

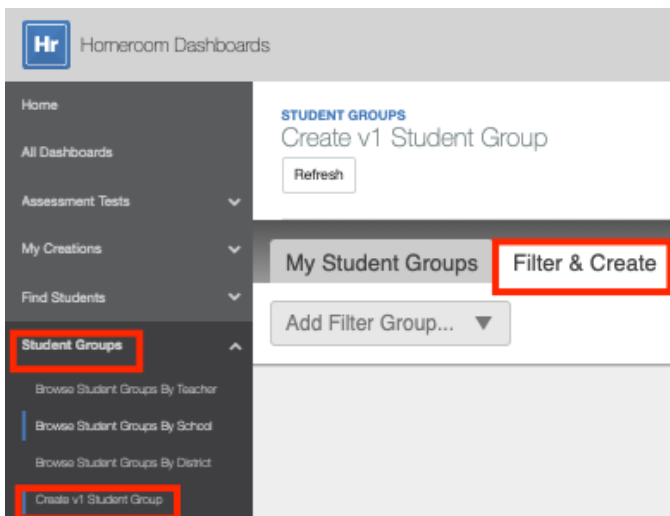
Student Groups - Identifying Service Enrollments

Many districts must update their student information systems (SIS) with current service (program) enrollments, such as Title I, LAP, and ELL. In this demonstration, we will use Homeroom to list current and potential students. When combined, this list can also be used to update the SIS.

Step 1: Create Current Service Student Group

To see the students with **Services Currently On**, log in to **Homeroom Dashboards**.

1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Students Group**.
2. Next, select the **Filter & Create** tab.

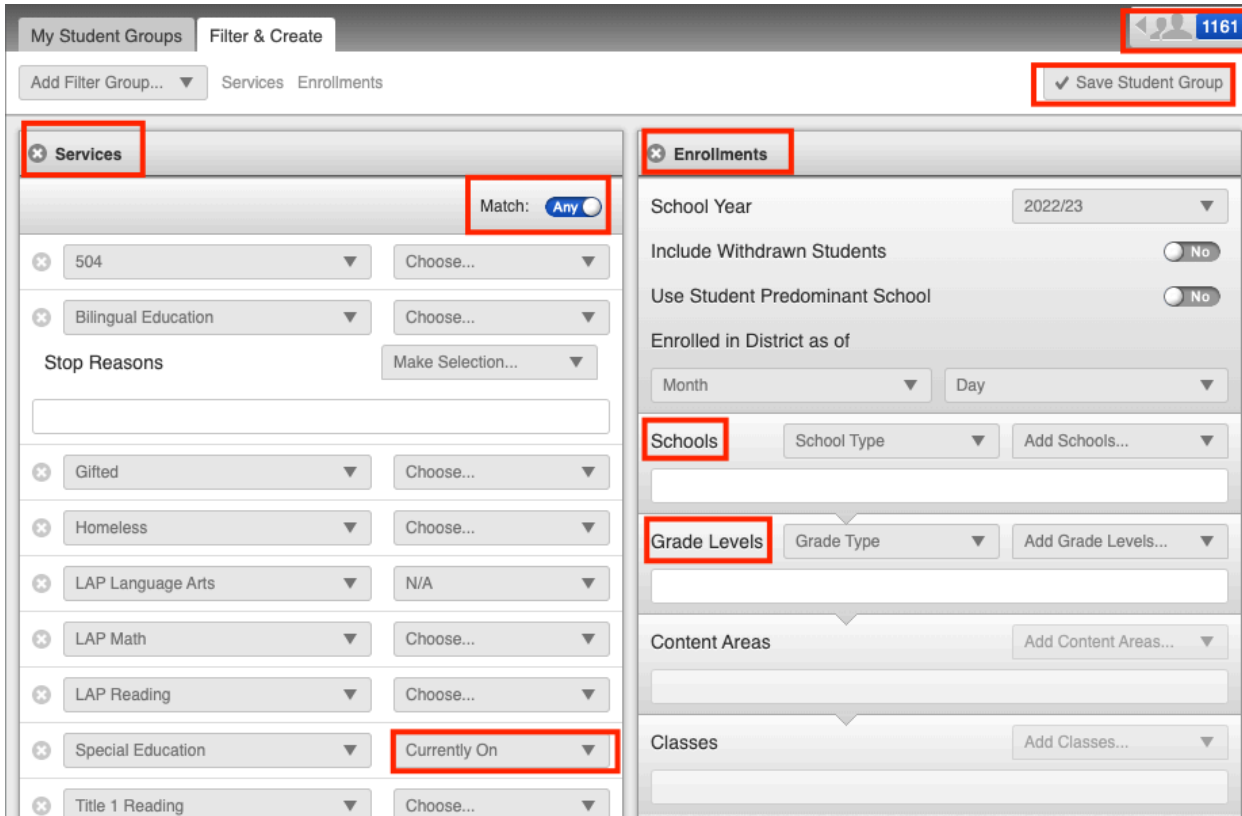


3. Click the **Add Filter Group** dropdown and select the **Enrollments** filter.
4. In the **Enrollments** filter, choose the current **School Year**.
5. Select **No** for the **Include Withdrawn Students** and **Use Student Predominant School** toggles.
6. Skip the **Enrolled in District as of** fields.
7. Select the **Schools: School Type**, Add Schools and **Grade Levels: Grade Type**, Add Grade Levels you are interested in.
8. Next, click the **Add Filter Group** dropdown and select the **Service(s)** filter.
9. In the **Services** filter, select **Any** for the **Match toggle in the top right**.
10. Select the **Service** you are interested in, then choose **Currently On** from the dropdown menu next to it. In this manner, you may add as many services as you wish.

NOTE:

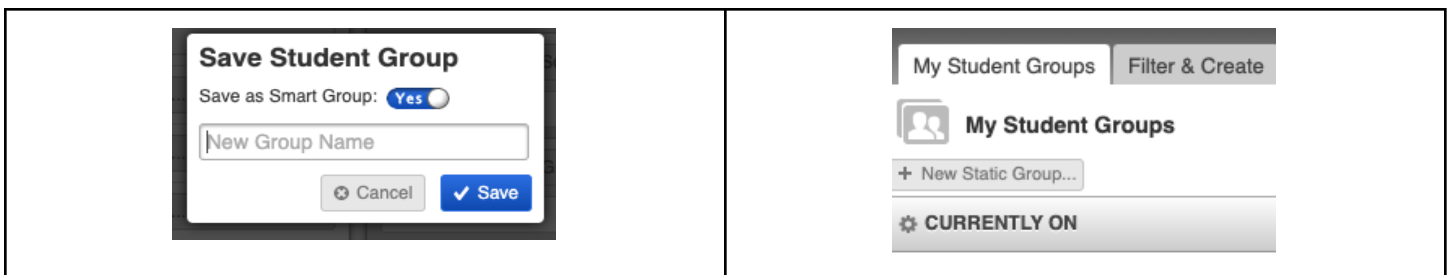
- Your selections will change the number of students filtered in the top right corner.
- If multiple services are chosen, the filter will display a list of students currently on at least one of those services. They do not have to be on all of the selected services.

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

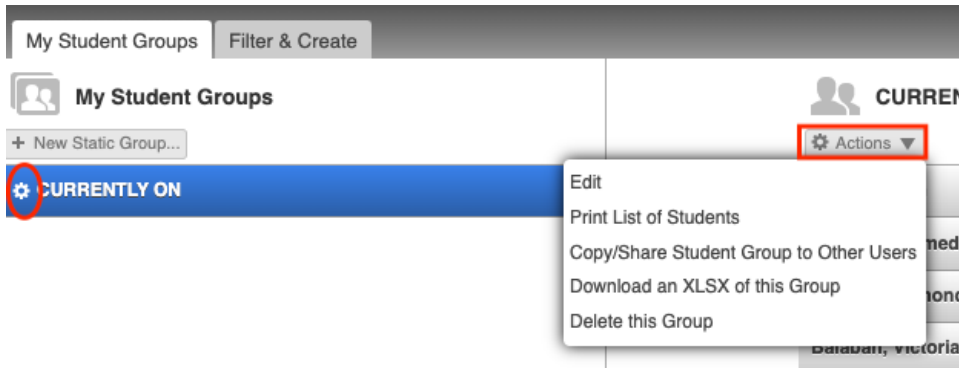


12. Next, toggle **Yes** for the **Save as Smart Group**.

13. Name this group, such as "Currently On," and **save**. A new student group will now be created under the **My Student Groups** tab. This group will reflect any updates you make to your SIS system.



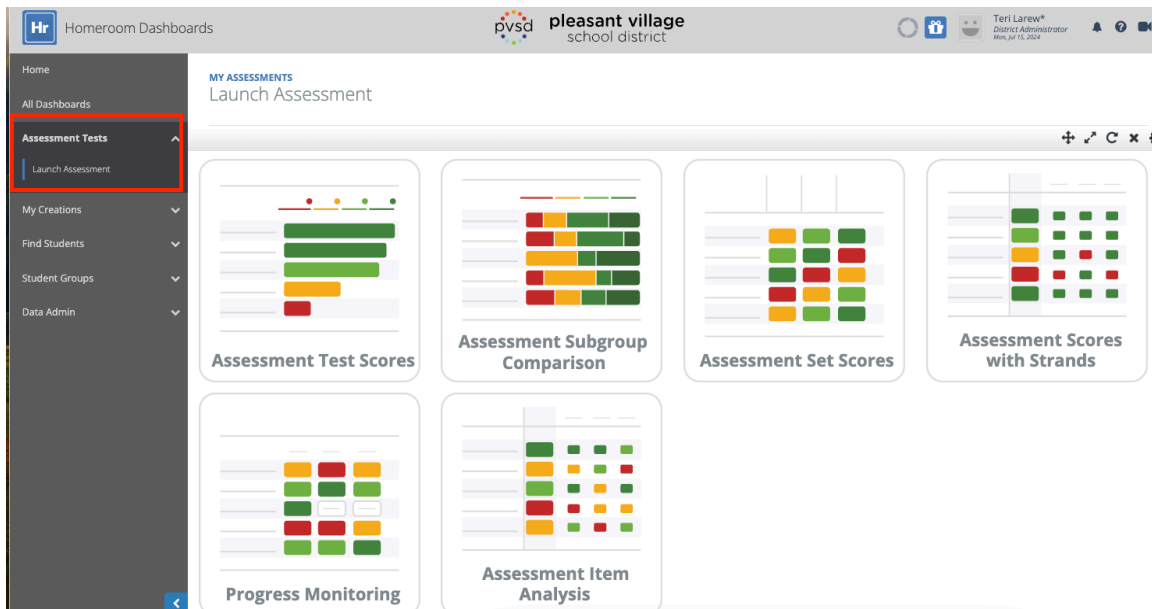
14. Click the **Action Gear** to the group's left to review the student list. This will open a list of students to the right. Here, you will have available Actions in a drop-down menu to **Edit**, **Print List of Students**, **Copy/Share Student Group to Other Users**, **Download an XLSX of this Group**,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



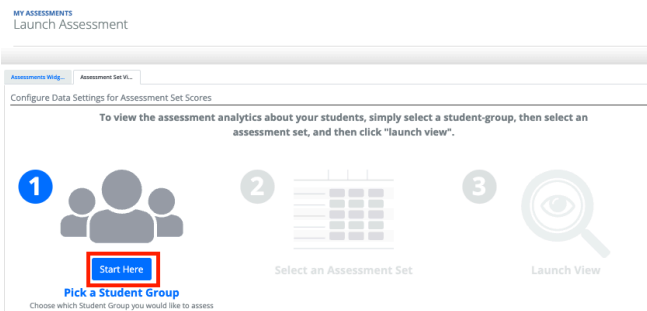
Step 2: Create Potential Service Enrollment Student Group

Create a group of potential service enrollment students based on assessment scores. This example will examine a specific grade level (K).

1. Start under **Assessments Tests** in the left navigation menu and choose **Launch Assessments**.
2. Select the Assessment container of your choice.



3. Click the **Start Here** button for **Step 1**.



- On the far left, the **School Years** field will automatically default to **Current School Year**.
- Next, click the **Shared Groups** tab and choose the **District Wide** tab.
- On the far right, click the “+” icon for **All Kindergarten Students (23/24)**.

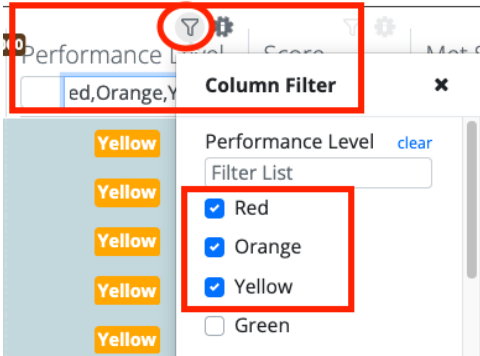
4. Next, click the **Now Do This** button in step two, then select the assessment by clicking on the checkmark to the far left of the assessment choice.

- Use the search field or tools at the top of each column to filter results.

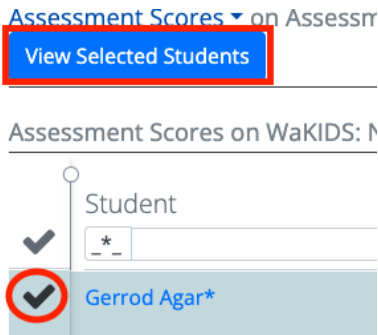
Name	Label	Is Pass Fail	Subject Area	Is Child Test	Parent Assesme	Corresponding A	Family	Scope
District GrK DRA Benchmark Lev...	DRA Benchmark Level / Spring / GrK [current]	false	Reading	No			District	District
<input checked="" type="checkbox"/>	District GrK DRA Benchmark Lev...	DRA Benchmark Level / January / GrK [curre...	false	Reading	No		District	District
<input checked="" type="checkbox"/>	District GrK Math / MAP MasterT...	MAP MasterTrack Benchmark 3 (Spring) / Gr...	false	Math	No		District	District

5. In step three, click the **Launch View** button.

- 6. You will see an assessment table with student names, scores, and performance levels.
- 7. To hide the students who do not need to be served, click the **Performance Level column filter icon** and select the **checkbox** for those groups that are at risk. This will hide the students who do not need to be served.

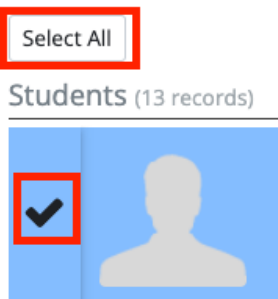


- 8. To create a Static Group based on these at-risk students, select the **check marks** to the far left of the student names or select all by clicking the top checkmark.
- 9. Select **View Selected Students** at the top of the table.



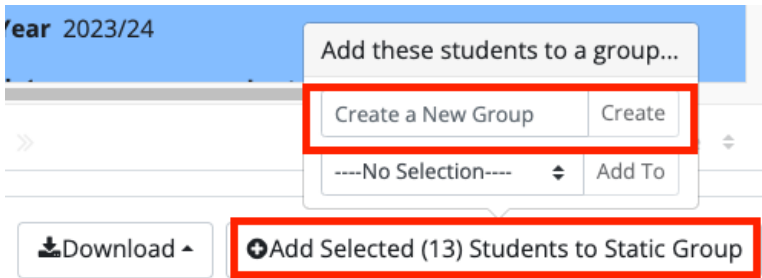
- 10. A new window will open, listing all the students. Again, select the **check mark** to the left of the student name or click **Select All** in the top left corner.

Student List

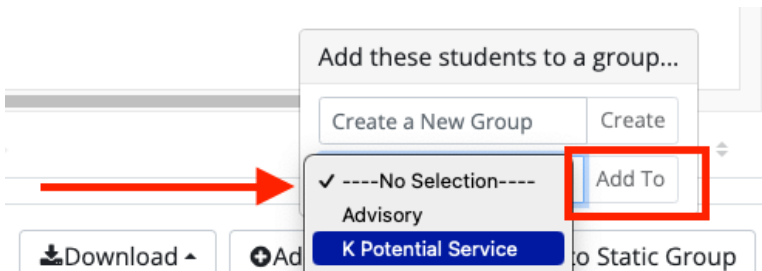


11. Click **Add Selected Students to Static Group** in the bottom right corner.

12. A new window will open. Fill in the **Create a New Group** field and then select **Create**.



13. If you would like to add additional selected students, choose **Add Selected Students to Static Group**; select your previous group from the dropdown menu below Create a New Group, and click **Add To**.



14. Click the “x” in the top right corner to close the window.

15. Return to **Student Groups** in the left navigation menu, choose **Create v1 Student Group**, and then click the **My Student Groups** tab.

16. Select the **Student Group** on the right, then click the **Actions Gear** to the right to **Edit, Print, Copy/Share, Download, or Delete**. You may download the list to update your SIS system with the correct program or service enrollment. In (24) hours, the Smart group you created earlier, “Currently On,” will reflect the list of new students to be served by the program.

