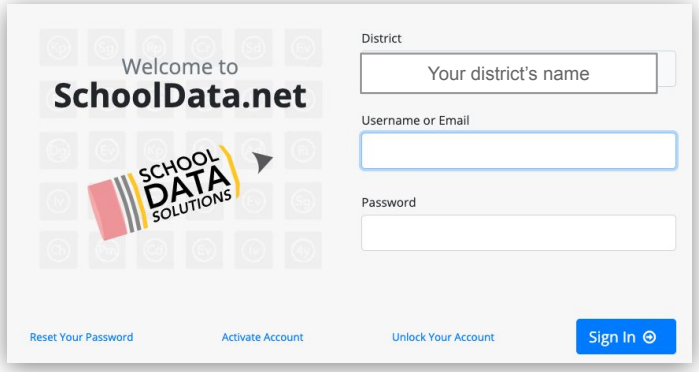
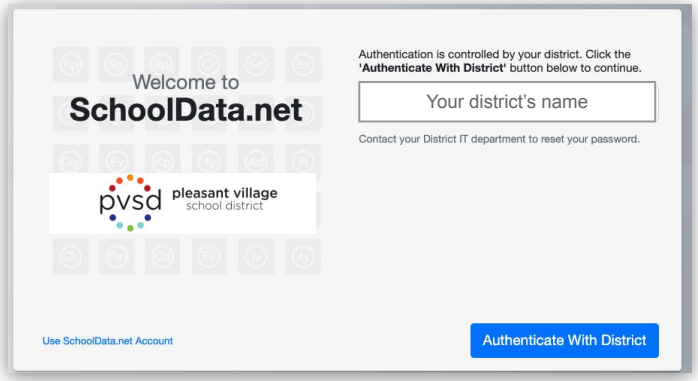
SchoolData.net

September 23, 2020

How do I get to Student Groups?

All SchoolData.net applications, like Homeroom, use the **same username & password.**

[*[yourdistrict]*.schooldata.net/v2/student-group-manager](*[yourdistrict]*.schooldata.net/v2/student-group-manager)

User managed account	District authentication
Username - possibly your SIS* username Password - this is only known to you • Passwords are NOT synced with the SIS. If you do not remember it, click the Reset Your Password link.  *SIS = Student Information System	If your district uses an account login authentication process, click the button:  If you aren't already logged in to your district account, it will prompt you to log in.

Problems logging in? email support@schooldata.net

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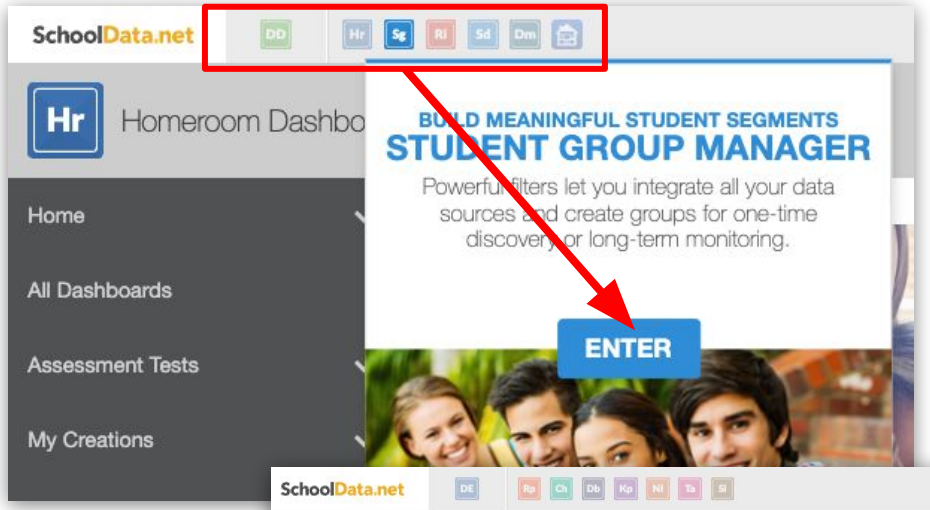
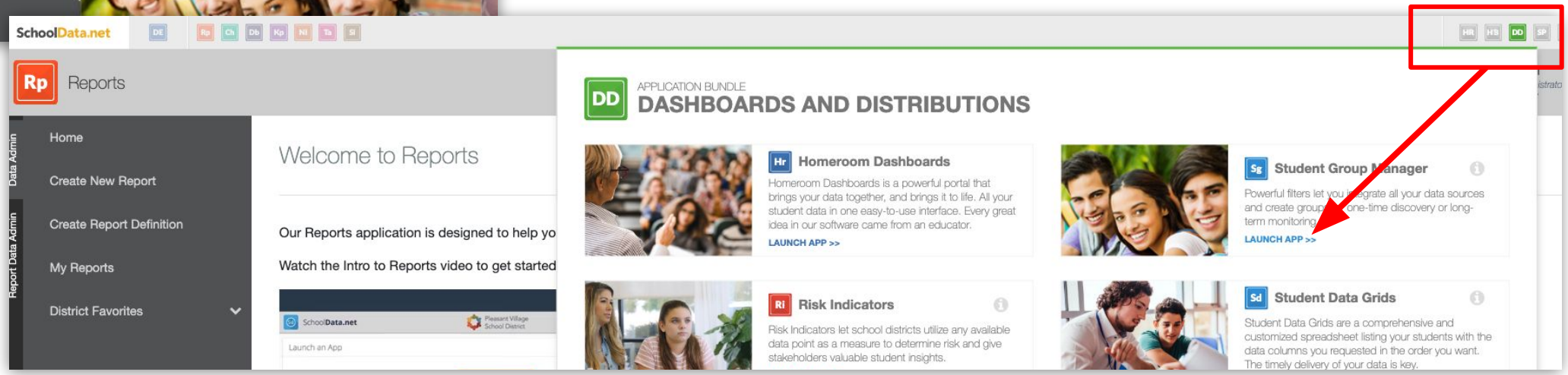
If you don't see Student Groups, how to get there



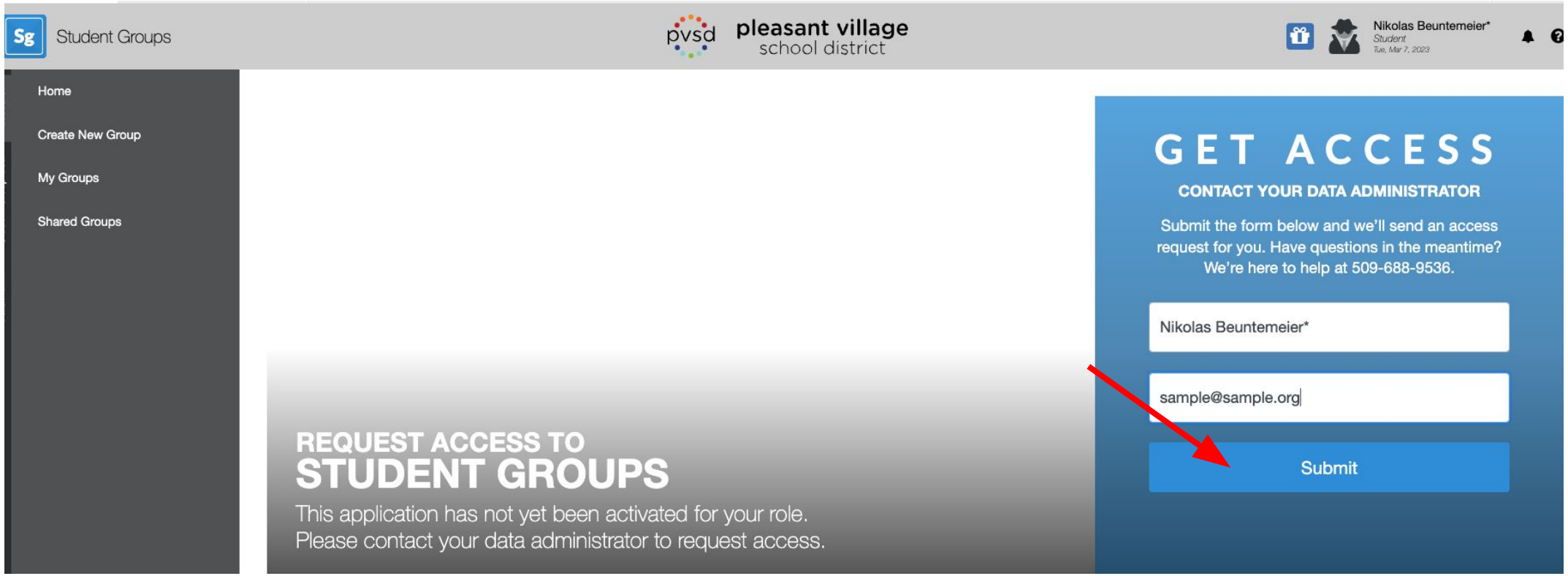
If you find you have logged into another SchoolData.net application, like **Homeroom Dashboards**, here is how you can get to **Student Groups**.

- In the bundle toolbar on the top, Student Groups is part of the **Dashboards & Distributions** (DD) bundle.



If you don’t have access to Student Groups

If you don’t have access to the **Student Groups** application, **fill in the form and submit it.** The Help Desk team receives a ticket and someone will get back to you very soon.



Why Do You Need Student Groups?

Advantages and ideas for creating Student Groups

- Use to focus dashboards on a smaller subset of students
- Easy access to “my students” for Counselors and Case Manager
- Filter group by specific data points
- Save groups to track over time
- Can be used in any SDS Applications: Charts, Reports, etc.
- Interactive view of Venn diagram/table on Dashboard

Differences between V2 and V1 Groups

Notable Student Groups enhancements in V2:

- Create group of who are “not” a data point vs. those that “are”
- Can add the same filter more than once
- Many filters have more ways to refine filtered data points
- Venn Diagram display of a group on dashboard
- Excluding individual students from a Nightly Updating group

Notes:

- V2 groups are viewable in the V1 group creator, but should not be edited or shared from there. Those with a prefix of ‘SFISY’ in the view are V2 groups.

Types of Student Groups in SchoolData.net

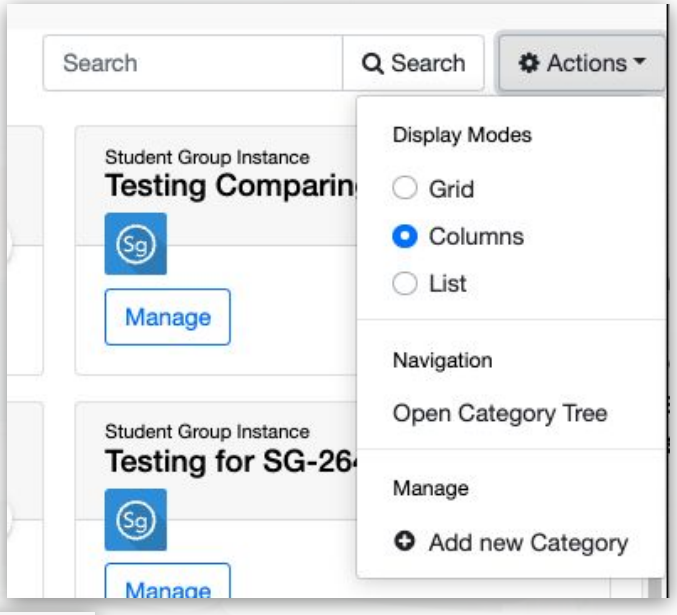
- **System Generated**
  - automatically created and updated with the nightly processes. Some examples are School Wide, Grade Level, Class, even Services can be set to generate automatic groups.
- **Static**
  - a user selects **individual students** to add to their own group
- **Dynamic or Smart / Updating Nightly**
  - a users selects **data points** and filters to create groups that will update on a schedule with new data

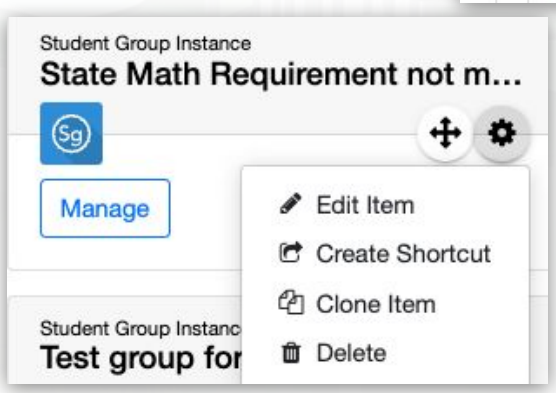
Student Groups application - My Groups page

Ways to use the My Groups page:

- Search box to locate a student group
- Change the display mode to adjust how to view the groups: Grid, Columns, List
- Create a category to sort groups into category folders

Once a Student Group is created, a few options to manage each are on the My Groups page under the **gear**.

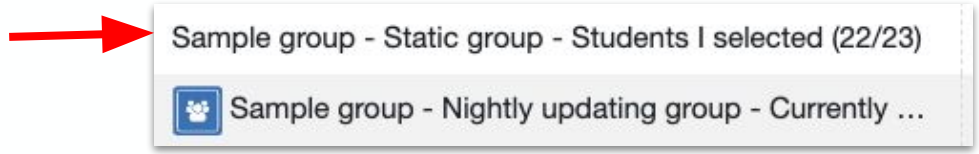


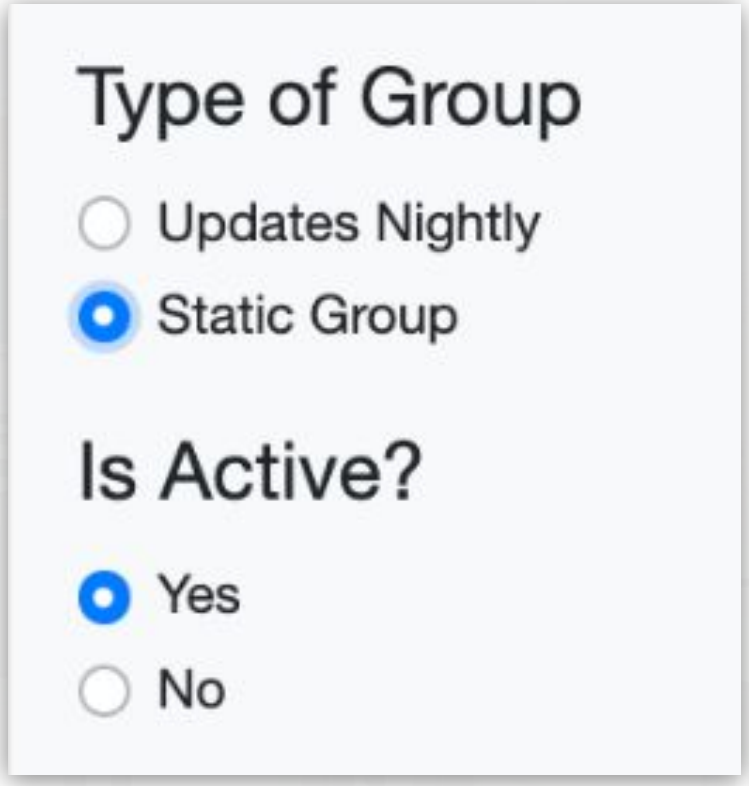


Static Groups

- Specific list of students
- Membership does not change unless user adds or deletes
- Can create two ways: by selecting students or importing a list of students
- In the group pick list, no icon is displayed

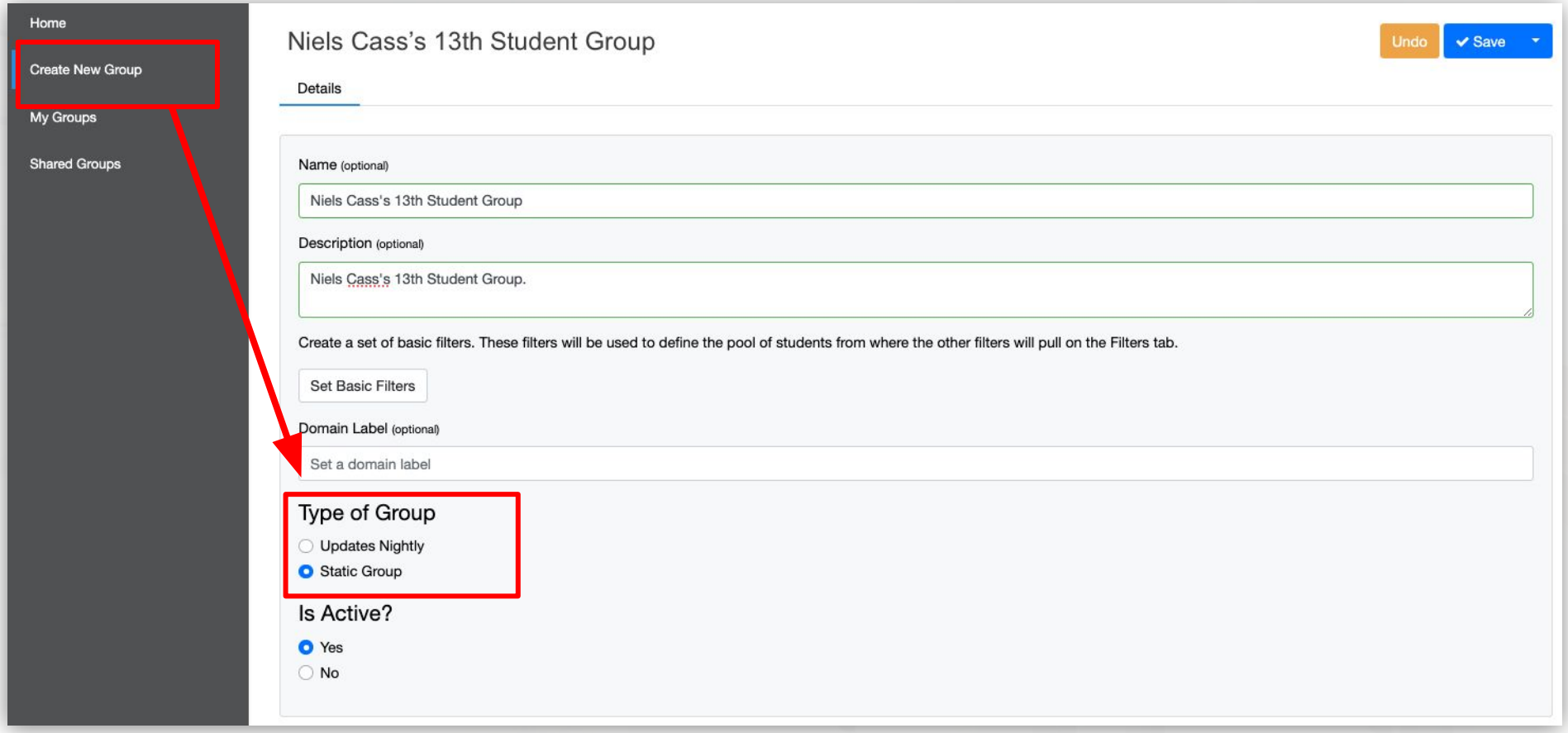
Example:





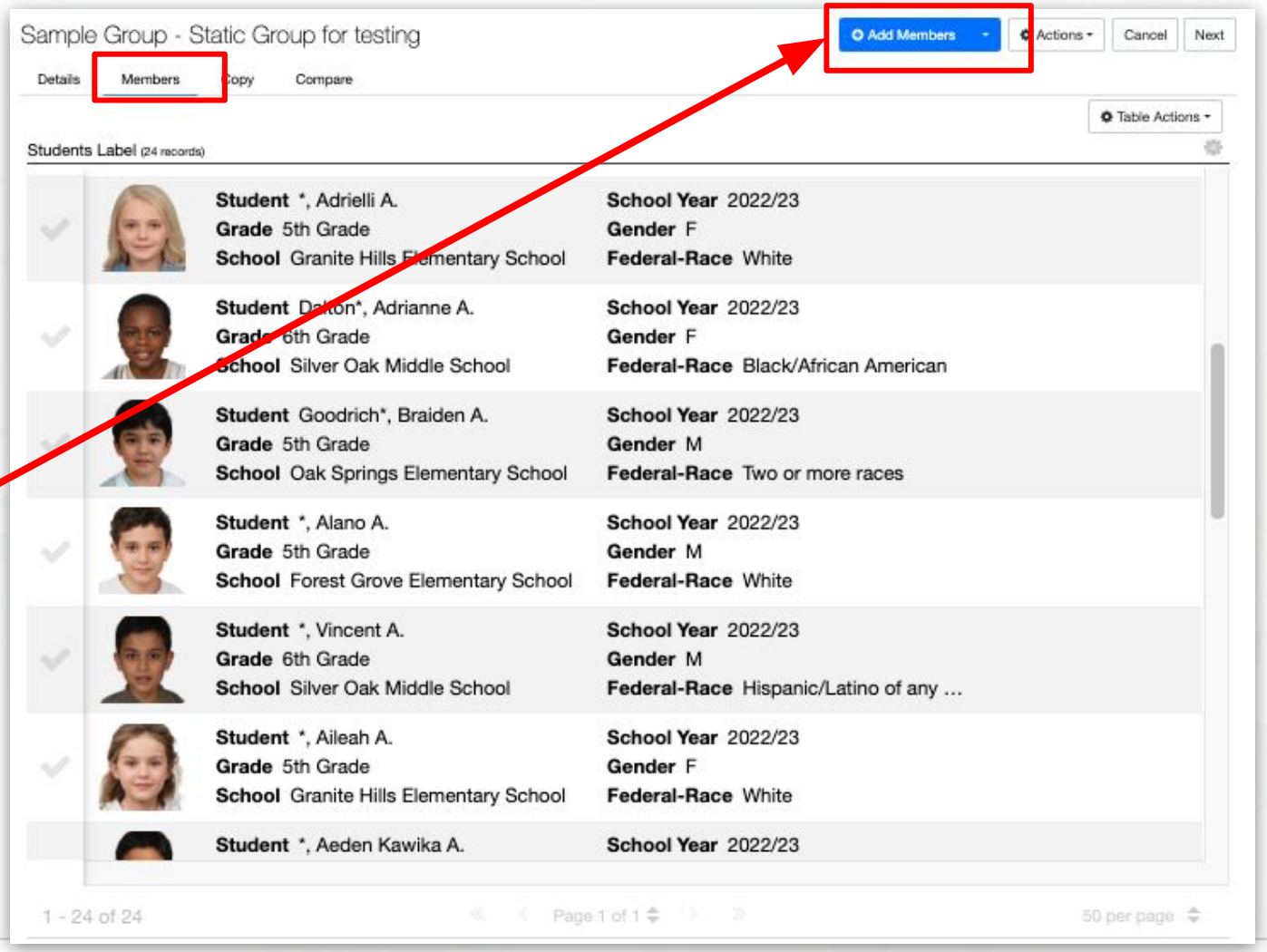
Static Groups - Details

- Click **Create New Group** on the left
- Give the group a descriptive name
- Set the '**Type of Group**' to be **Static Group**
- Click **Save**



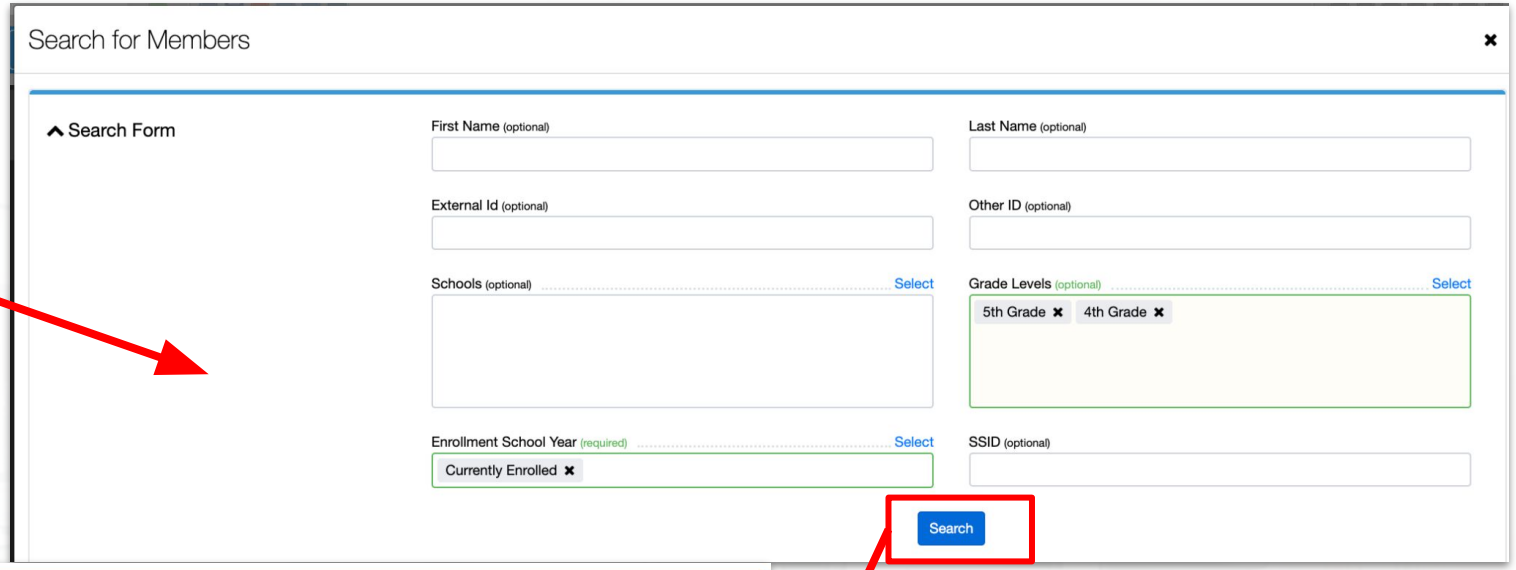
Static Groups - Members

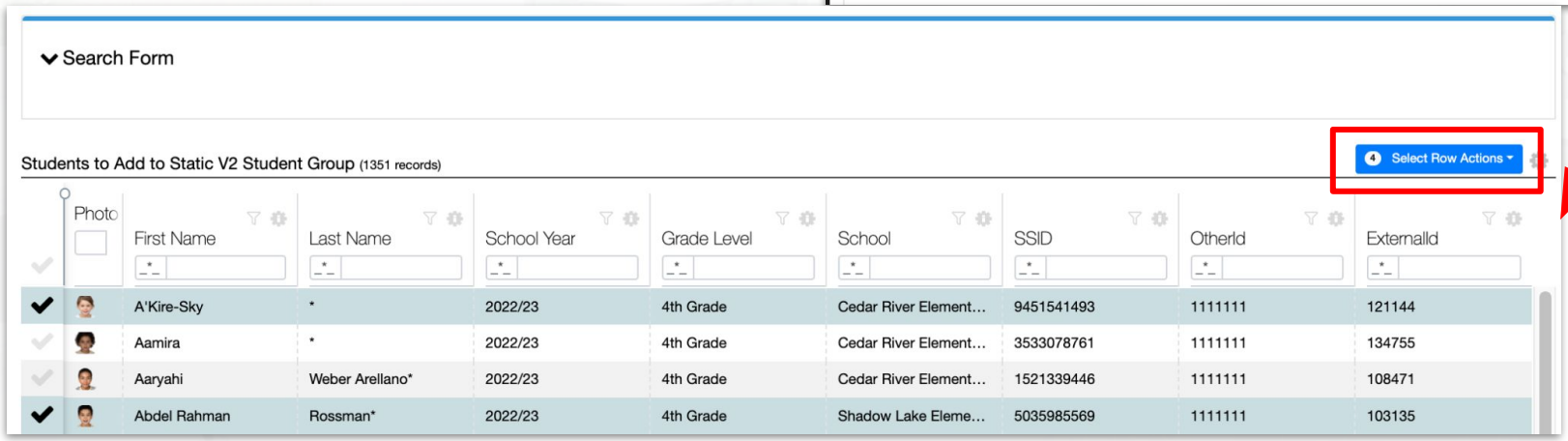
- Once the group is saved on the 'Details' tab, navigate to the '**Members**' tab
- Click the '**+ Add Members**' button to choose students



Static Groups - Members (continued)

On the pop-up that appears, select relevant filters to curate the list to select students. Click **Search**



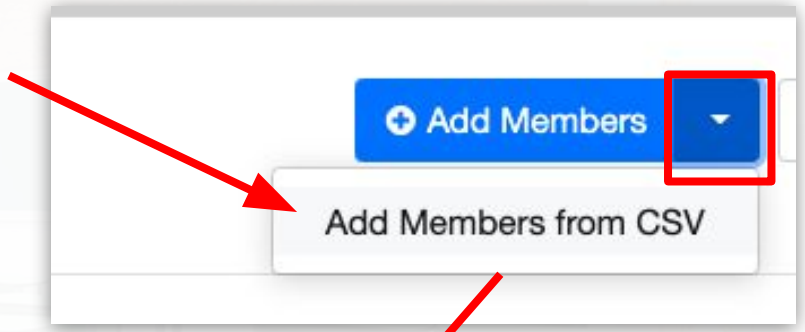


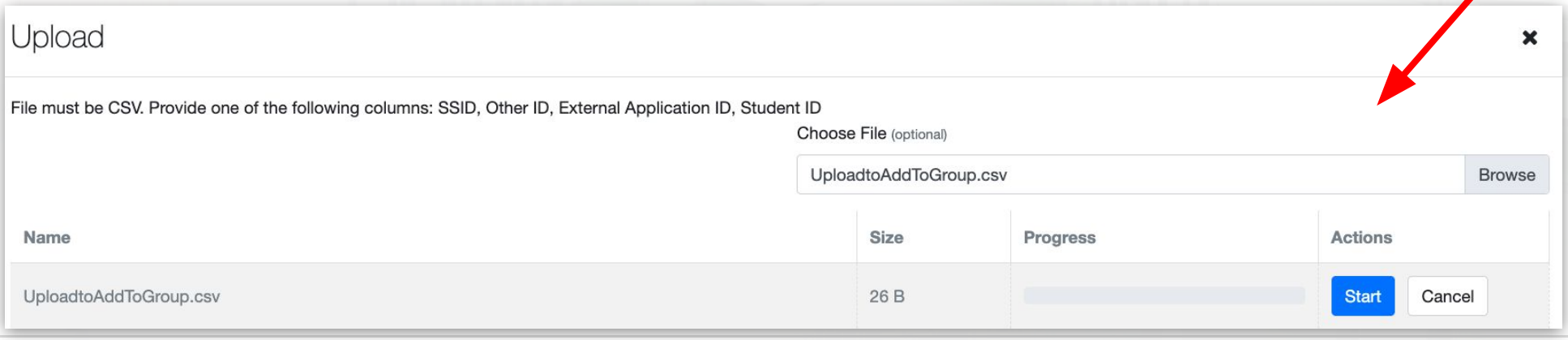
Use column search boxes to locate individuals, check names and then click on the blue button to add students.

Static Groups - Members

Adding students by a CSV upload of student IDs

- Click the down arrow next to the **Add Members**, choose **Add Members from CSV**.
- Have prepared in advance a list of student Ids saved as a CSV file.
- Click **Browse** to locate the file, then **Start** to upload



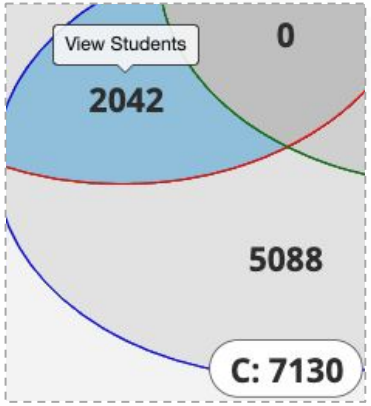


Static Groups - Other ways to add students

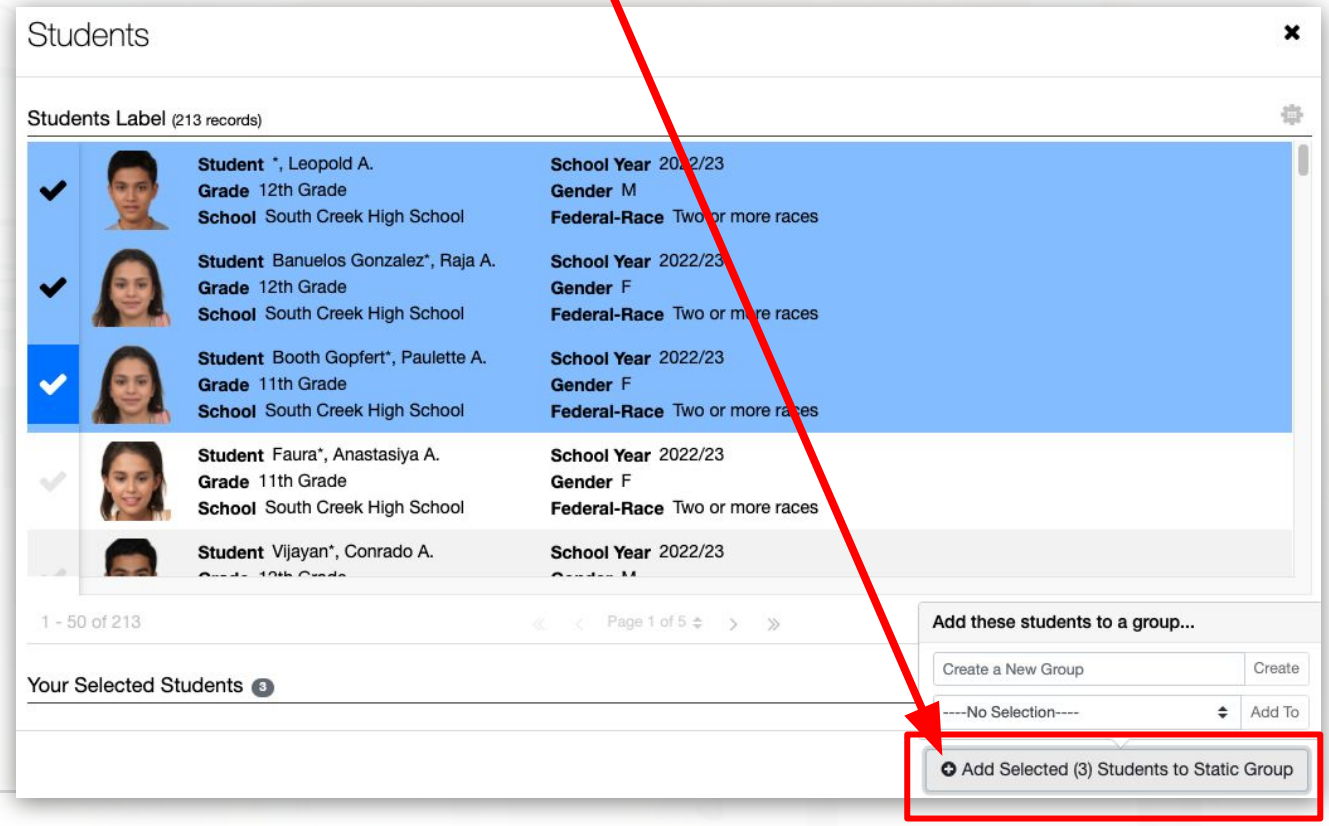
- From **Homeroom,** click a chart bar or checkmark students in a Data Table.

OR

- From a **Nightly Updating** Student Group, click a venn diagram section



Either way, the view below is provided with an **Add Selected Students to Static Group** button



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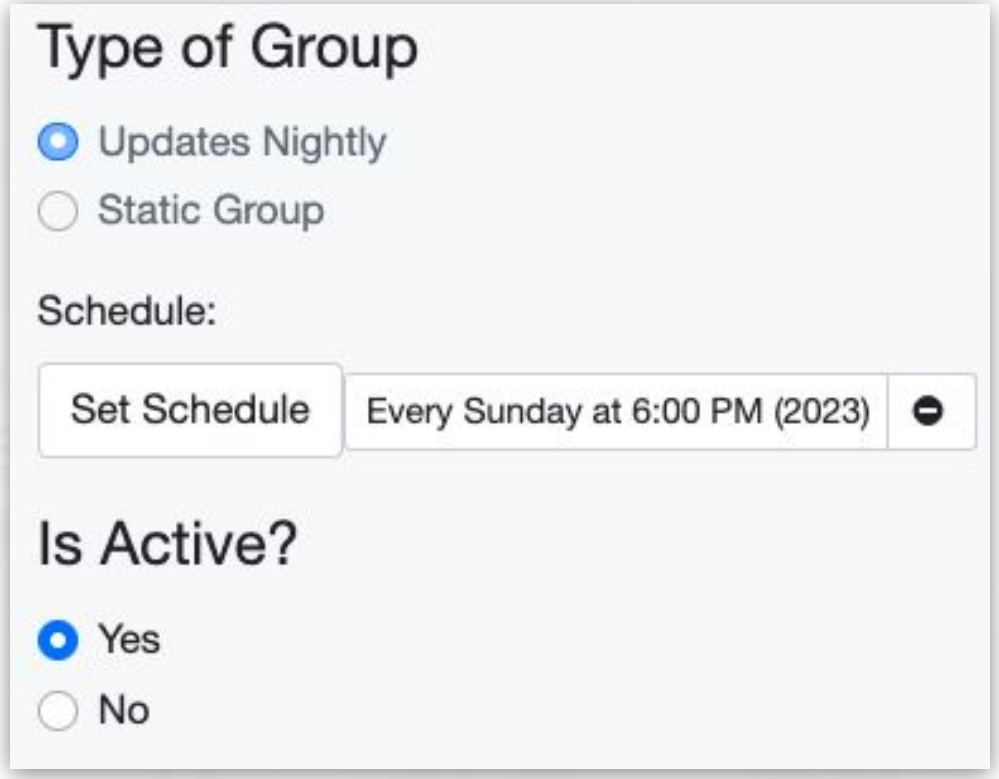
Static Groups

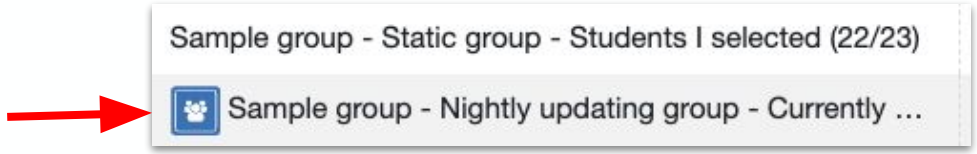
Let's go build a ~~snowman~~ Static Group!

Smart / Nightly Updating Groups

- Dynamic list of students based on data points selected by user
- Membership could change nightly
- In the group pick list, an icon [ ] is displayed next to the name



Example:



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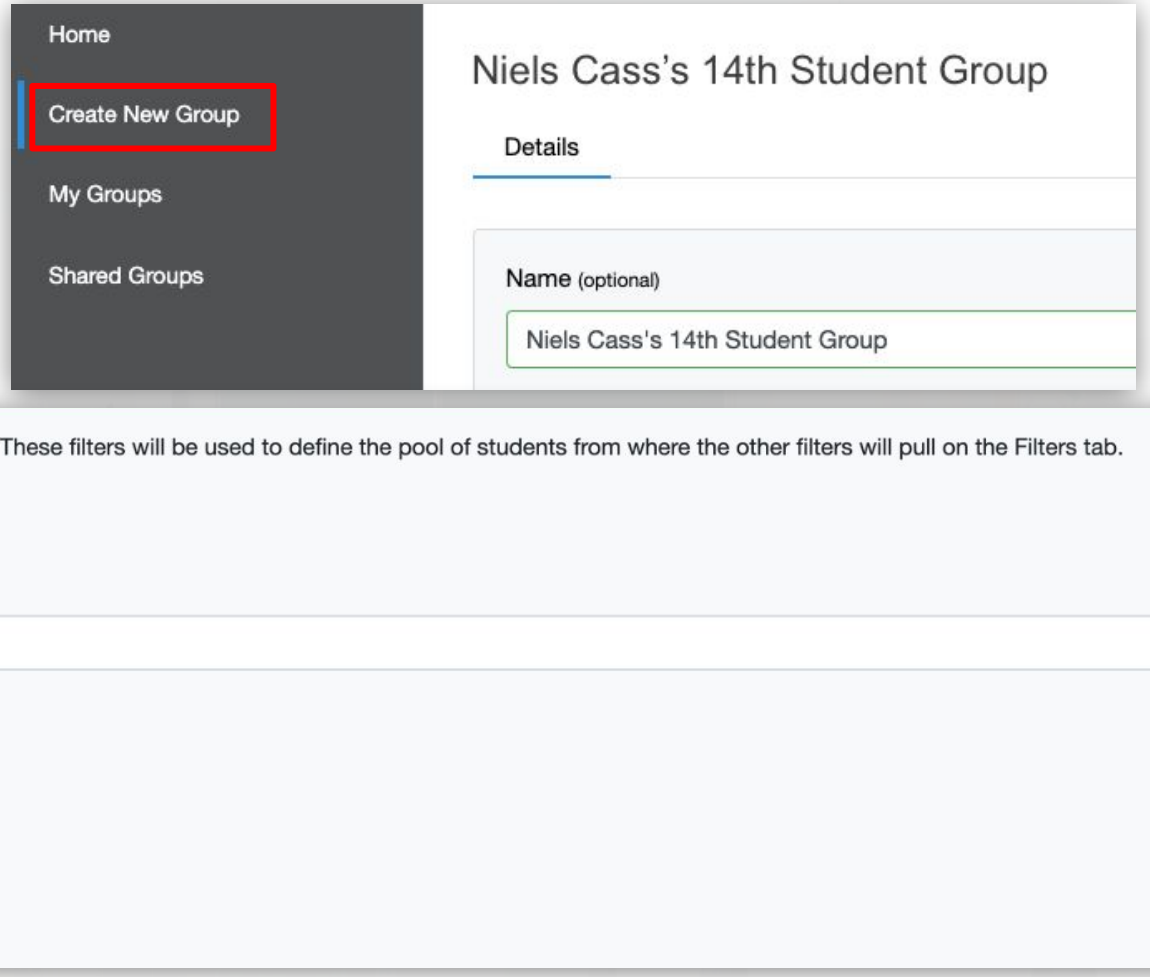
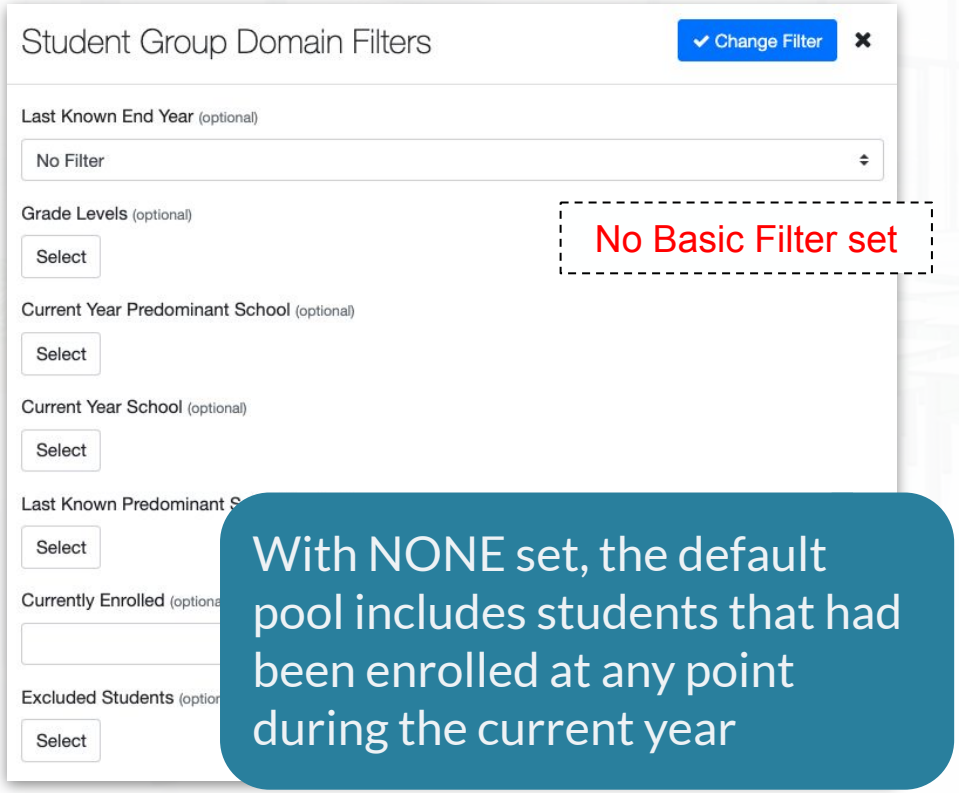
Nightly Updating Groups - Details

- Click **Create New Group** on the left
- Give the group a descriptive name
- Set a **Basic Filter**, optional.
- Set the '**Type of Group**' to be **Updates Nightly**
- Set an nightly update schedule in **Set Schedule**
- Click **Save**

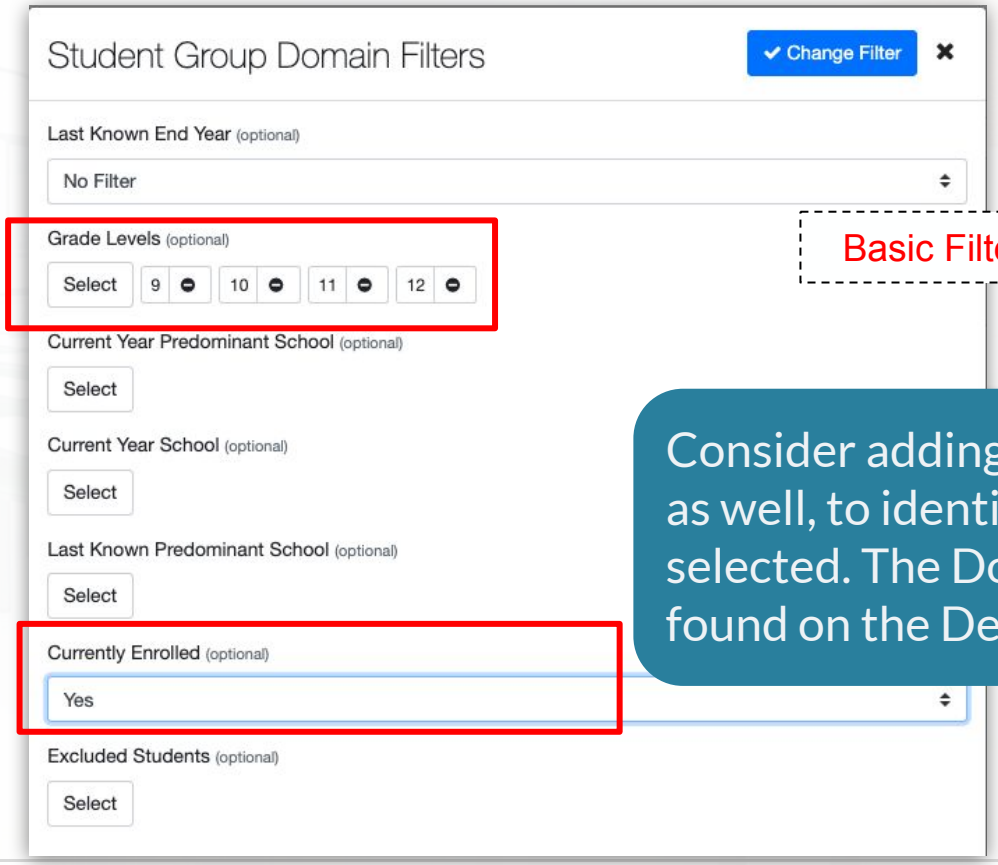


Nightly Updating Groups - Details, Basic Filter

- **Basic Filter** - These define the pool of students from where the other filters will pull on the Filters tab.



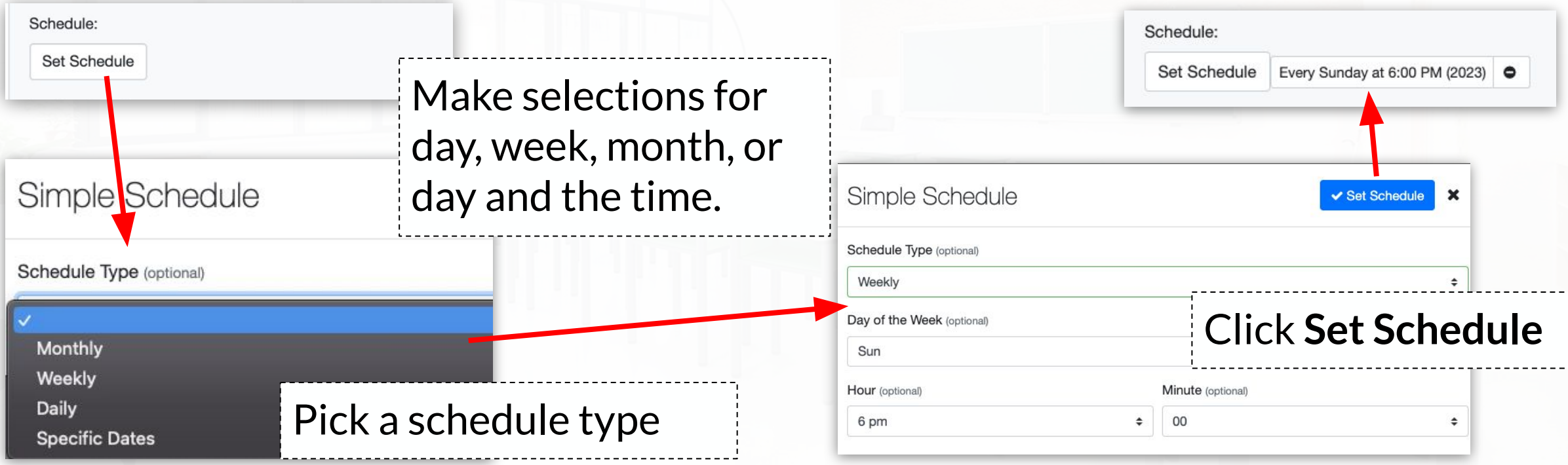
With NONE set, the default pool includes students that had been enrolled at any point during the current year



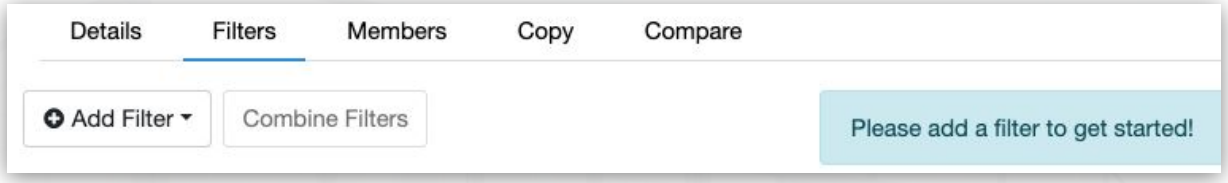
Consider adding a Domain label as well, to identity what was selected. The Domain Label is found on the Details page.

Nightly Updating Groups - Details, Set Schedule

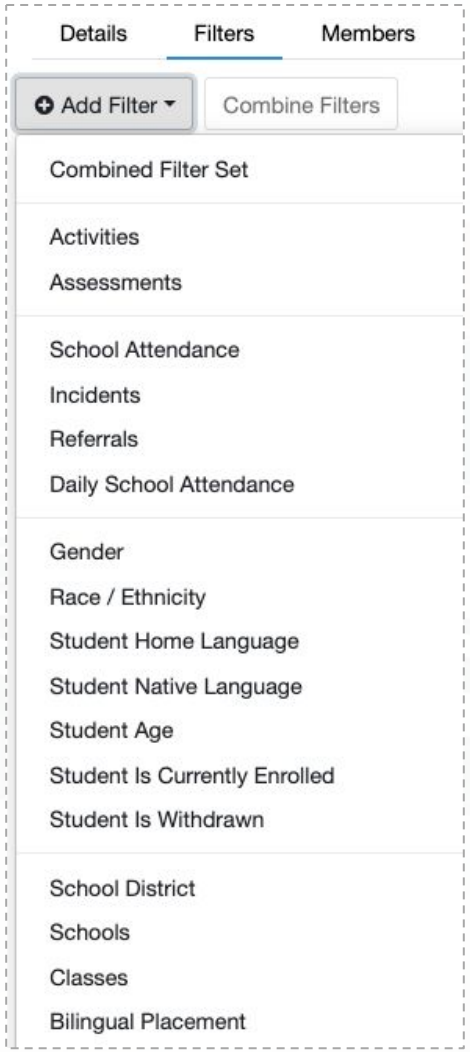
- **Set Schedule -** This determines how often you want the group updated. Without it students in the group won't change, unless the group is edited & saved again.

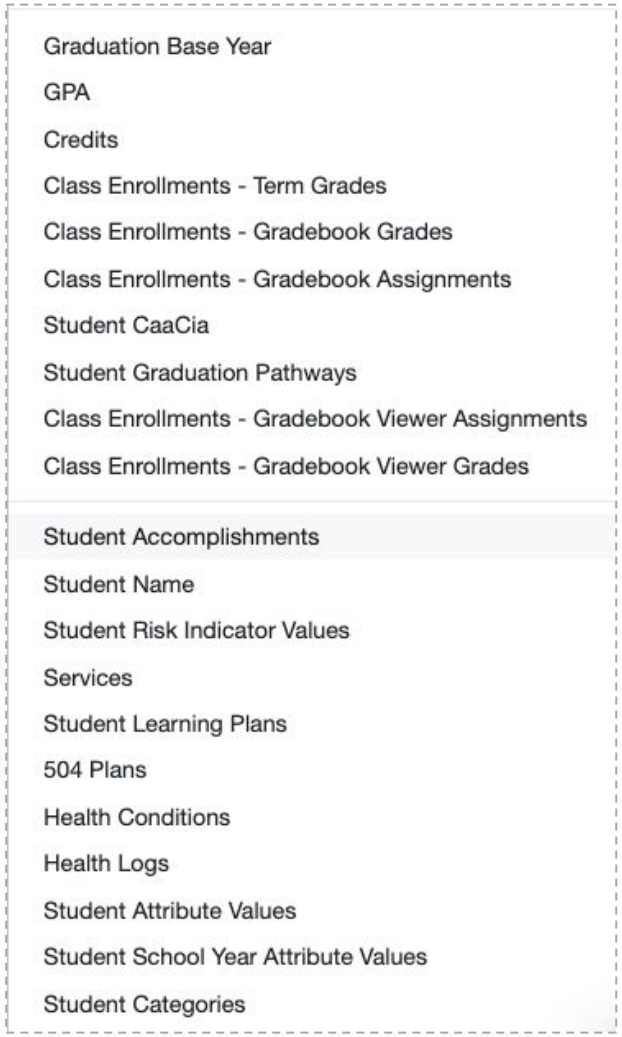


Nightly Updating Groups - Adding Filters



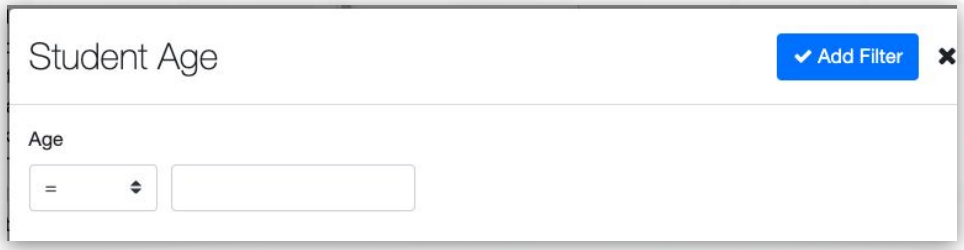
- Click **Add Filter** on the left to select from the list of filter options.
  - screenshots on right show the available list
- Each selection gives you different options or choices to make based on the selection.

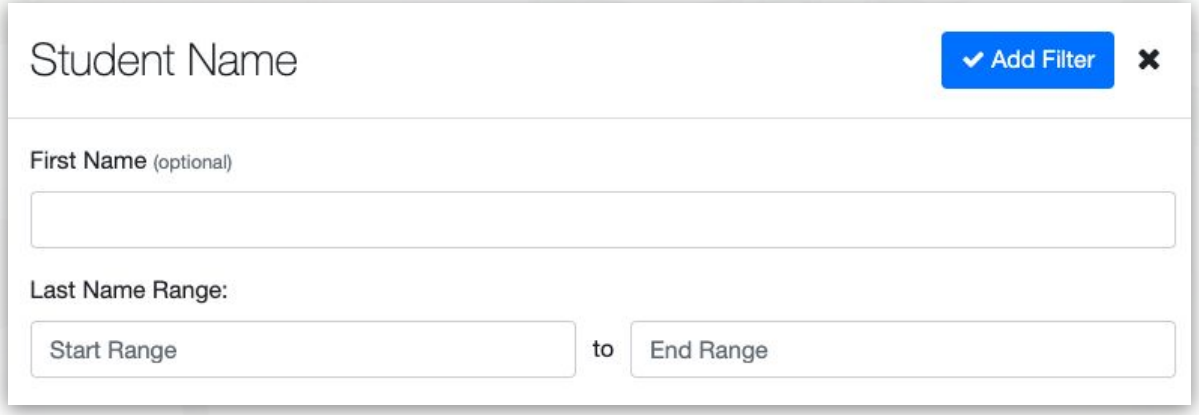




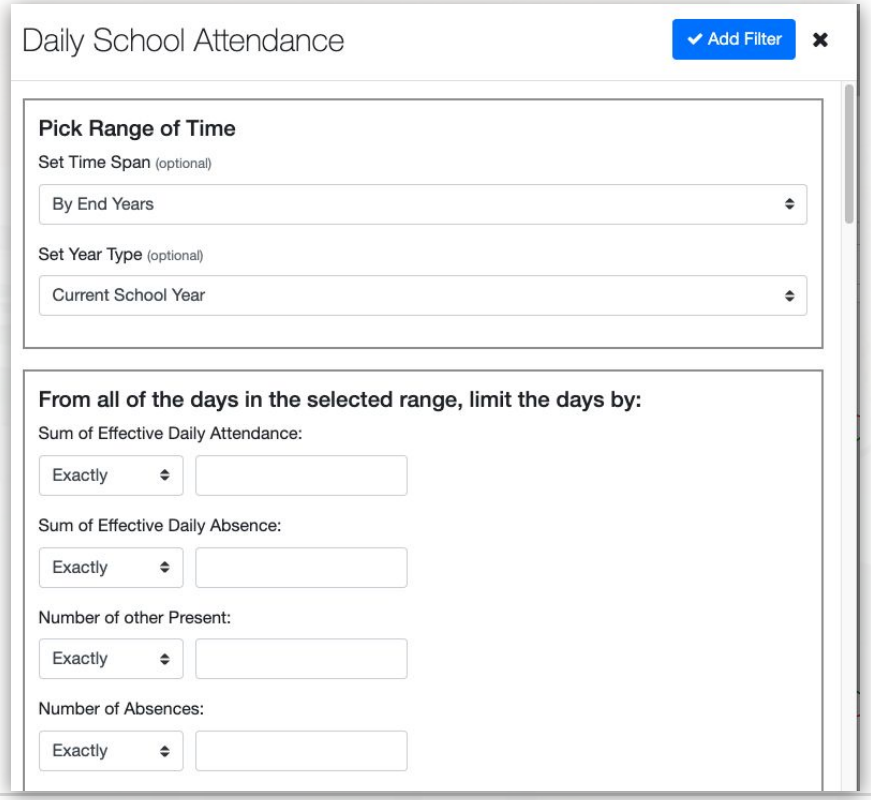
Nightly Updating Groups - Adding Filters

- Some filters are simple like '**Student Age**' or '**Student Name**'



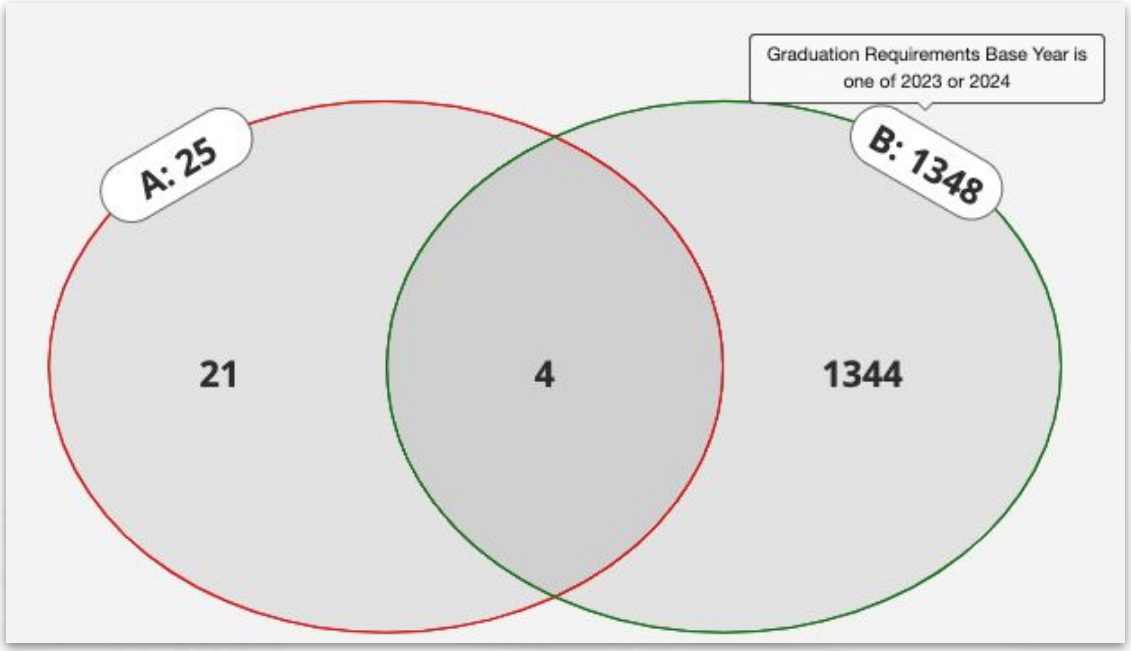


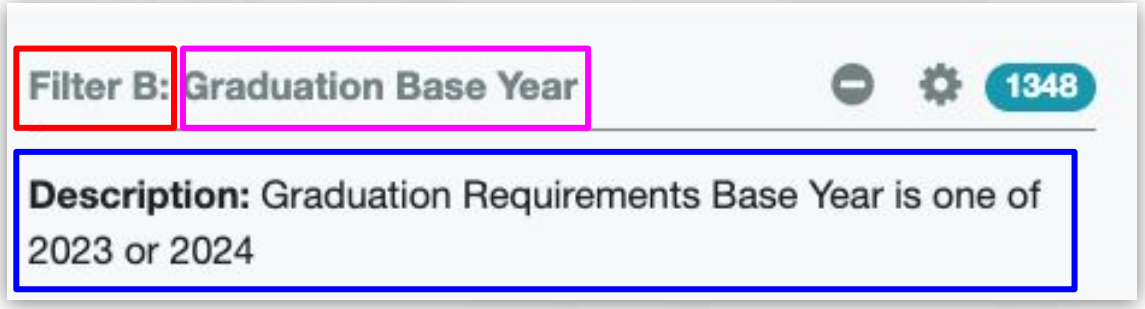
- Some filters are more complex like '**Daily School Attendance**'



Nightly Updating Groups - Adding Filters

- As each filter is added, they are given a letter that corresponds to a region on the Venn or Table view on the right.
- The label and descriptions are auto-generated, based on the filter and selections made.





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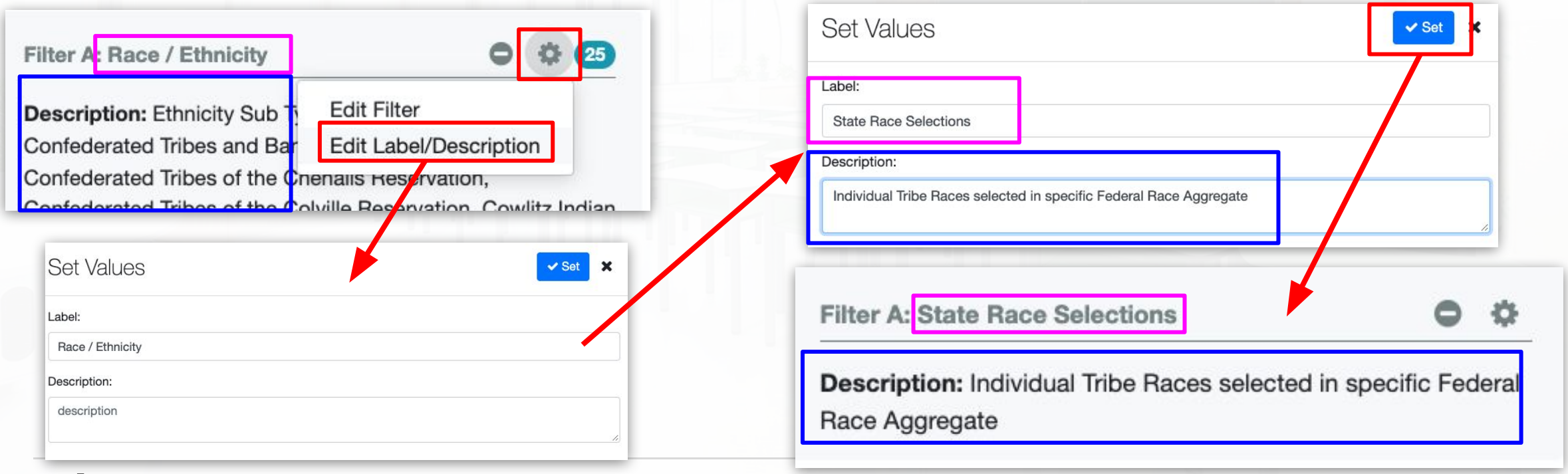
Nightly Updating Groups - Edit Filter Label/Description

- Sometimes the auto-generated text isn't helpful, so the filter Label or Description can be updated if needed.
- Click the gear, choose Edit Label/Description, enter your text, and click Set.



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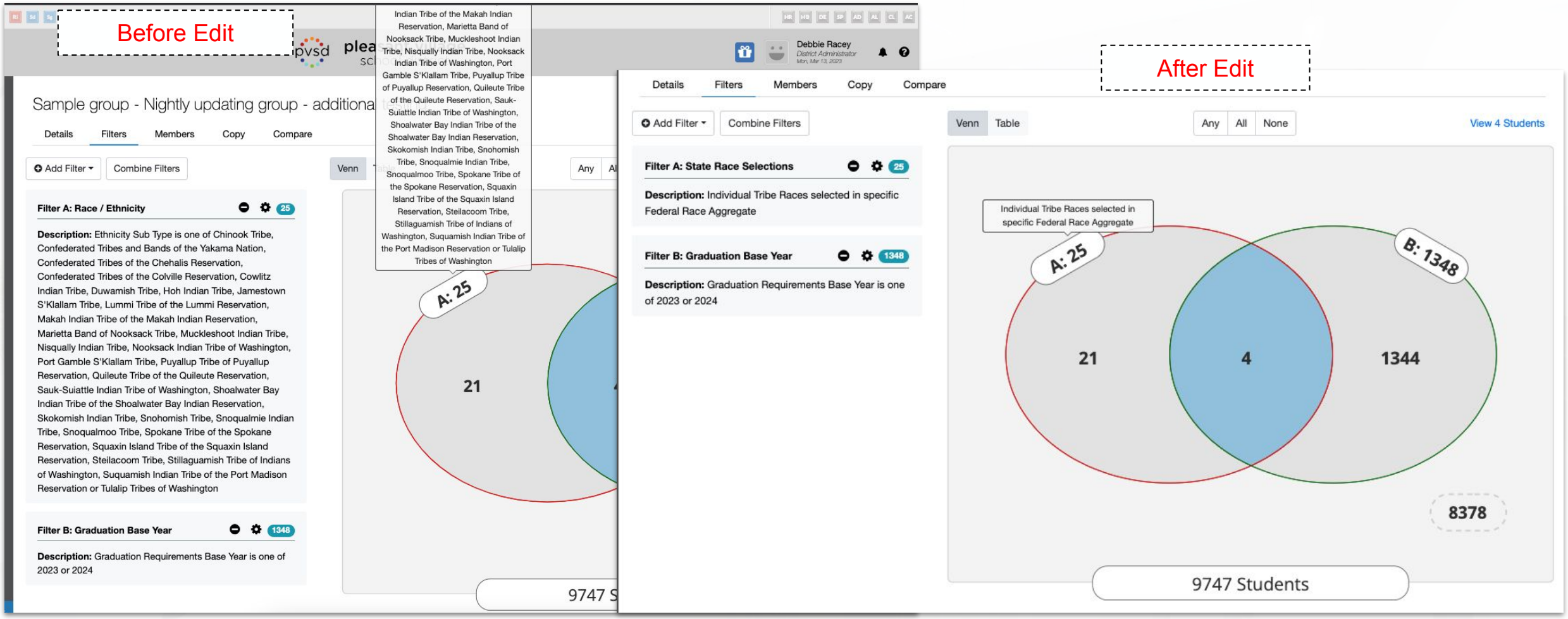
Nightly Updating Groups - Edit Filter or Remove Filter

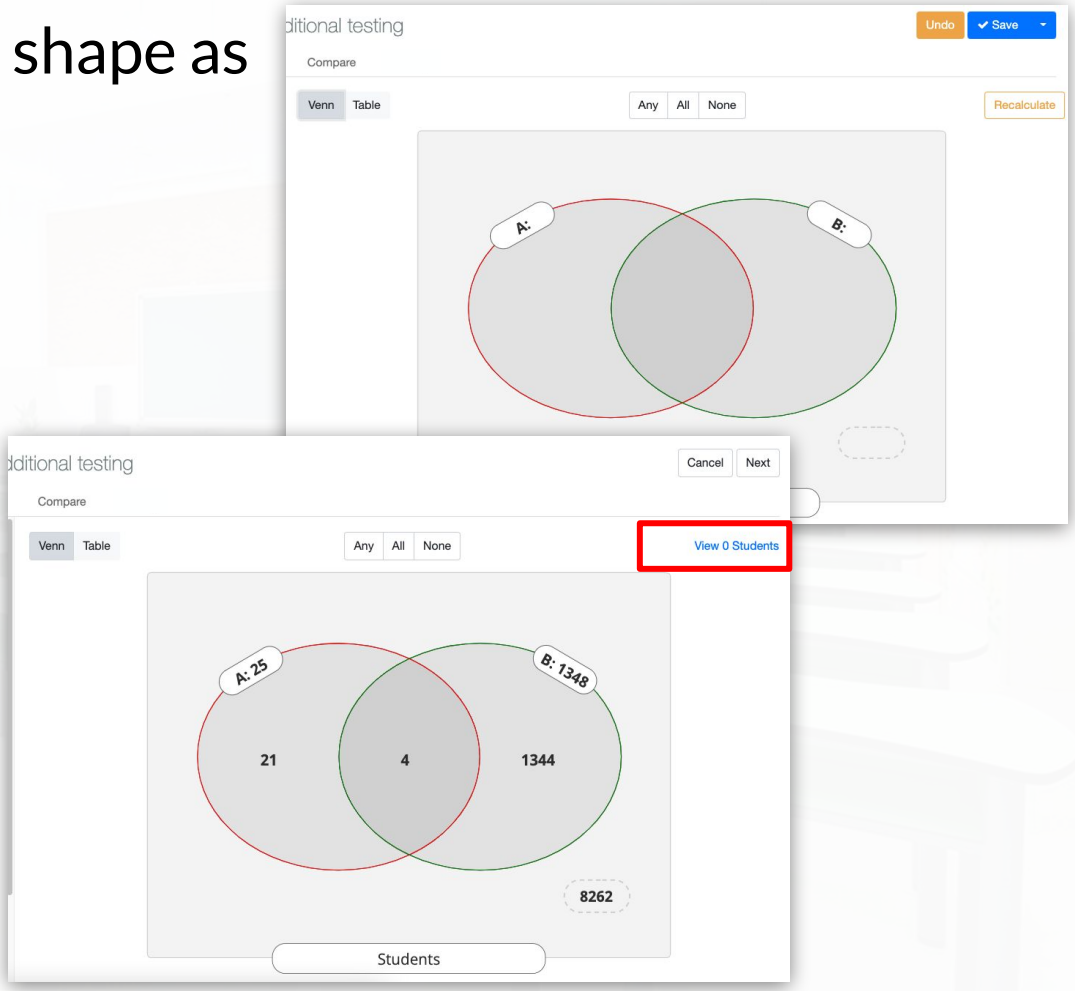
- **Edit a filter** - click the **gear** and choose **Edit Filter**. This will bring up the box where you made filter selections for that filter.
- **Remove a filter** - click the c**ircle with a line** through it to left of the gear on the filter box. If you haven't made any other edits and inadvertently click this button, you can refresh your screen BEFORE clicking save to bring it back.

Nightly Updating Groups - Edit Filter Label/Description



Nightly Updating Groups - Filters, section selection

- A Venn diagram of circles will begin to take shape as filters are added.
- When it is **Saved** or **Recalculated**, numbers will display for those:
  - meeting the criterion set in each of the filters
  - numbers where overlapping
  - and numbers outside of both (ie meeting 'none').
- Until a region of the Venn diagram is selected, there will be **0 students** in the group.



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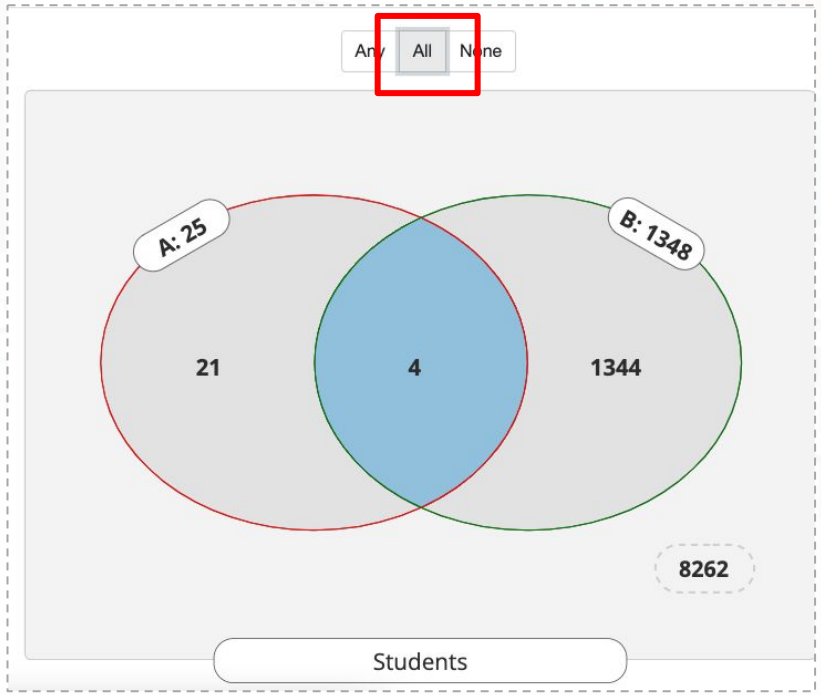
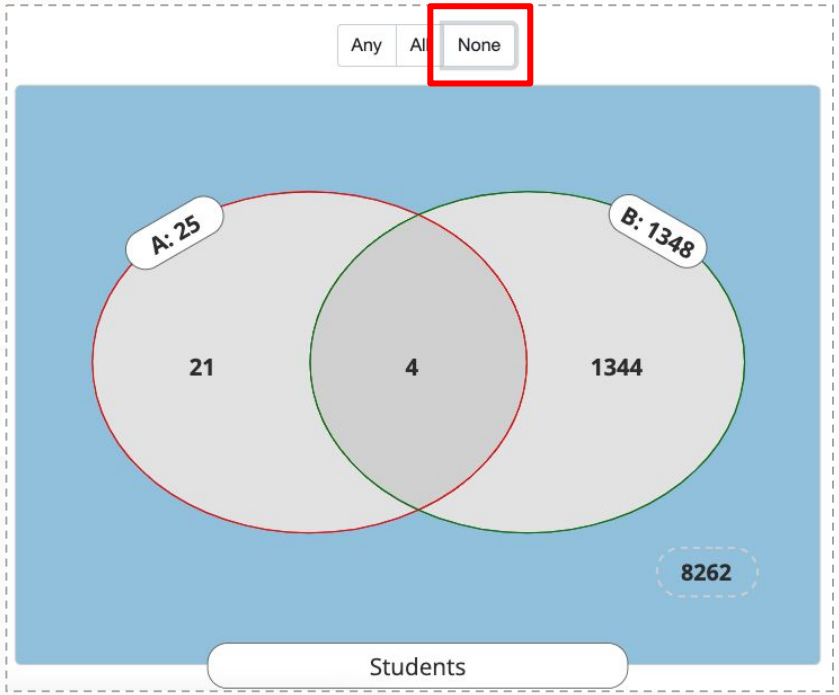
Nightly Updating Groups - Filters, section selection

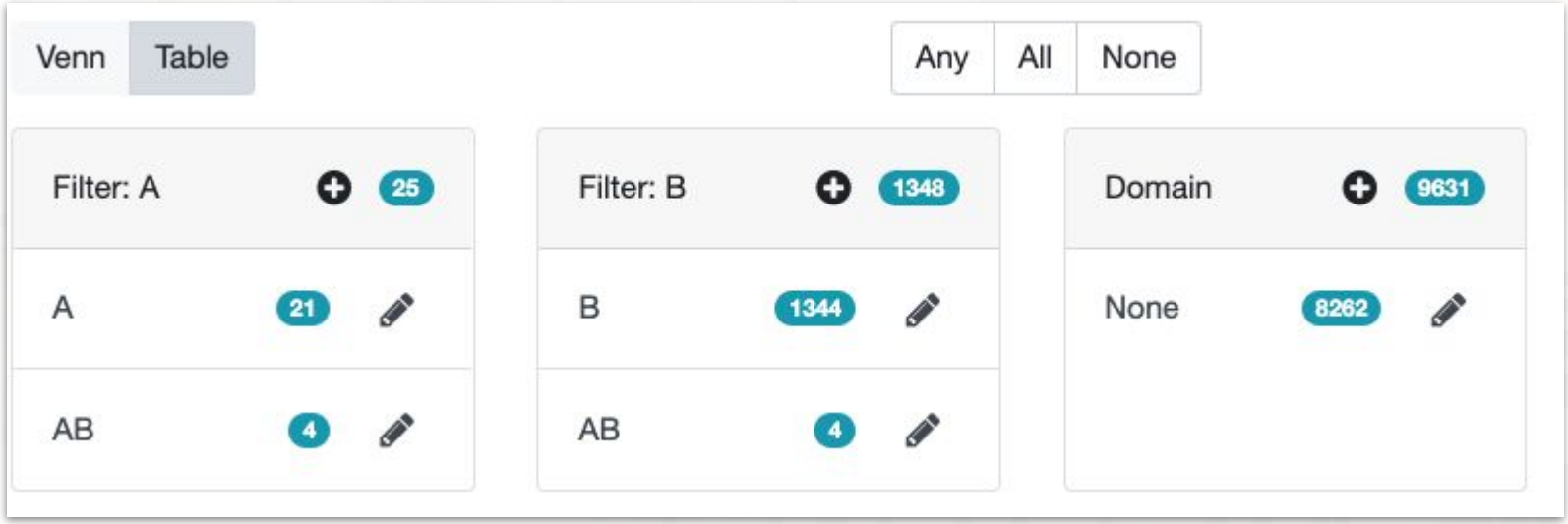
- Use the toggle at the top of the Venn to choose **Any**, **All**, or **None** for quick selection.





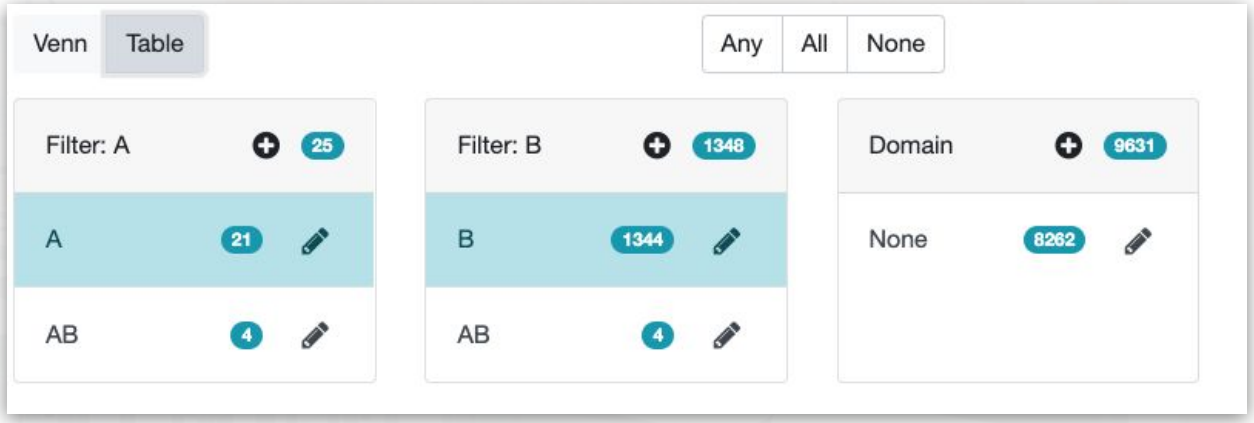
Nightly Updating Groups - Filters, section selection

- Use the Table view as well to see totals. Choosing **Any**, **All**, or **None** for quick selection can be done here as well.



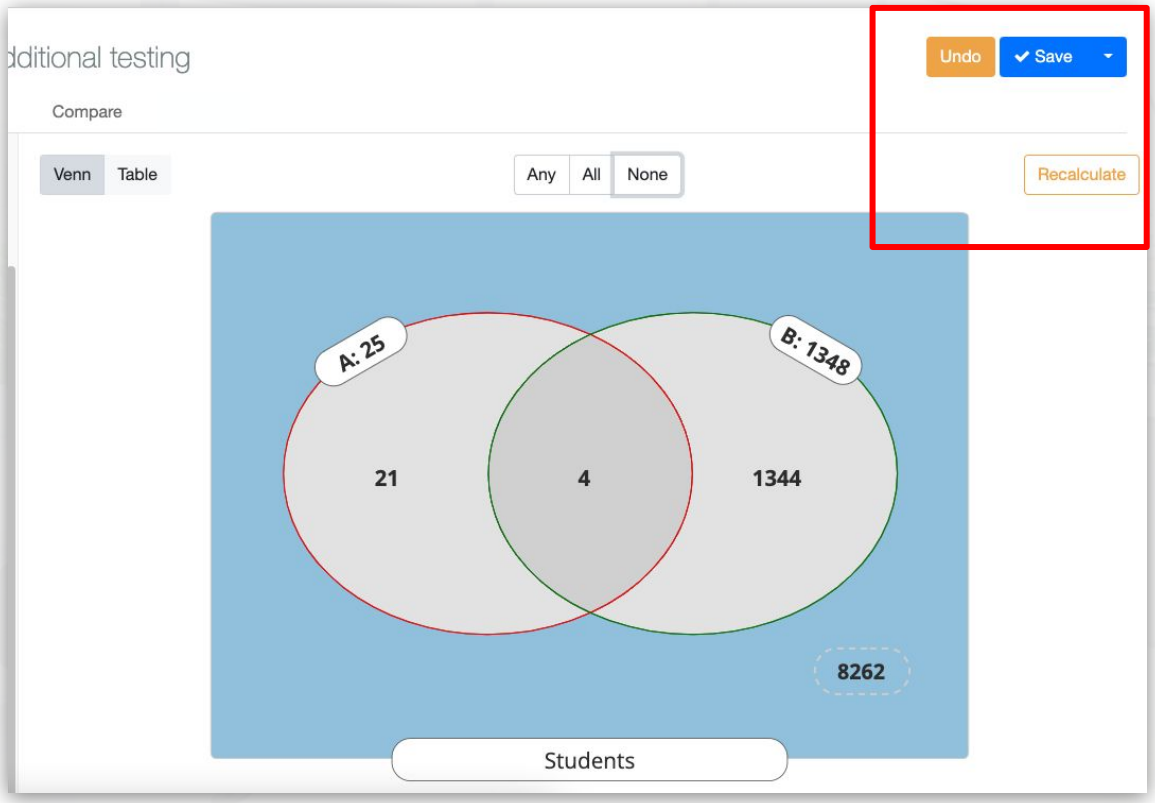
Nightly Updating Groups - Filters, section selection

- Another option is to click specific regions of the Venn or table. This allows to select what to include that would NOT the Any, All, or None selections



Nightly Updating Groups - Filters, section selection

After choosing what to include, click **Save** or **Recalculate** to update and save the student count in group.

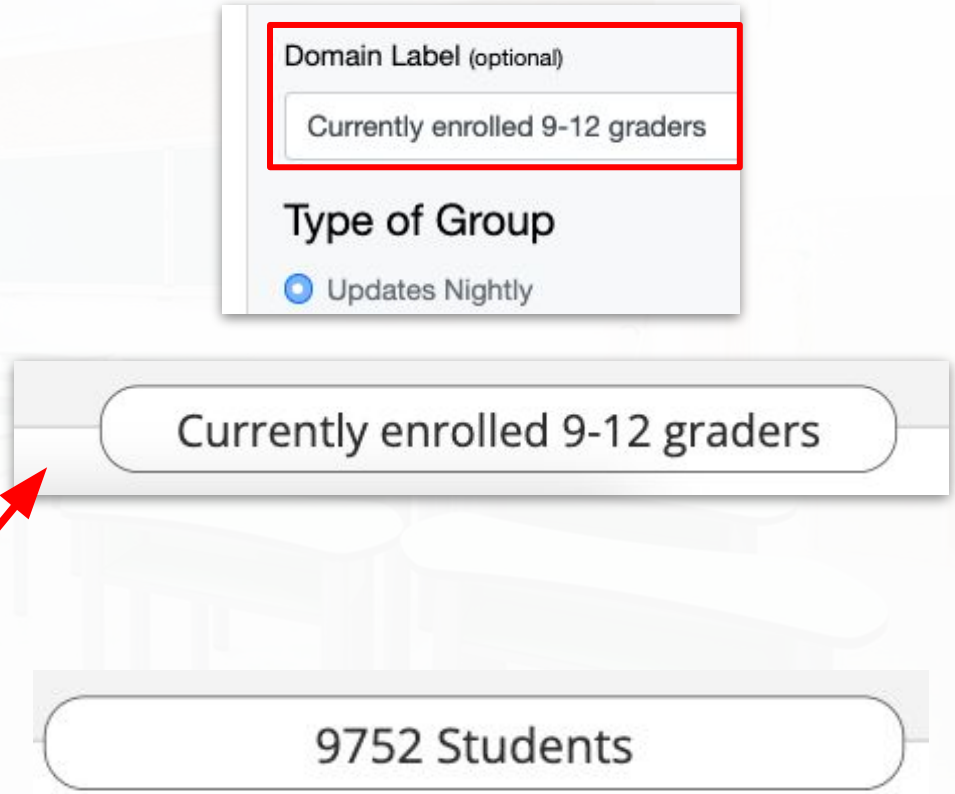


Nightly Updating Groups - Filters, section selection

How the Basic (Domain) Filter works with Filters:

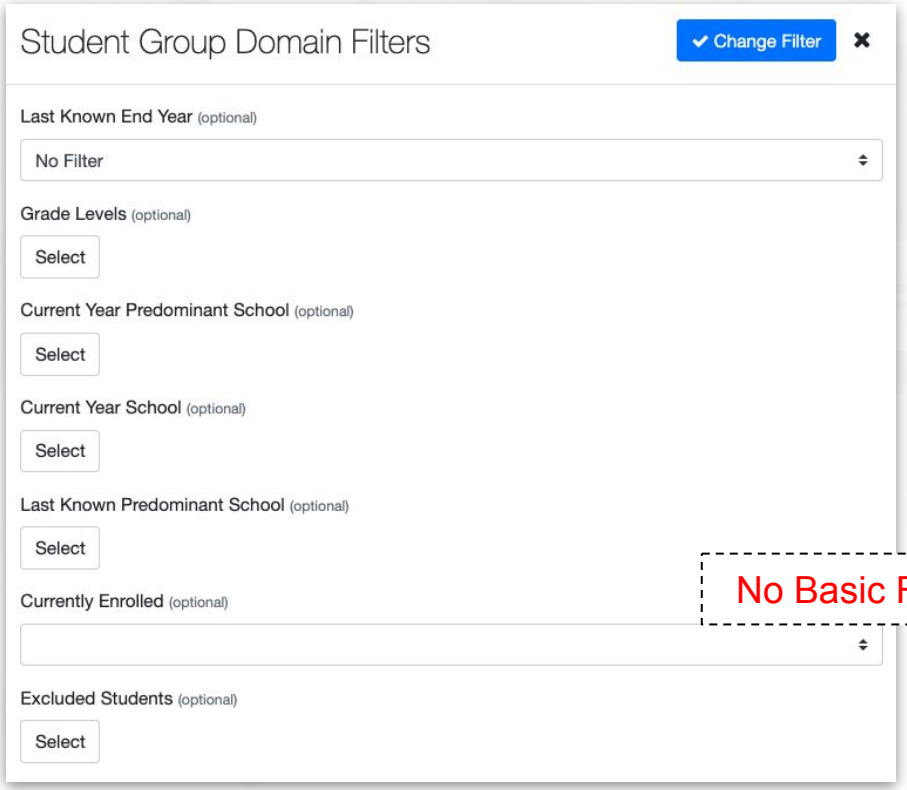
- If one **was added** in the **Details**, that is the base 'pool' of students the filters will select from.
- If one **was not added**, the base setting for the pool of students by default is all students that had been enrolled in the current year.

If a Domain/Basic filter **label** is added on the Details, this will display on the Venn at the bottom. The default display is '### Students'

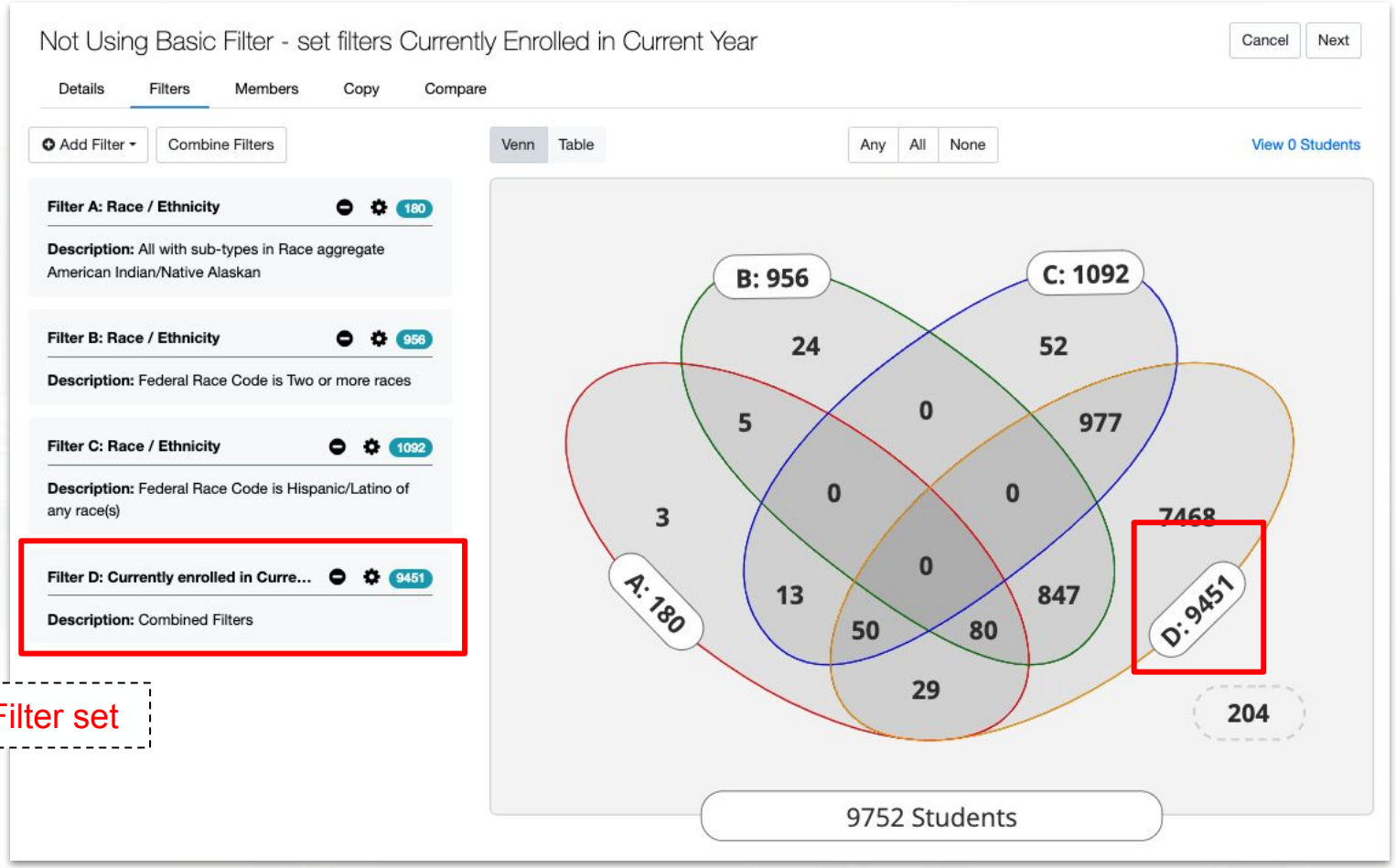


Nightly Updating Groups - Details, Basic Filter (continued)

No Basic Filter, District Enrollment status filters added

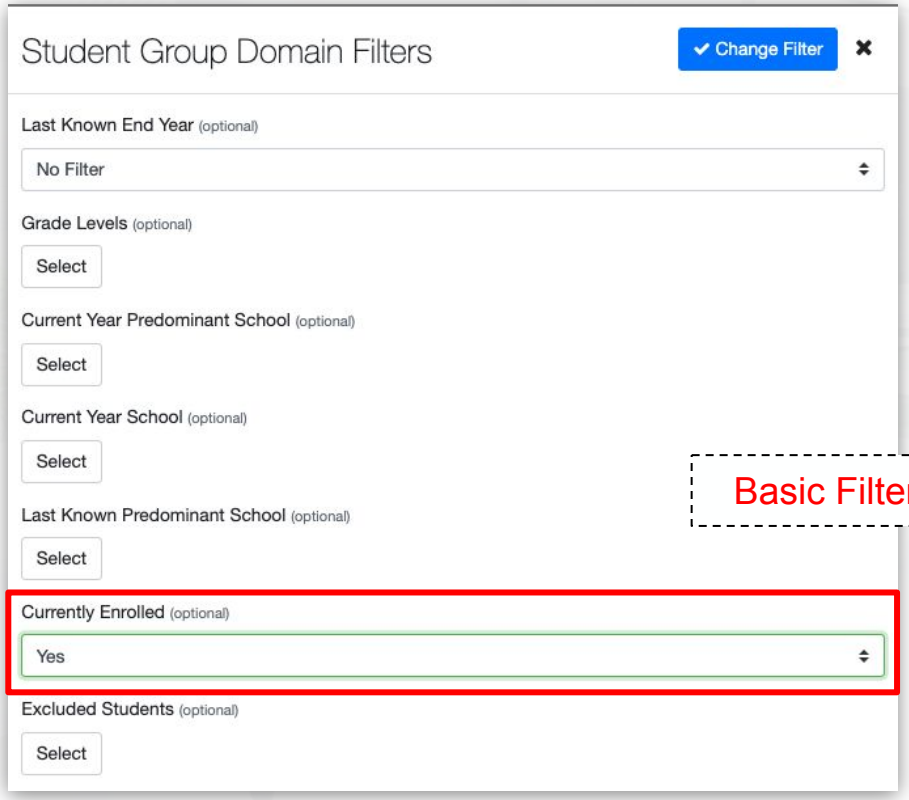


No Basic Filter set

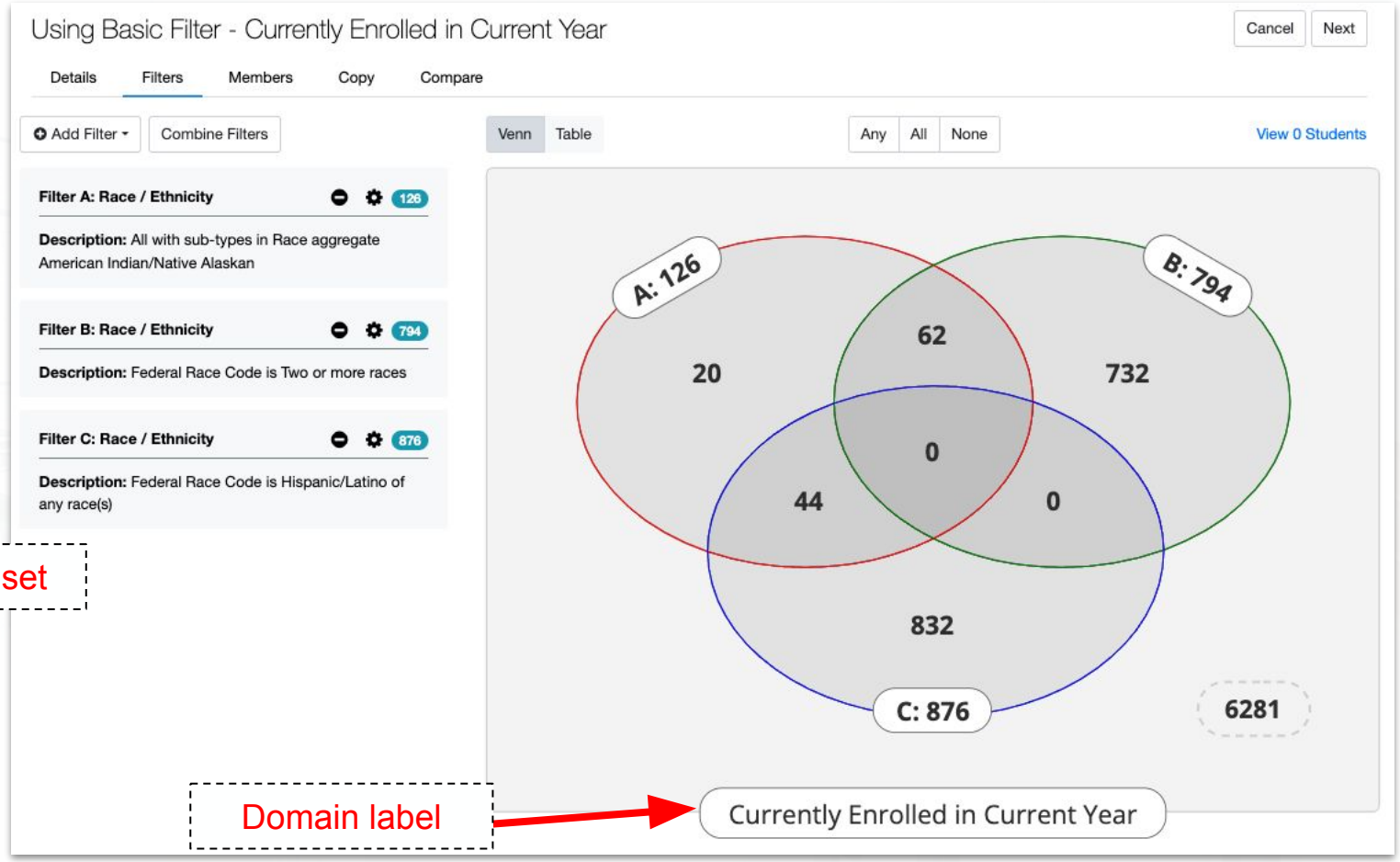


Nightly Updating Groups - Details, Basic Filter (continued)

Basic Filter set up with a Label



Basic Filter set



Domain label

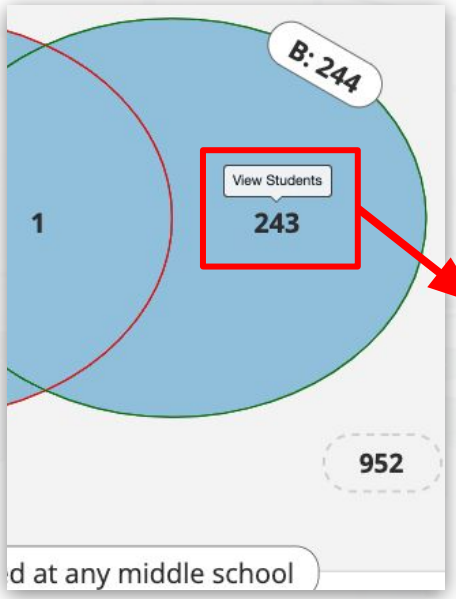
Nightly Updating Groups

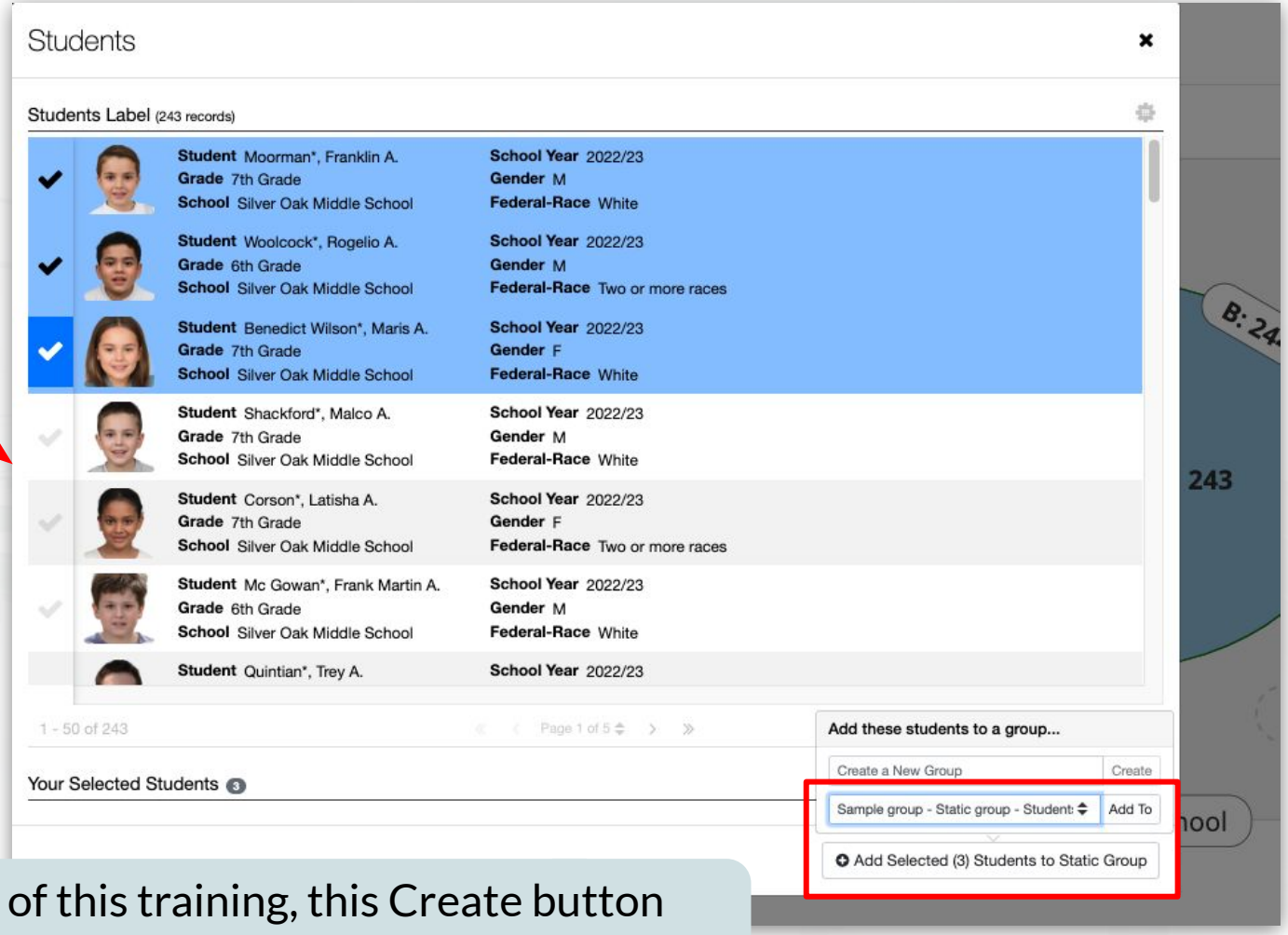
Imagine all the ~~people~~ Nightly Updating Groups, let's get started!

Nightly Updating Groups - Students view

Adding students to a Static Group

- Click a Venn section to see the student list.
- On the pop-up, check off the students you wish to add.
- Click the **Add Selected Students to Static Group** button.
- Pick the group from the Add To dropdown list.
- Click **Add To**





Currently, at the time of this training, this Create button creates a V1 Static group. An enhancement was requested.

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Sample ideas of Nightly Updating Groups

- Current Special Ed Students at your school
- Specific grade students below standard in Reading
- Students with last name A-L, or with M-Z
- Male, Xth Graders who have never been in SpEd
- Students absent 2 or more days in the last 2 weeks
- 10th Graders with fewer than 6 credits
- ABCs - Academic, Behavior, Credits

What group will you make? Let the hands-on time begin!

Sample ideas of Nightly Updating Groups

Elementary

Venn Diagram of Elem Risk Venn

Filter A: Unexcused Absences 52

Description: Student has 2 or more unexcused absences in the current school year.

Filter B: Assessments 169

Description: Students has not met i-Ready Reading assessment during current year.

Filter C: SWIS Referrals 19

Description: Student has 3 or more SWIS Behavior Referrals in the current year.

Middle School

Venn Diagram of MS Risk Venn

Filter A: Unexcused Absences 61

Description: Student has 2 or more unexcused absences in the current school year.

Filter B: Class Enrollments - Gradebook ... 169

Description: Students are faileing two or more classes in the current year.

Filter C: SWIS Referrals 55

Description: Student has 3 or more SWIS Behavior Referrals in the current year.

High School

Venn Diagram of HS Risk Venn

Filter A: Unexcused Absences 245

Description: Student has 2 or more unexcused absences in the current school year.

Filter B: Class Enrollments - Gradebook ... 186

Description: Students is failing two or more classes in the current semester.

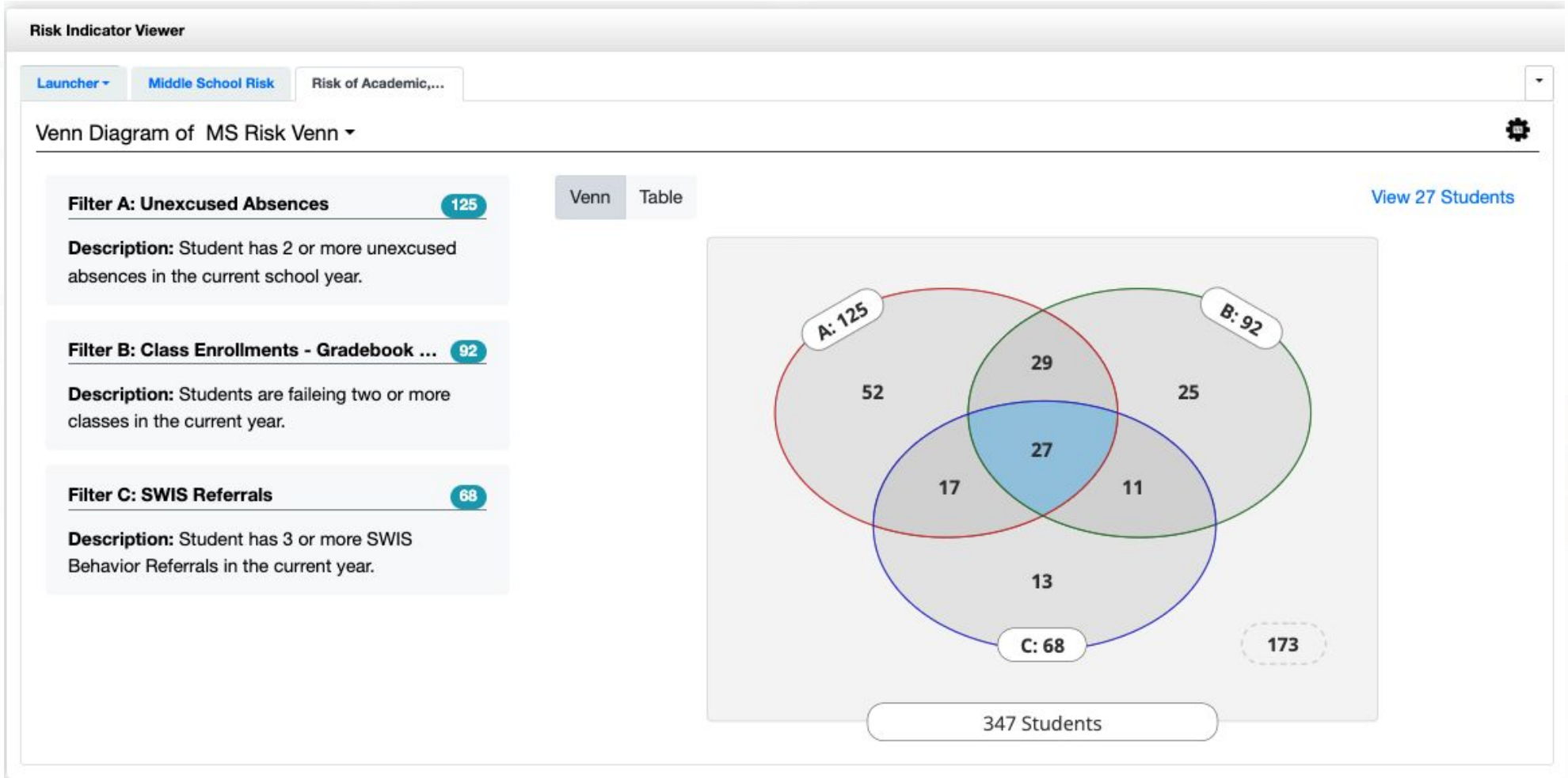
Filter C: SWIS Referrals 89

Description: Student has 3 or more SWIS Behavior Referrals in the current year.

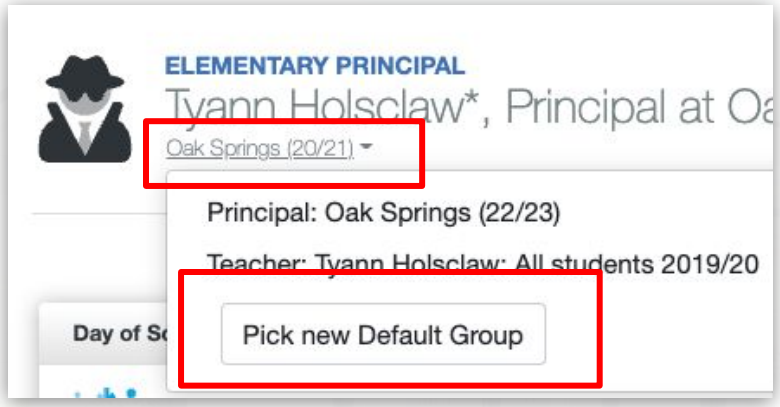
Sample ideas of Nightly Updating Groups

The user can click on sections to see the students.

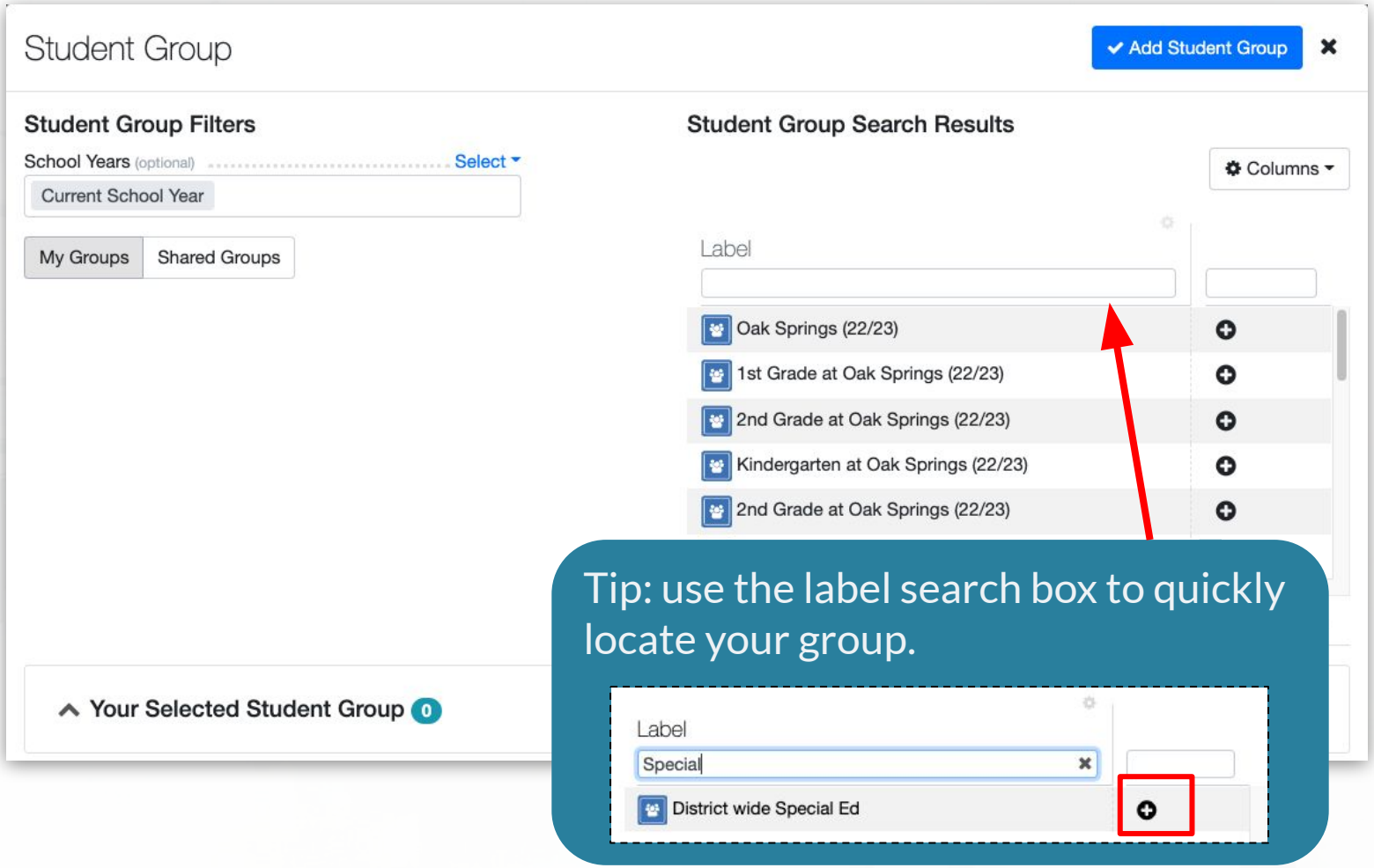
This is a custom dashboard configuration. Contact support@schooldata.net to request information on how to add a view like this on your dashboard(s).



Dashboards - changing student group



- Click the link that displays the current group.
- Click the **Pick New Default Group** button
- Click the + on the group desired

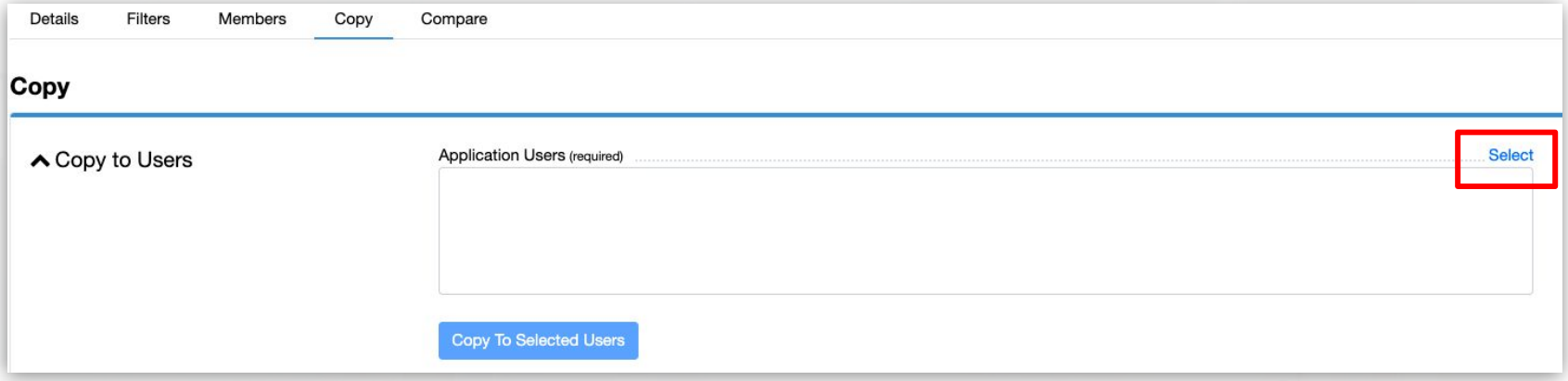


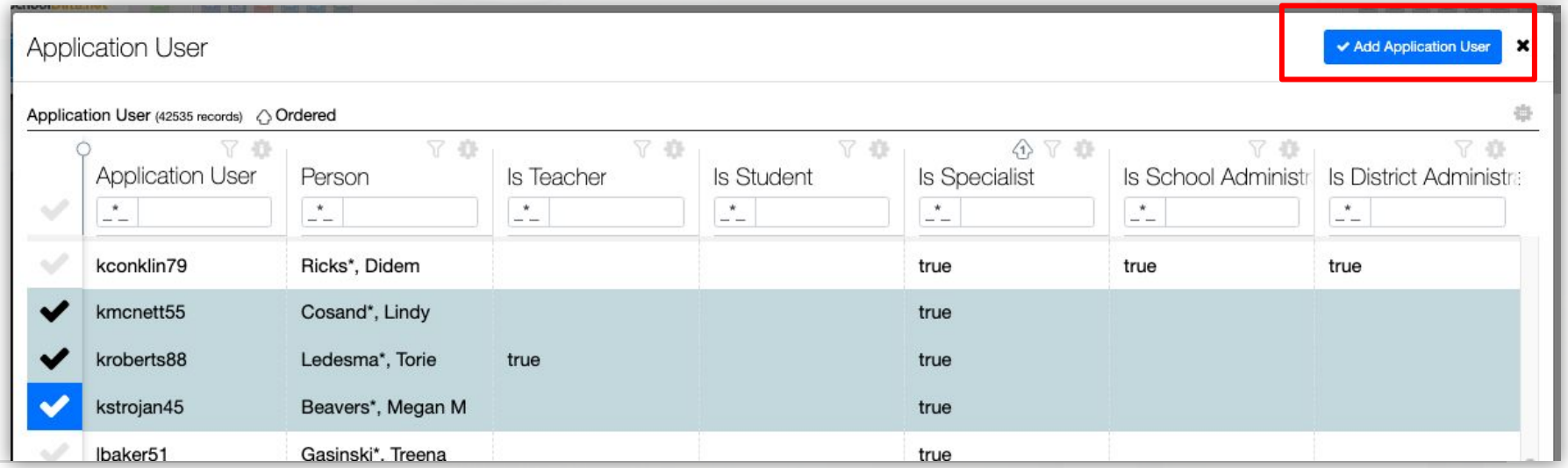
Copy tab - copy a Student Group to other users

- A copy is placed in the selected user(s) account
- The user receiving the copy can modify members or filters in the group
- Modifications by the receiver of the copy DO NOT affect the original student group

Copy tab - copy a Student Group to other users

- Click **Select** on the Copy tab
- From the list, select the user(s).
- Click **Add Application User**





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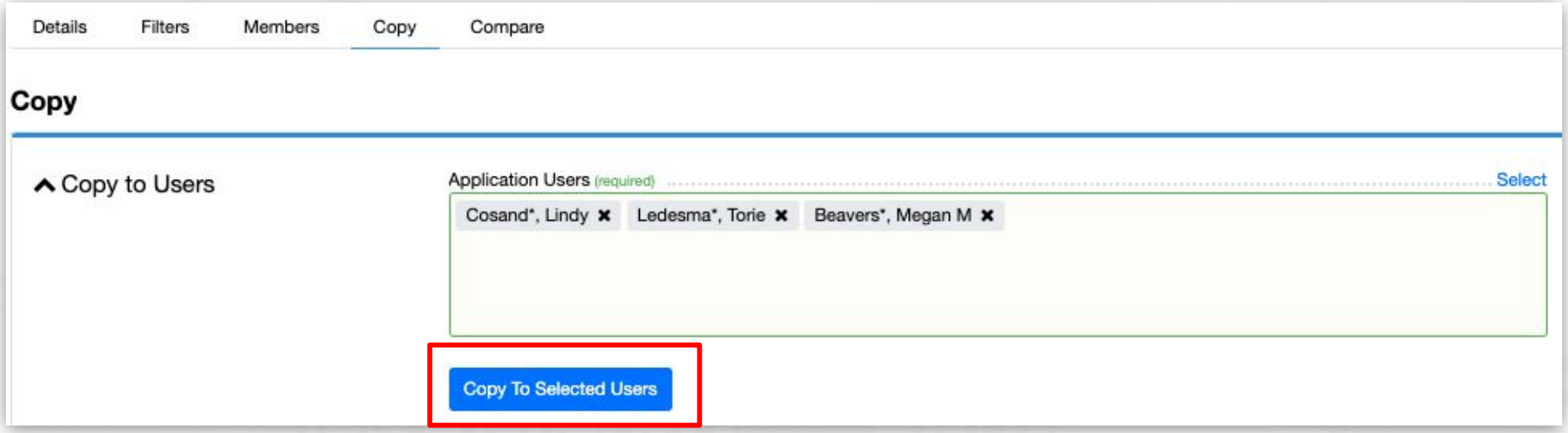
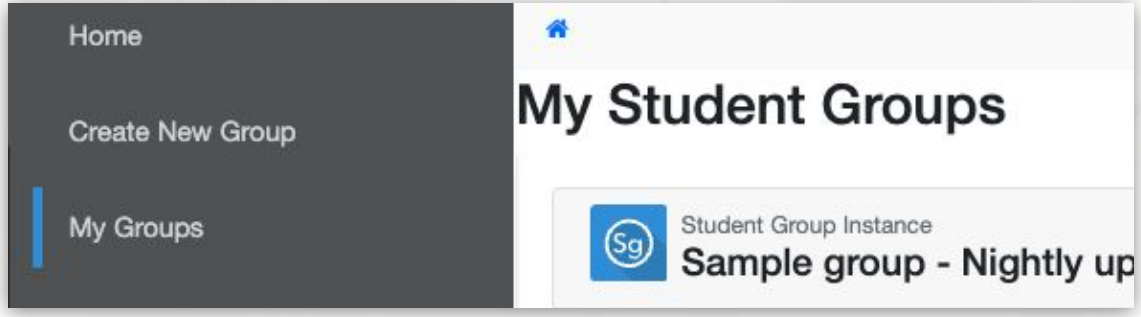
Copy tab - copy a Student Group to other users

- Click the **Copy To Selected Users** button

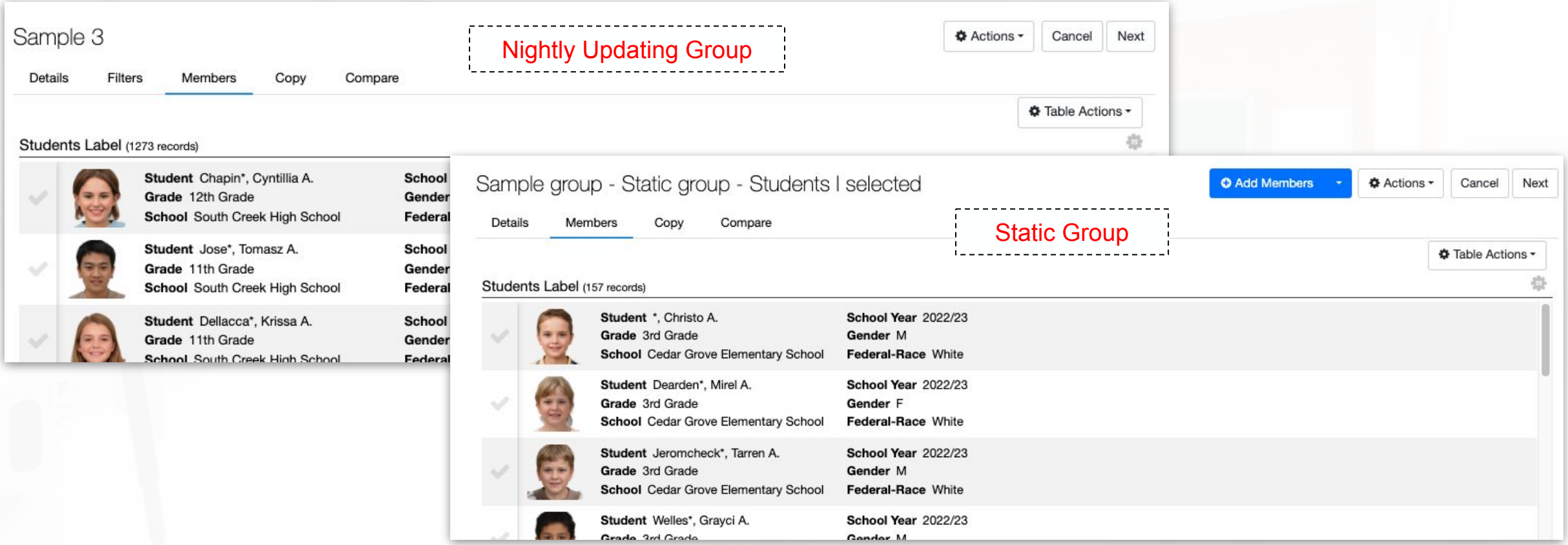


- The group is added to the user's My Groups list for view or use in any SchoolData.net applications



Members tab - tools

Available on either type of group, there are multiple tools to each.

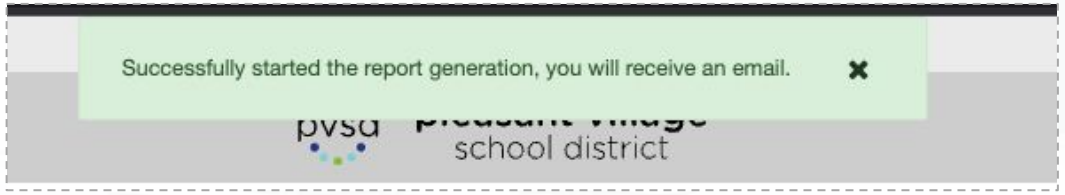


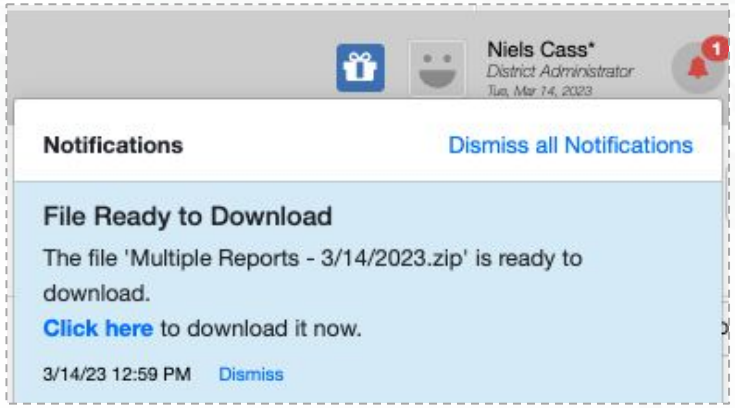
Members tab - download a student report

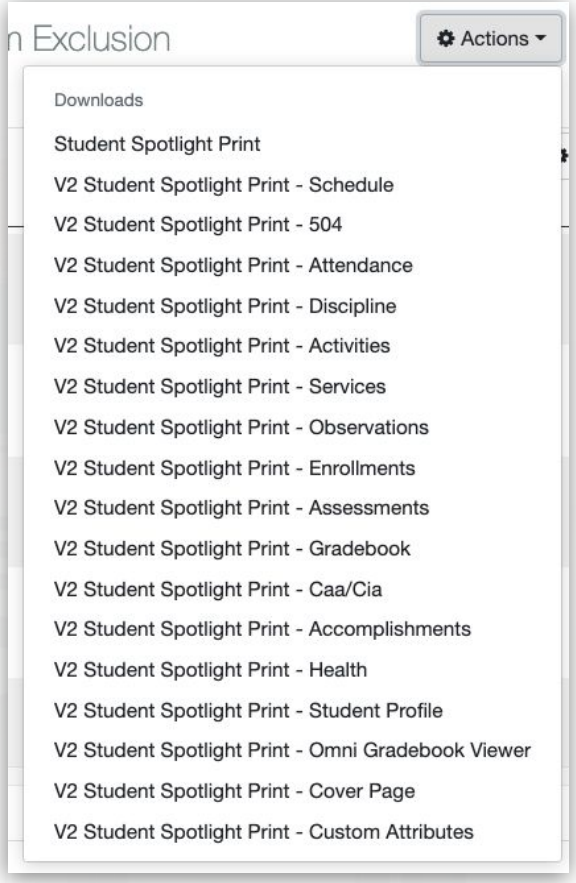
In **Actions**, this is a WHOLE GROUP action that will download INDIVIDUAL reports on EVERY student in the group. Clicking a report to Download will begin to generate immediately.

A ZIP file is then created with all reports in one ZIP file.

When the report is already, it can be accessed in the application or via email.







If the group is large, it will take a while to generate since it is one report for each student in the group.

Members tab - Removing Students

Table Actions are focused on actions in the table: removing selected students(s).

For a nightly updating group, removal of a student adds them into the Exclude Student list on the Basic Filters.

For static group, you are managing your member list and removing selected or all added.

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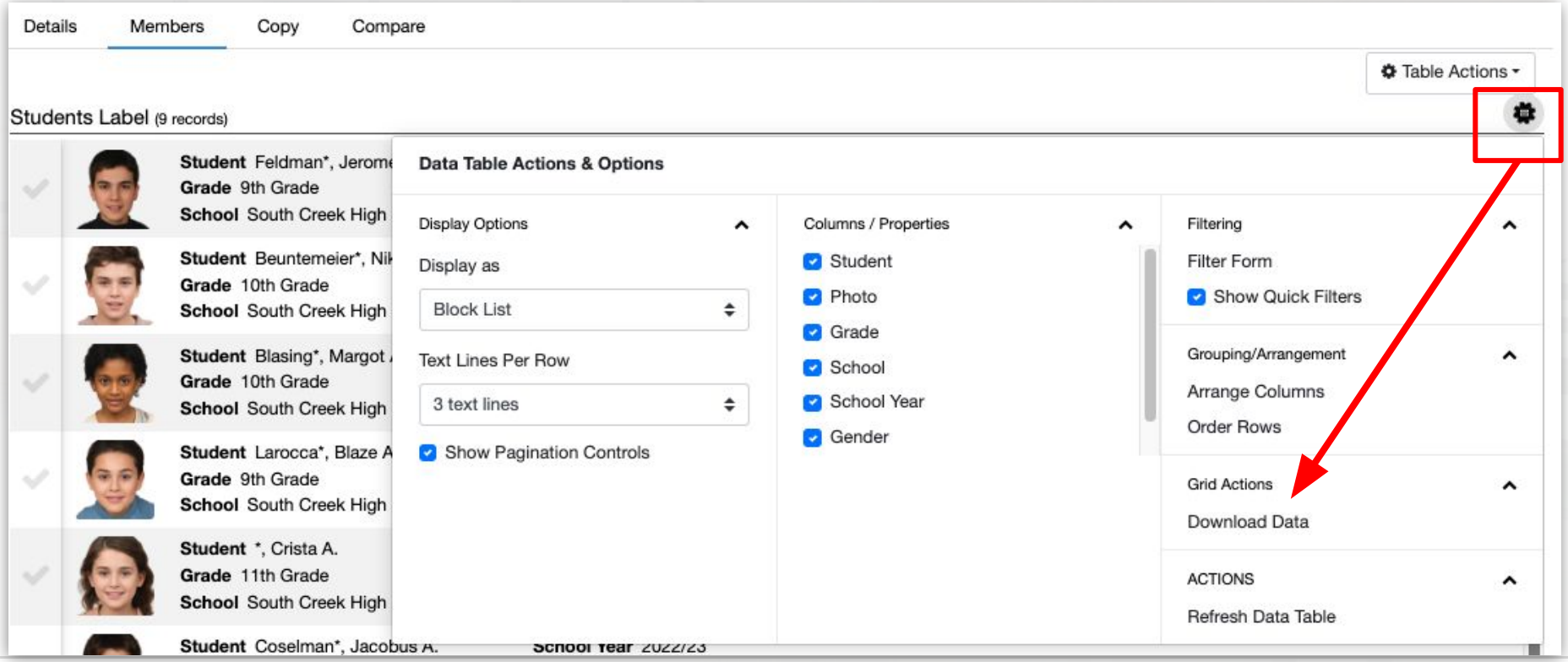
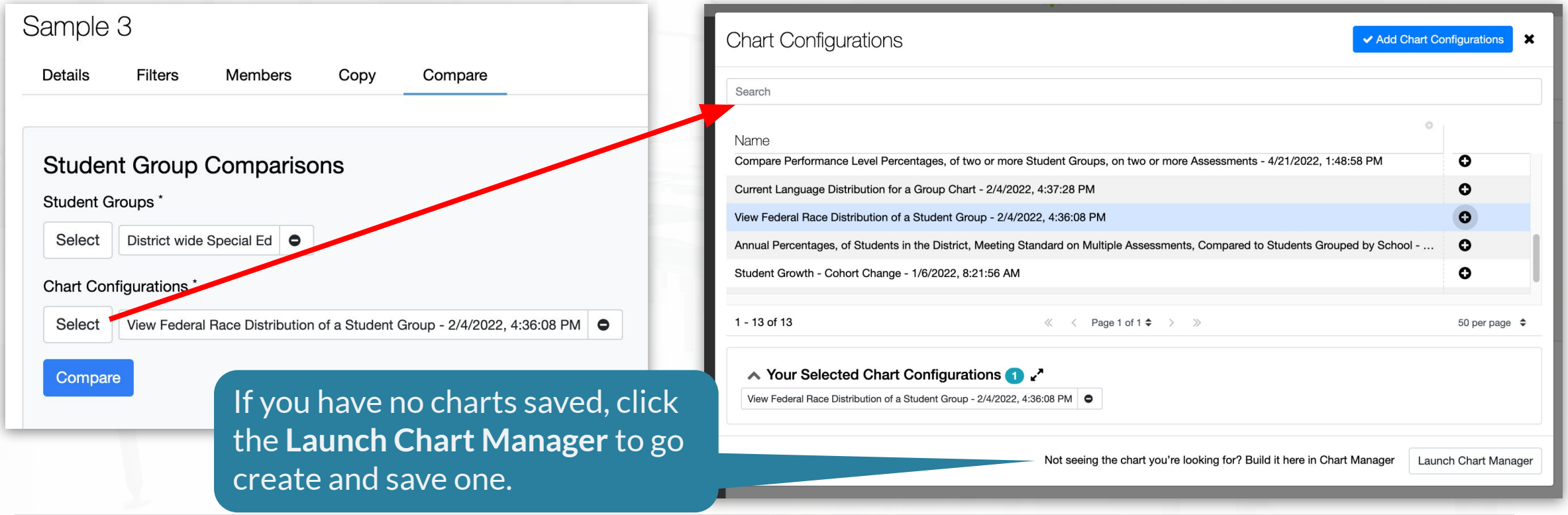
Members tab - Downloading the list of students

Using the **data table actions gear**, click **Download Data** to generate a spreadsheet of the students in the list. An in-app notification and an email will come when it is ready.



Compare tab - tools

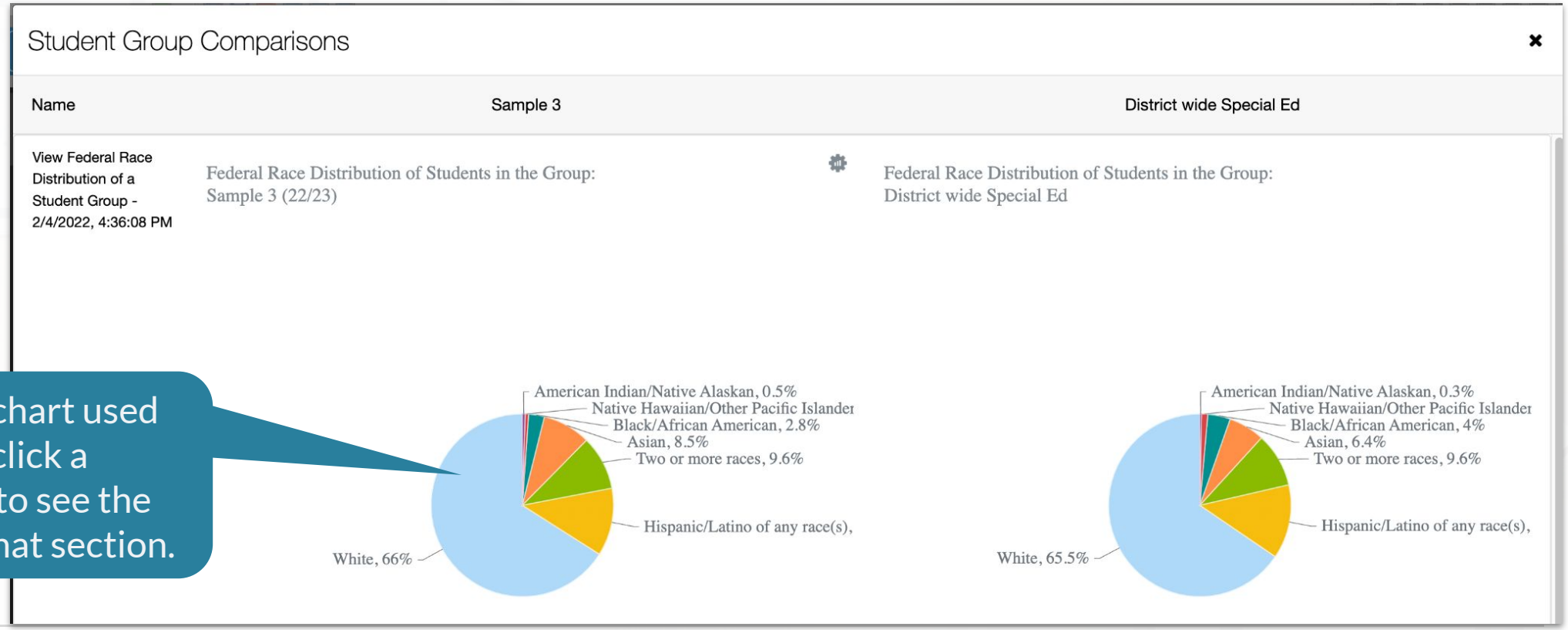
Available on either type of group, the compare the current group to one or more groups on a Chart you have saved. This will depend on the chart setup as well.



If you have no charts saved, click the **Launch Chart Manager** to go create and save one.

Compare tab - results

After clicking **Compare**, the current group and the additional group are used to generate the chart(s) selected to visually compare on it each.



Just like the chart used to compare, click a section on it to see the students in that section.

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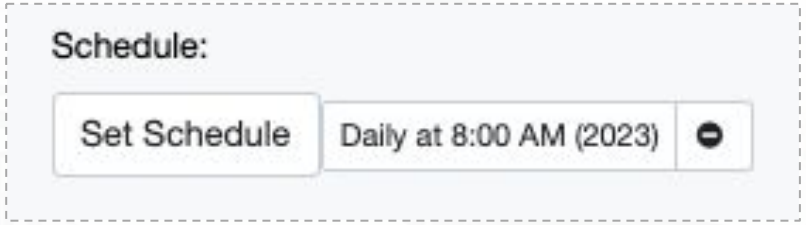
Annual update of groups

- Static Groups
  - Students in the group stay and the group continues to exist.
    - If it is no longer needed, either delete or mark the group **inactive** to prevent from showing in your pick list.



- Nightly Updating Groups
  - Member update schedules are year based.
    - If you wish to continue to have a group update, a new schedule needs to be added when the new year has begun.
  - If date ranges were included in any filters, they need to be manually updated.

Wrap up

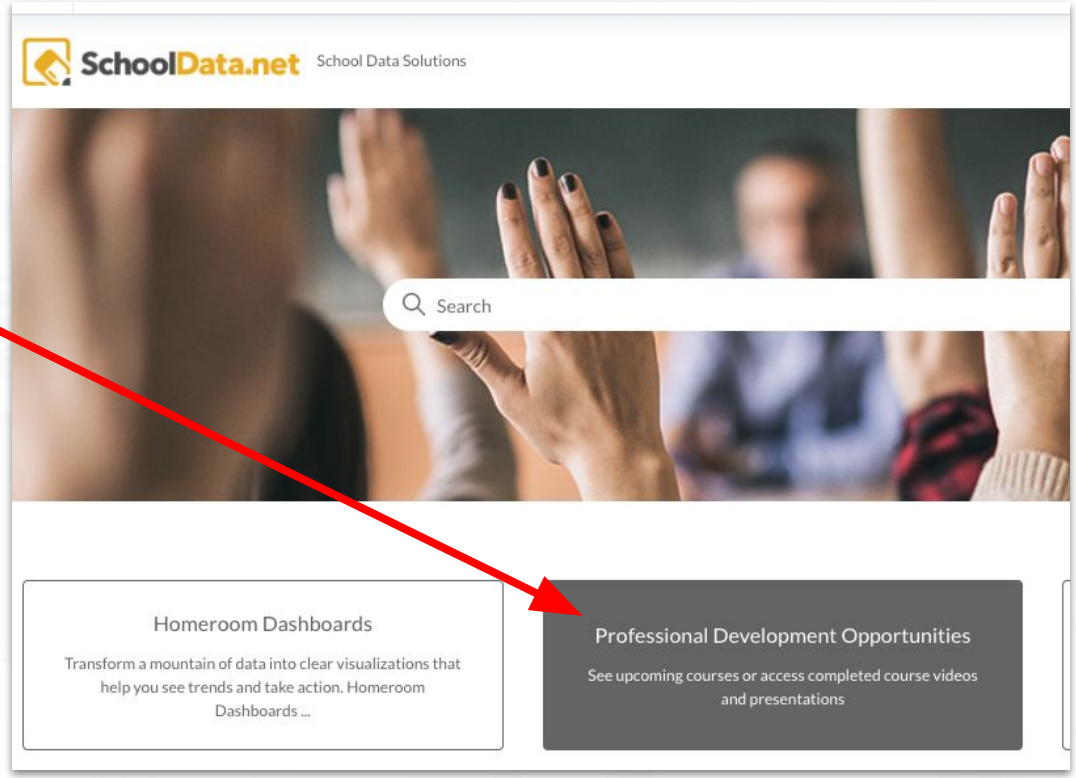
Training Opportunities

Upcoming training - Watch for emails, in-app notifications, or visit the SchoolData.net Pro Dev site to register:

https://prodev.schooldata.net/CourseRegistration

Past training - find documents and videos on our Help Center in the Professional Development Opportunities **Completed Courses** section.

https://support.schooldata.net/

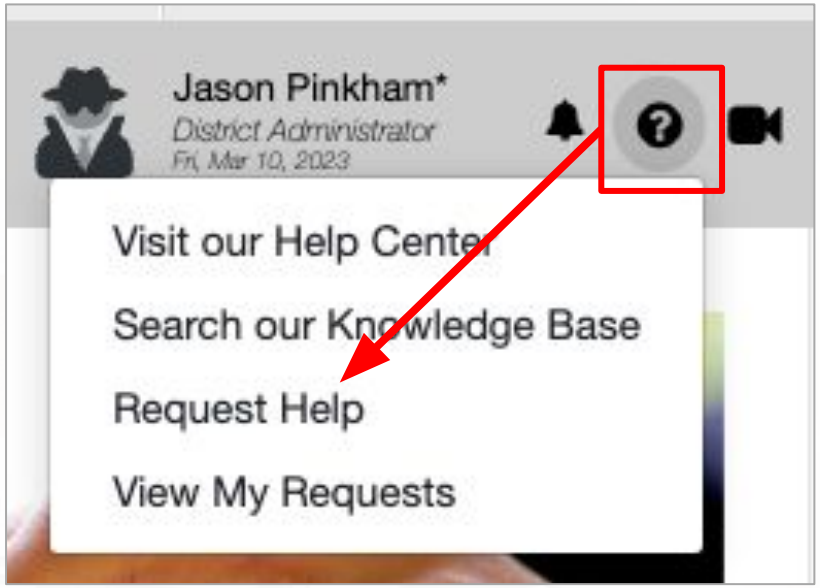


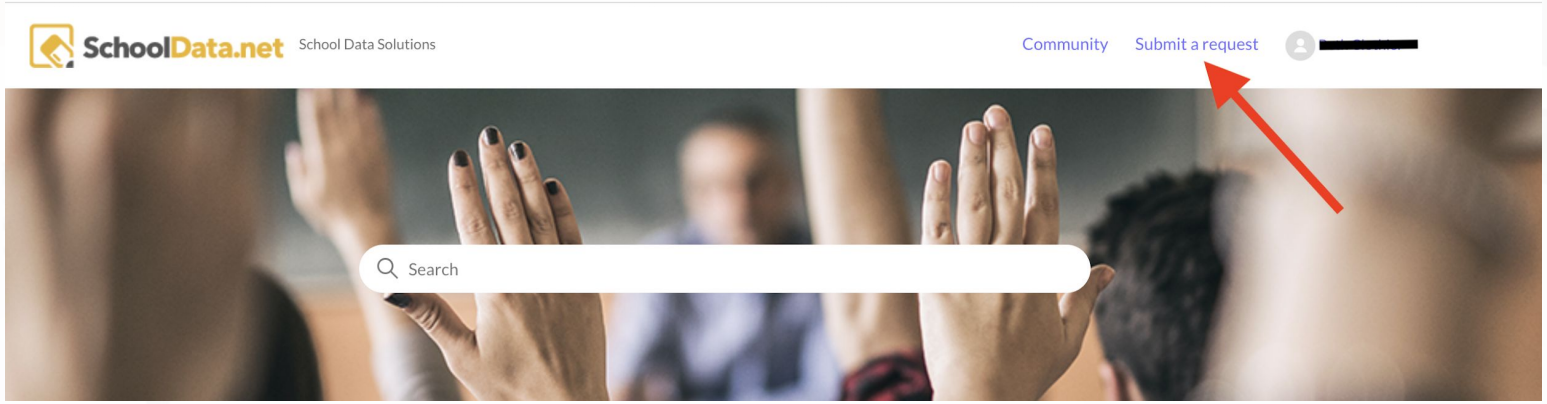
For additional PD questions & PD request for SDS applications contact support@schooldata.net

Help Desk & Resources

Creating Help Desk Tickets

- Send an email to Support@SchoolData.net
- OR click the **?** in the upper right corner of any application and select '**Request Help**'
- OR from the Help Center, in the upper right of the page click the '**Submit a Request**' link.

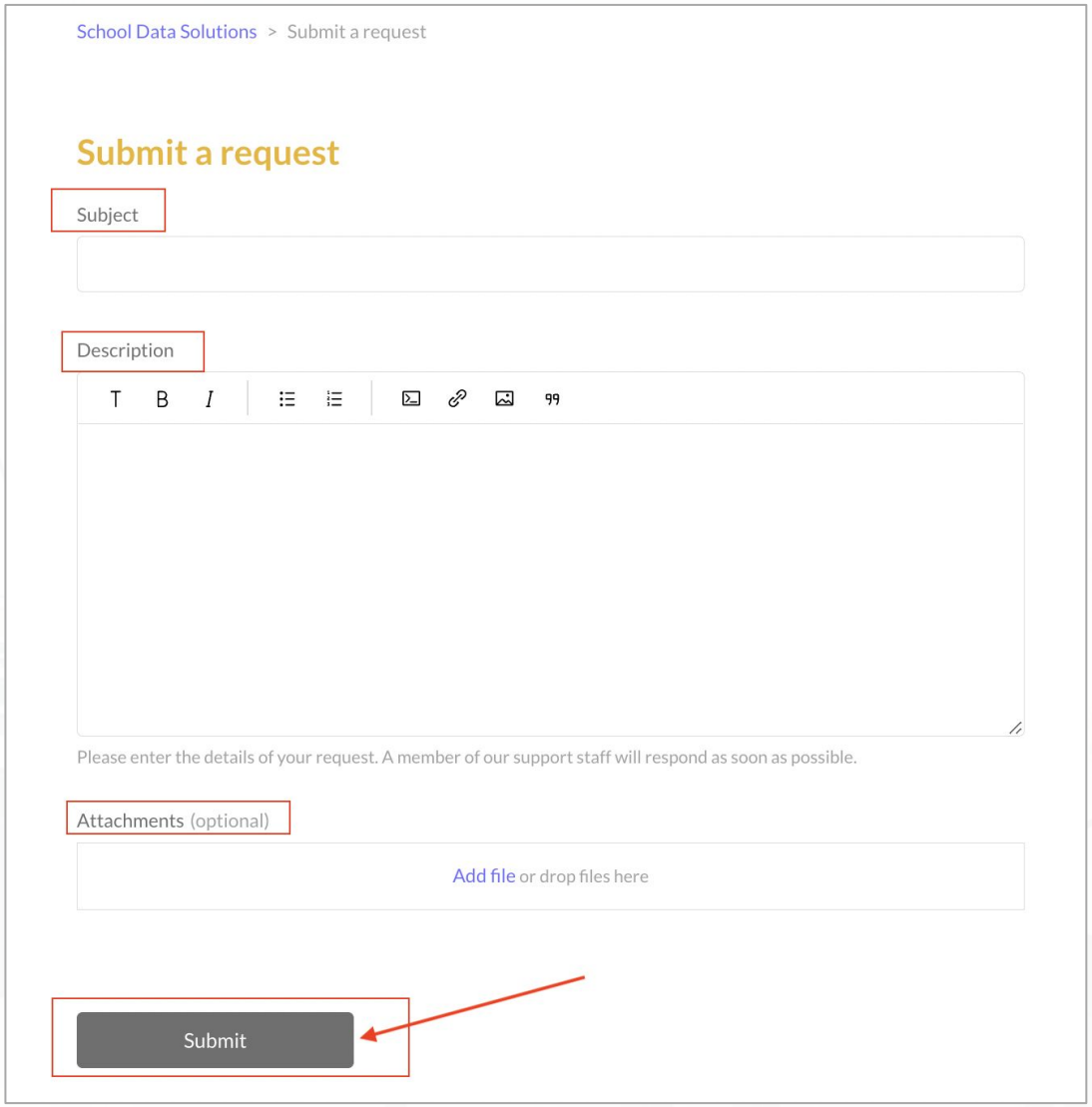




Help Desk & Resources

Request Help Web Form

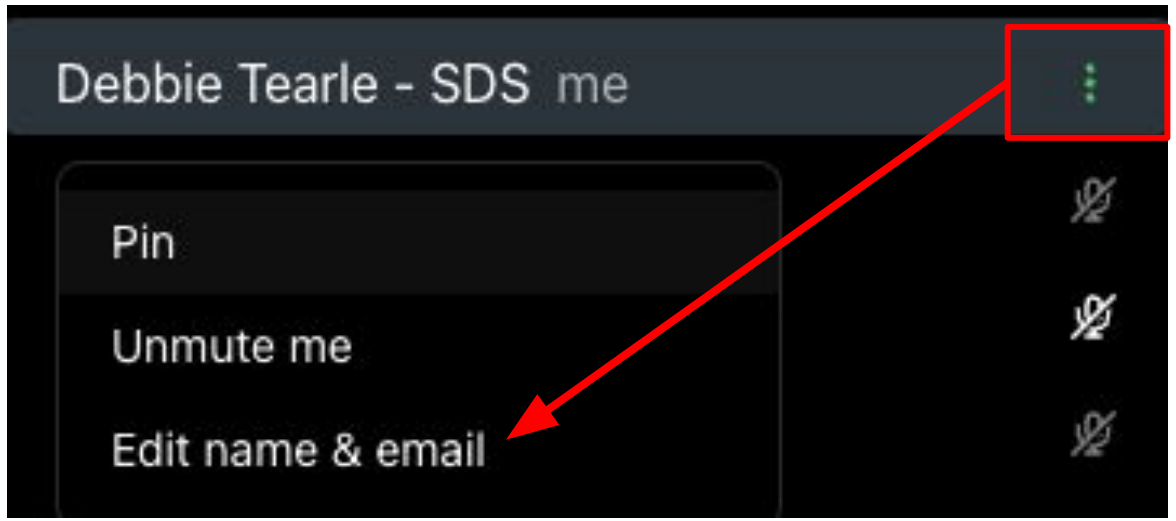
- Subject
- Description
- Attachments
- Submit



Don’t forget: Attendance Verification if you want Clock Hours

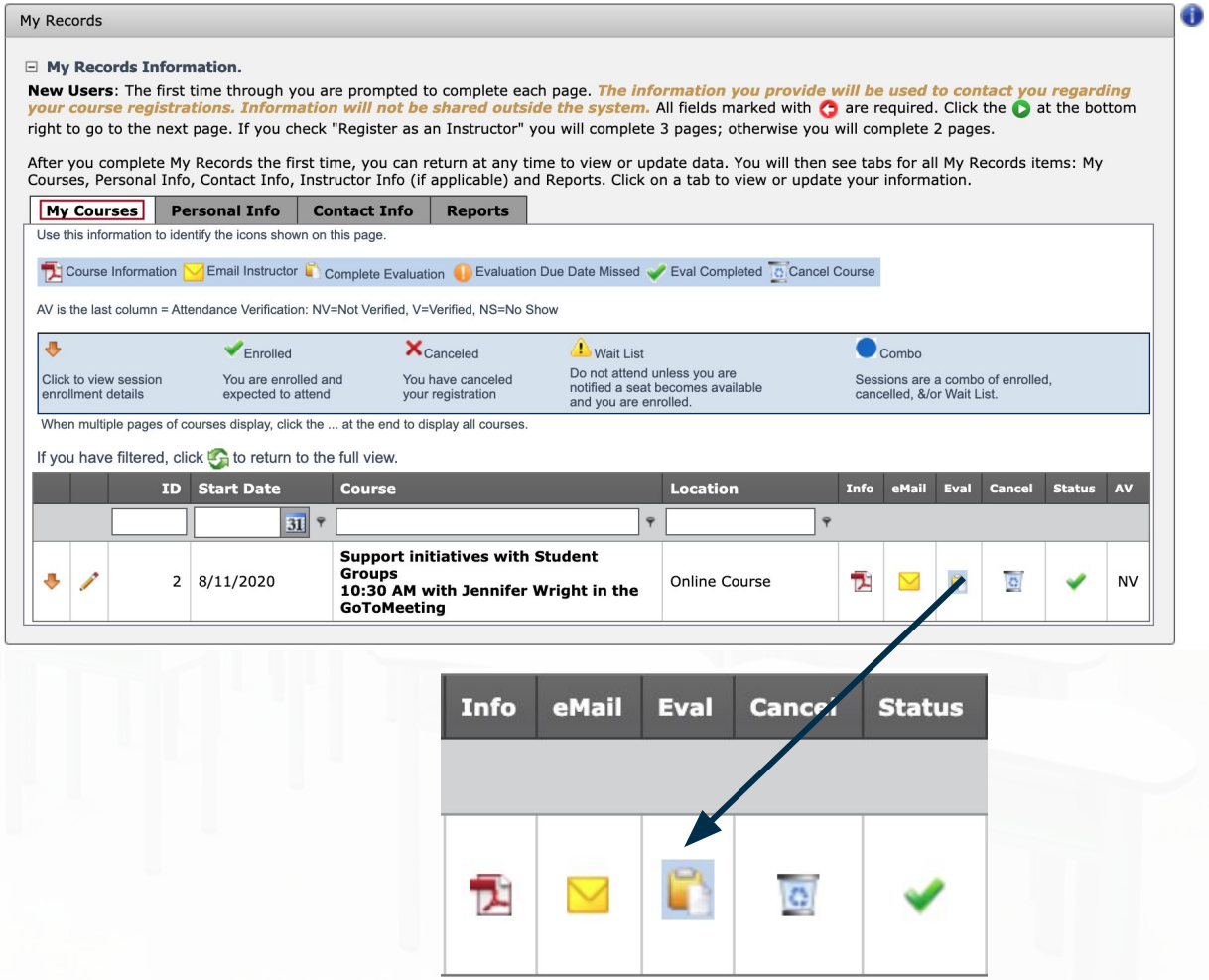
Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



We'd love to hear your feedback!

- My Records → My Courses
- From the **Eval** column on this course, click the icon to fill in our Course Evaluation.
  - We appreciate your feedback!
  - Available for 10 days



THANK YOU

PRESENTED BY:

SchoolData.net