

Identifying Service Enrollments Student Groups

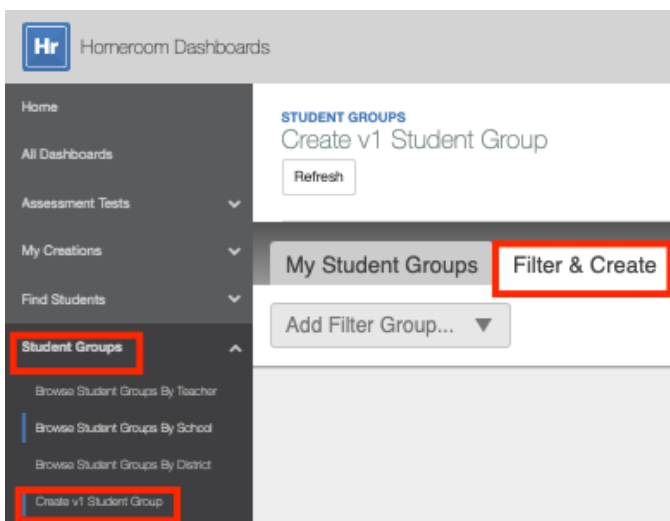
Many districts must update their student information systems (SIS) with current service (program) enrollments, for instance, Title I, LAP, and ELL. The state requires those updates and must be reported with grant funding.

Often, the information is updated with several district staff members, including grant coordinators, specialists, and district administration. If those people are still getting familiar with the district's SIS, reaching a current list of student program enrollments and merging it with potential student enrollments can be challenging.

In this demonstration, we use Homeroom to get a list of current and potential students. When combined, this list can be used to update the SIS. For example, this process can identify Special Education, English Language Learners, or any particular program your district must track.

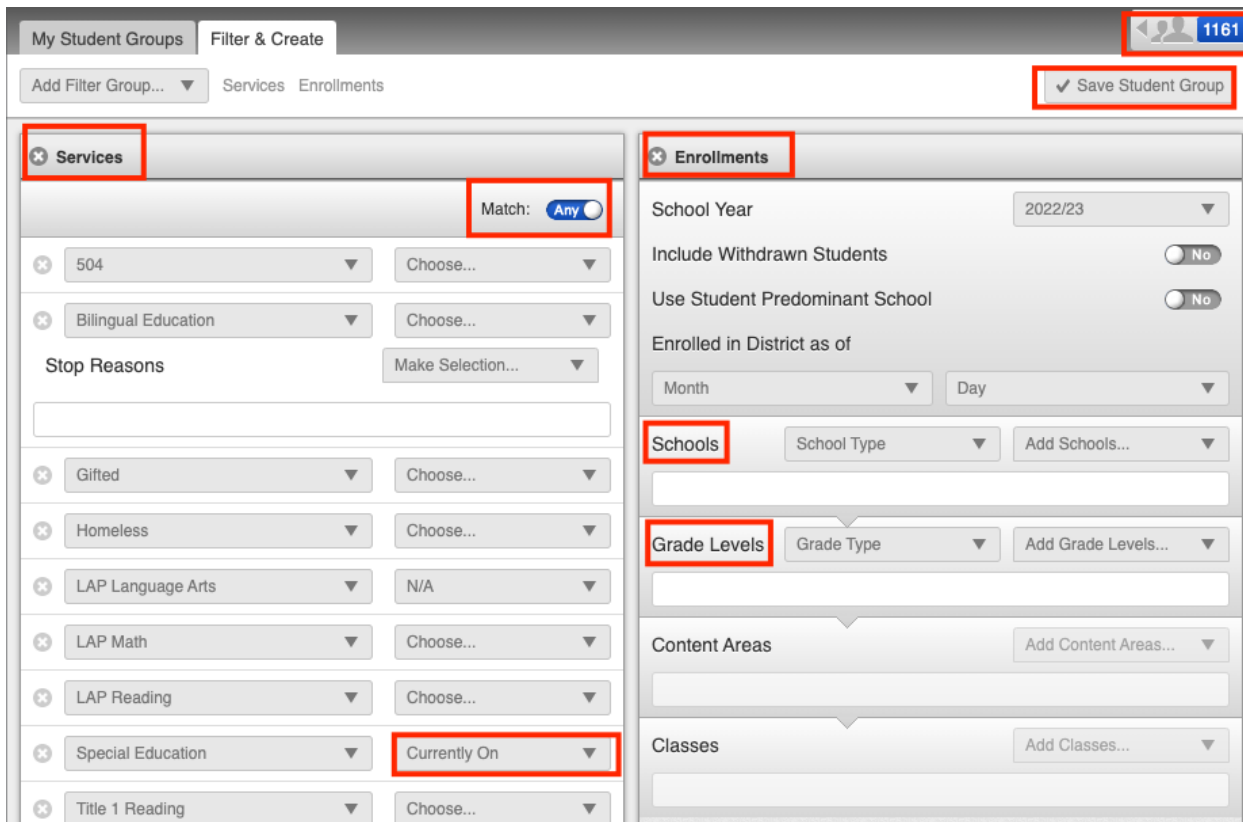
CURRENT SERVICE STUDENTS

To see the students with the Services Currently On, log in to **Homeroom Dashboards** and select **Student Groups**, then **Create v1 Student Group** from the left-hand Column. Next, select the **Filter & Create** tab.



Next, apply two filters from the **Add Filter Group** drop-down, **Enrollments** and **Services**.

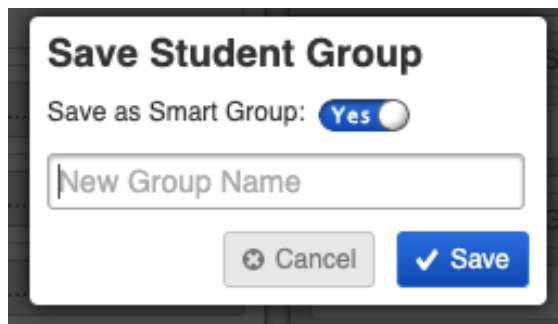
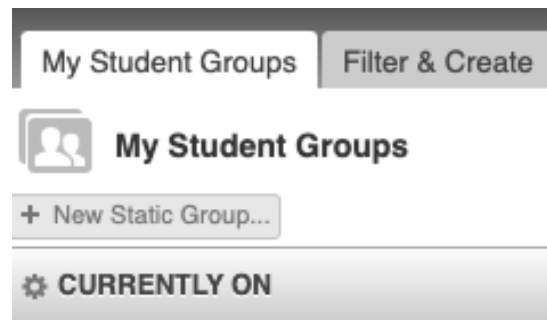
1. In the **Enrollments** filter, choose the current **School Year** and the **Schools** and/or **Grades** you are interested in.
2. In the **Services** filter, choose the **Service(s)** you are interested in and the option **Currently On**.


NOTE:

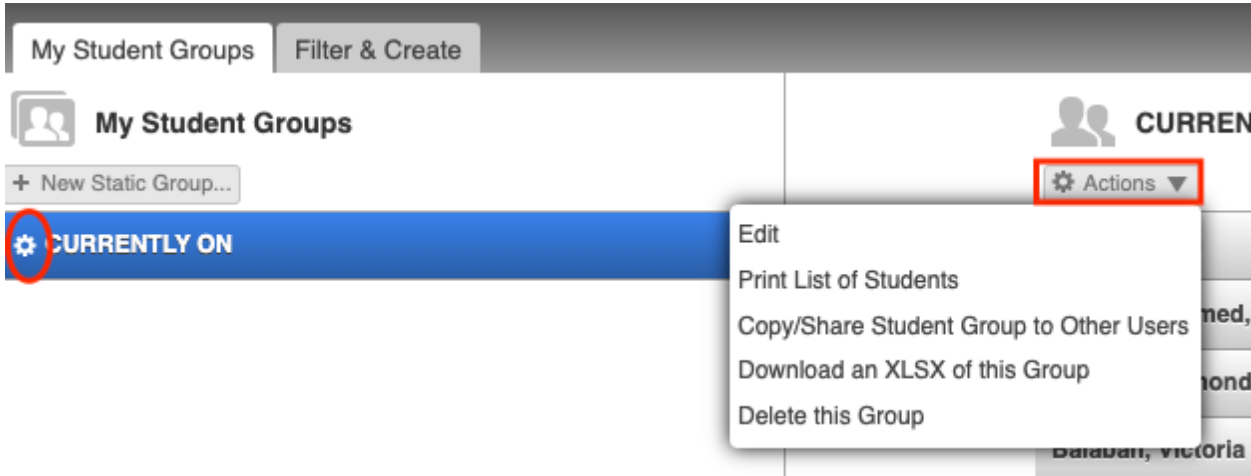
- Your selections will change the number of students filtered (in the top right corner).
- The default setting is **Match Any** (in the top right corner). If multiple interventions are chosen, The filter will display a list of students currently on at least one of those services. They do not have to be on all of the selected services.

Click **Save Student Group** in the top right corner when finished.

Now, give this group a name, like "Currently On." Next, turn on the **Save as Smart Group** and **Save**. This group will reflect any updates you make to your SIS system. A new student group will now be created under your **My Student Groups**.

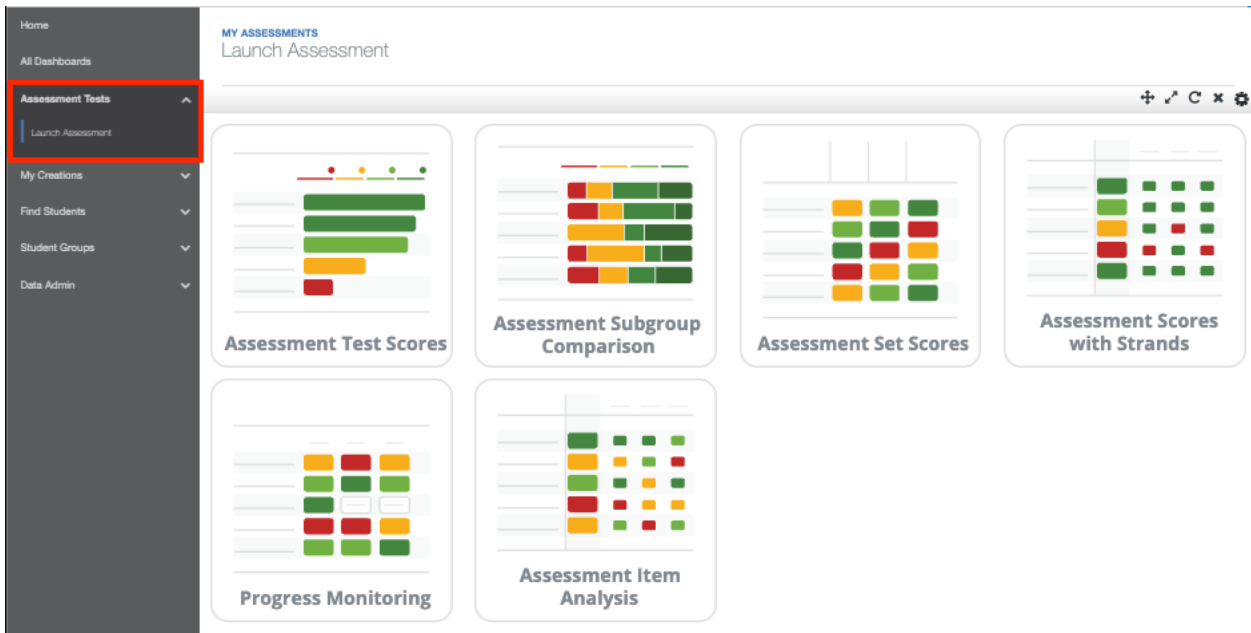
Click on the **Action Gear** to the group's left to review the student list. This will open a list of students to the right. Here you will have available **Actions** in a drop-down menu to **Edit, Print List of Students, Copy/Share Student Group to Other Users, Download an XLSX of this Group or Delete this Group.**



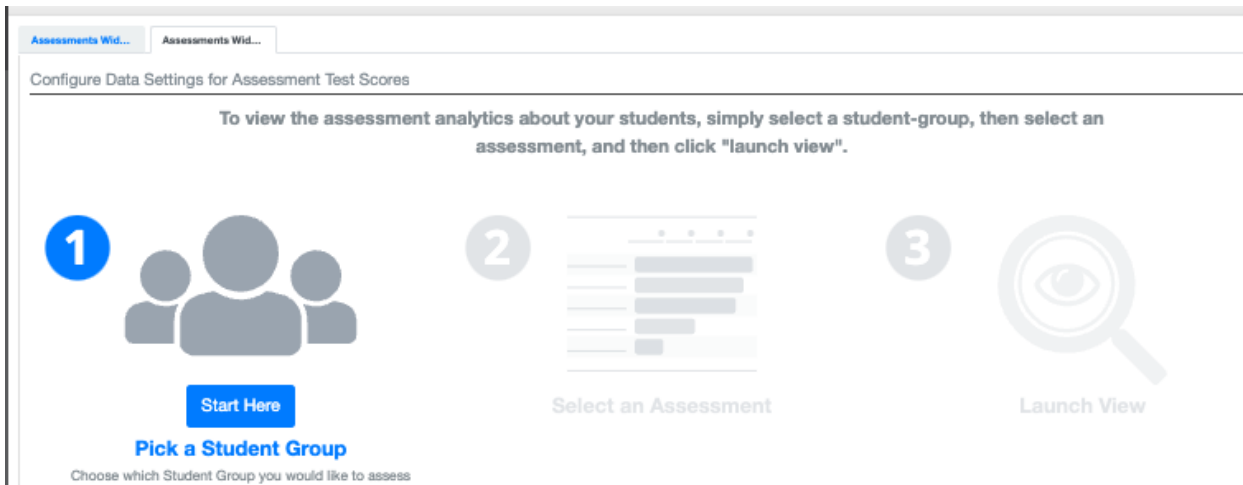
POTENTIAL SERVICES ENROLLMENTS

For this demonstration, we will create a group of likely students based on the assessment scores of all Kindergartners in our district.

To identify those Kindergartners who could be served, navigate to the **Launch Assessments** found under the **Assessments Tests** in the left-hand column of **Homeroom Dashboards**. Then select the Assessment container of your choice.




“Start Here” Pick the Student Group you would like to view.





Assessments Wid... Assessments Wid...

Configure Data Settings for Assessment Test Scores

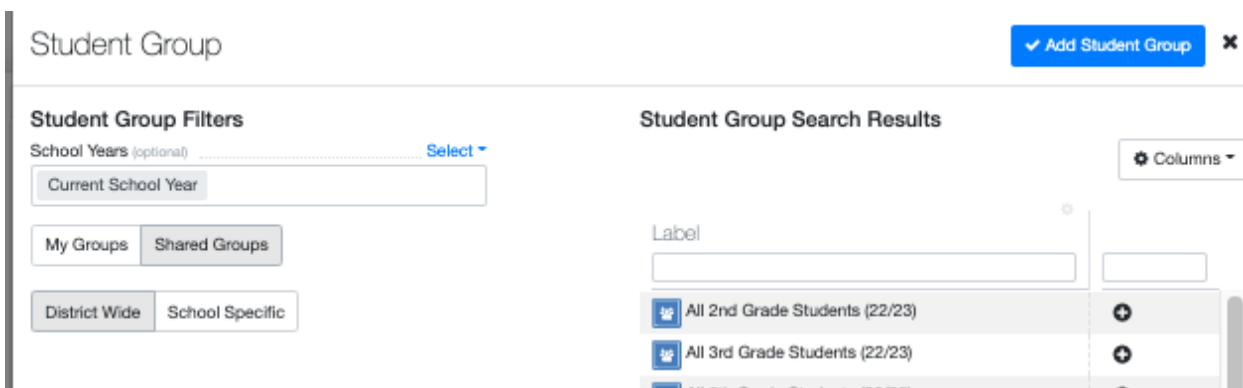
To view the assessment analytics about your students, simply select a student-group, then select an assessment, and then click "launch view".

1  **Start Here**
Pick a Student Group
Choose which Student Group you would like to assess

2  Select an Assessment

3  Launch View

In this case, it would be All Kindergartners in the Current School Year.



Student Group ✓ Add Student Group ✕

Student Group Filters

School Years (optional) Select ▾

Current School Year

My Groups Shared Groups

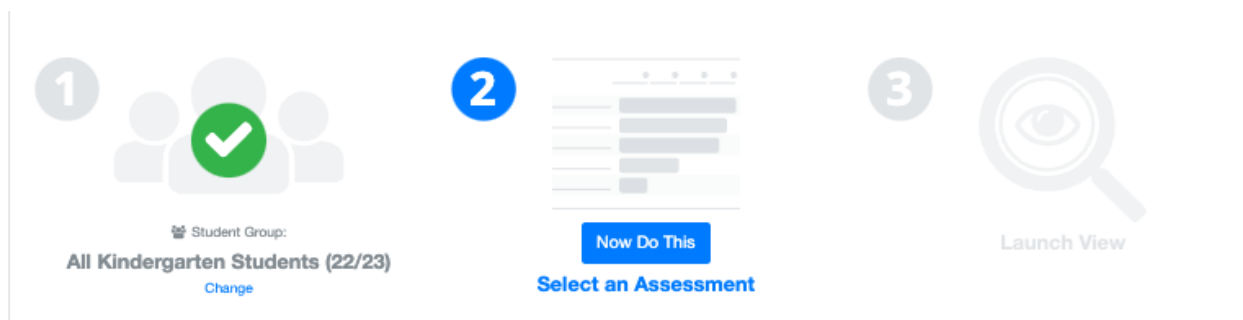
District Wide School Specific


Student Group Search Results Columns ▾

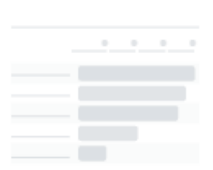
Label


| | | | |
|-------------------------------------|--------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | All 2nd Grade Students (22/23) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | All 3rd Grade Students (22/23) | <input type="checkbox"/> | <input type="checkbox"/> |

“Now Do This” Select an Assessment by clicking on the checkmark next to your chosen assessment. In this case, "K Rdg Risk Analysis - Entry" and then Launch View.

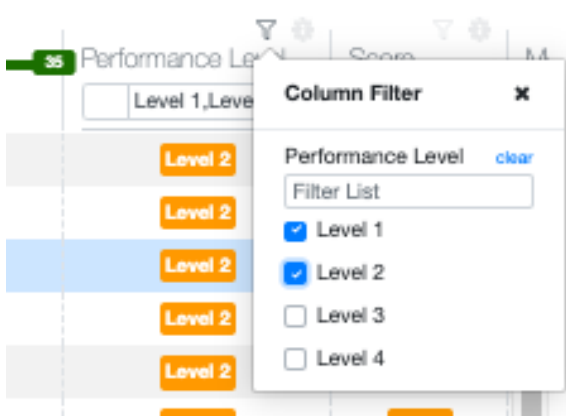


1  **Student Group:**
All Kindergarten Students (22/23)
Change

2  **Now Do This**
Select an Assessment

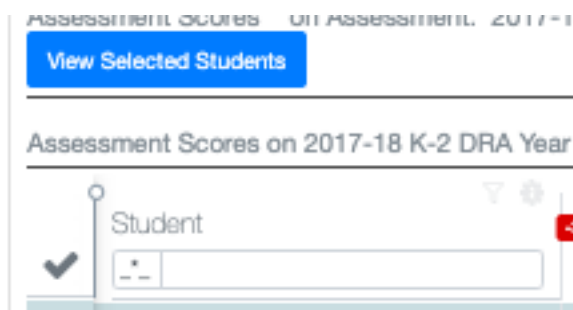
3  Launch View

To hide the students who do not need to be served, click the **Performance Levels** drop-down, and select those groups that are at risk. You want to hide the students who do not need to be served (green, low-risk students, meeting the standard or levels 3 and 4).



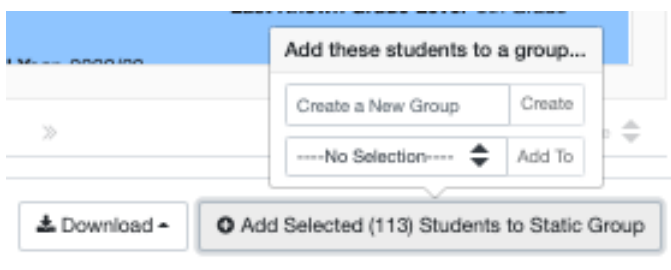
Now, create a Static Group based on these at-risk students.

First, select the check mark to the left of the some-risk students or select all by clicking the top checkmark. Select **View Selected Students**.



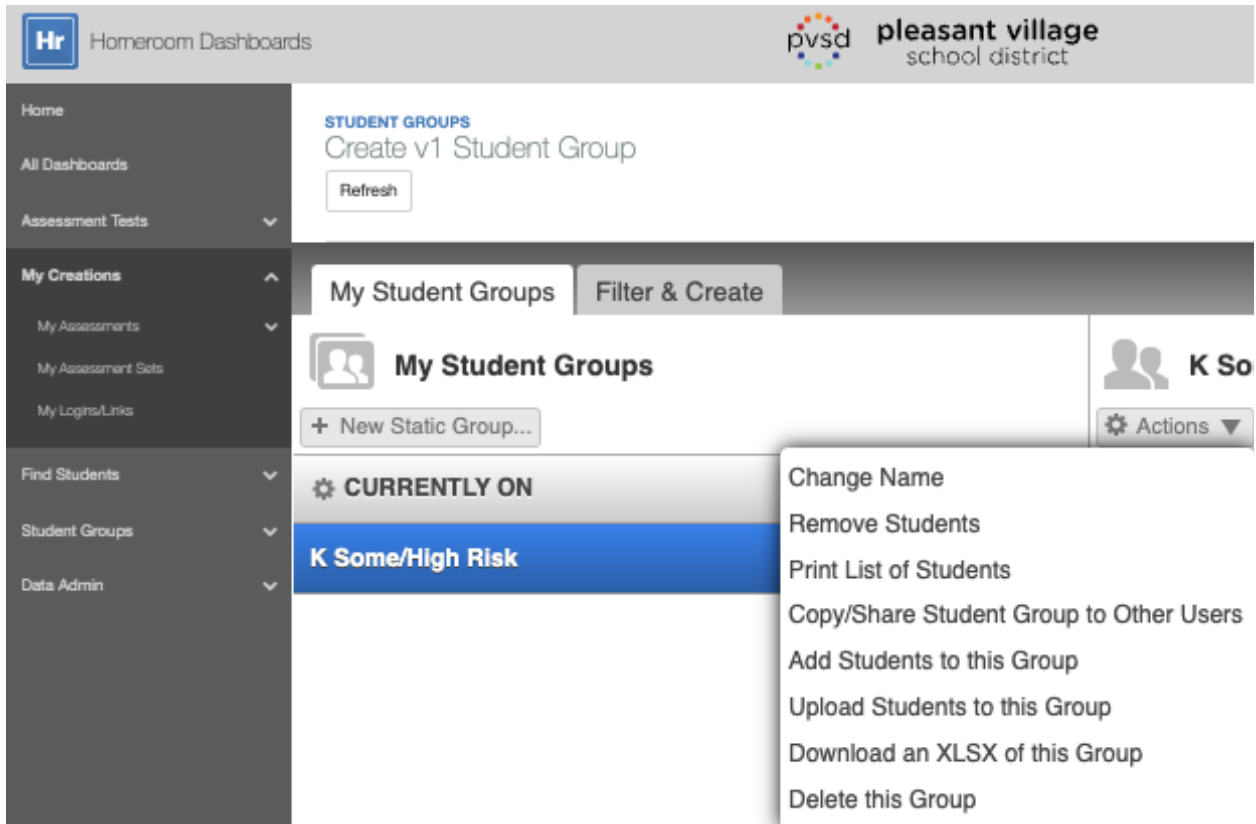
A new window will open, listing all the students. Again, select the check mark to the left of the some-risk students or click **Select All** in the top left corner.

Click **Add Selected Students to Static Group** in the bottom right corner. A new window will open. **Create a New Group**. In this case, "Kinder Some/High Risk" and then select **Create**.



If you would like to add additional selected students, choose **Add Selected Students to Static Group**; instead of creating a new group, select your previous group and click **Add To**.

Return to **My Student Groups** to **Edit, Print, Copy/Share, Download, or Delete**.



The screenshot displays the 'Homeroom Dashboards' interface for 'pleasant village school district'. The main content area is titled 'STUDENT GROUPS' and includes a 'Create v1 Student Group' button and a 'Refresh' button. Below this, there's a section for 'My Student Groups' with a 'Filter & Create' button and a '+ New Static Group...' button. A list of student groups is shown, with 'CURRENTLY ON' and 'K Some/High Risk' visible. An 'Actions' dropdown menu is open over the 'K Some/High Risk' group, listing options like 'Change Name', 'Remove Students', 'Print List of Students', 'Copy/Share Student Group to Other Users', 'Add Students to this Group', 'Upload Students to this Group', 'Download an XLSX of this Group', and 'Delete this Group'.

You now have two files that can be merged. Furthermore, you can manipulate that file in whichever manner you wish.

In this case, you can use the information to update your SIS system. Twenty-four (24) hours after the SIS system is updated with the correct program or service enrollments, the Smart group you created, in this case, "Currently ON," will reflect the current and accurate list of students served by the program.