



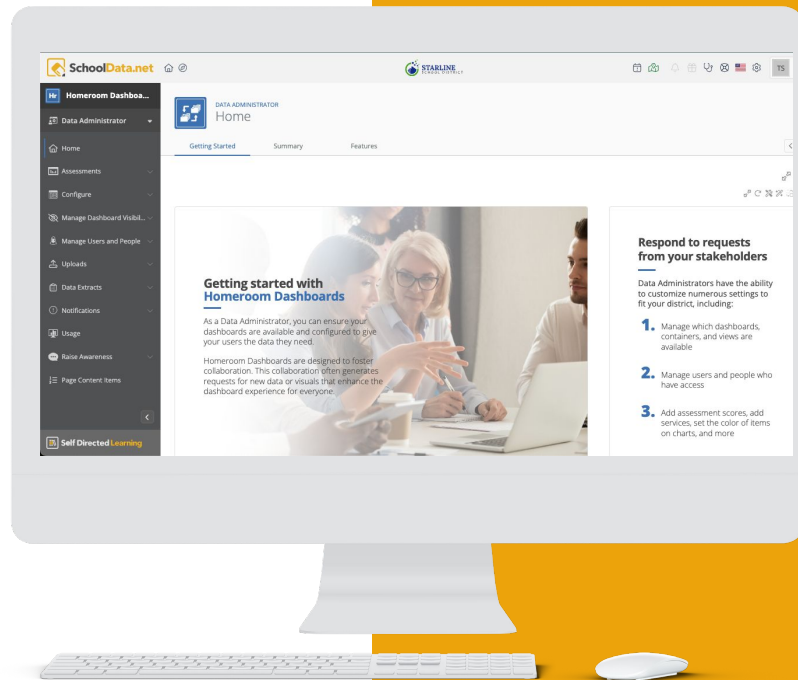
Welcom

e
Creating Student Groups
Training

SchoolData.net
connect

Agenda

- Welcome & Getting Started
- How to make a student group
- How to manage student groups
- Practice making groups
- Q & A

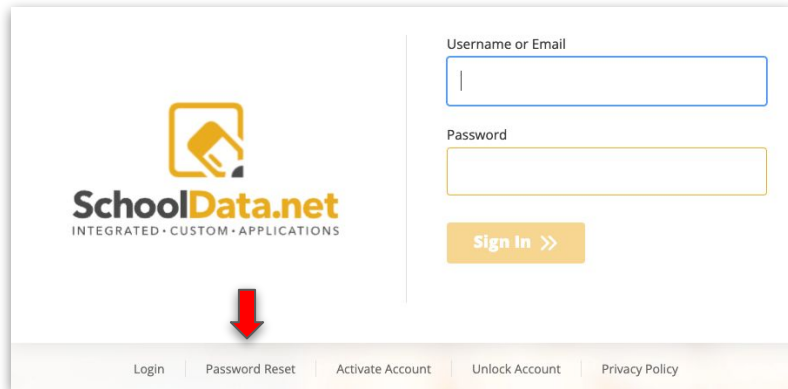


How to Log In

Go to URL: **districtname**.schooldata.net/connect/#/homeroom

The login page will be one of these examples:

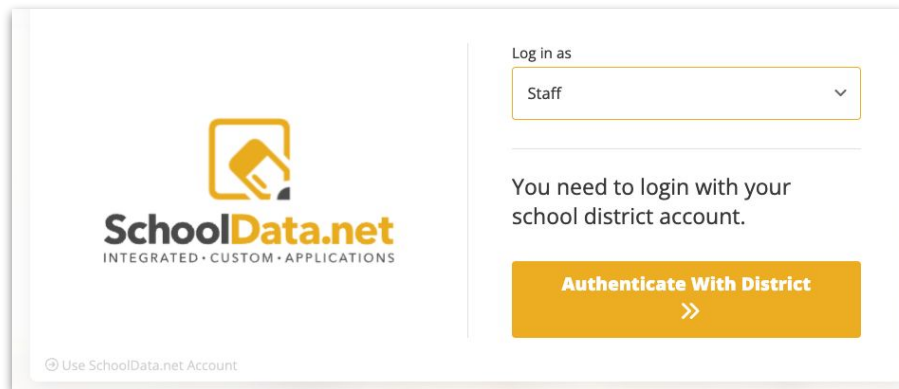
Enter username or email from the SIS



The screenshot shows the SchoolData.net login interface. On the left is the logo with the text "SchoolData.net INTEGRATED · CUSTOM · APPLICATIONS". To the right is a form with two input fields: "Username or Email" and "Password". Below the password field is an orange "Sign In >>" button. At the bottom of the page, there is a navigation bar with links for "Login", "Password Reset", "Activate Account", "Unlock Account", and "Privacy Policy". A red arrow points to the "Password Reset" link.

OR

Click Authenticate With District



The screenshot shows an alternative login path on the SchoolData.net interface. It features the same logo on the left. On the right, there is a "Log in as" dropdown menu with "Staff" selected. Below this is a message: "You need to login with your school district account." At the bottom right is a large orange button labeled "Authenticate With District >>". The footer contains the text "© Use SchoolData.net Account".

***Note:** Use Reset Password option, if necessary

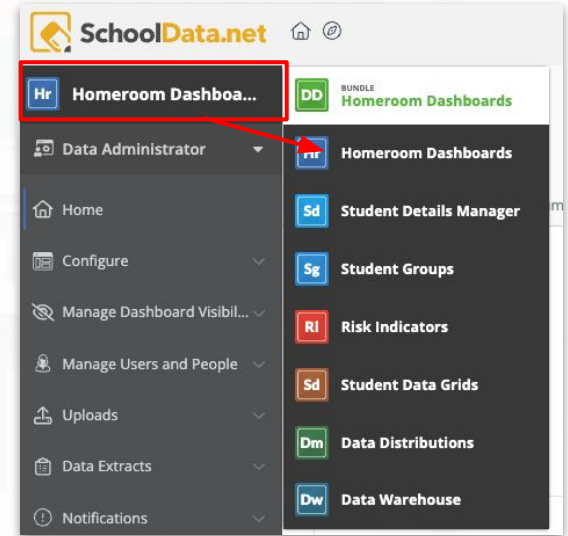
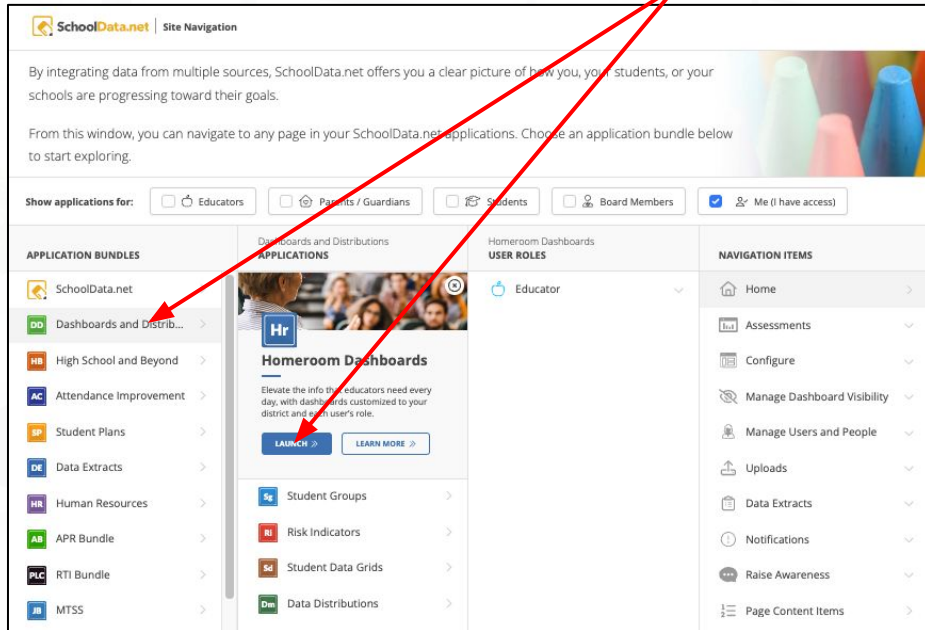
Site Navigation



Click the navigation icon to start.
Click **Dashboards and Distributions**,
then **Homeroom Dashboards**, then
Launch.



If you are already in the **DD bundle**, click the app name to open a bundle list.



A person with long brown hair, wearing a black and white striped long-sleeved shirt, is seen from the side, writing on a whiteboard with a green marker. The whiteboard has some faint, light-colored lines drawn on it. The background is blurred, showing what appears to be a window with greenery outside. A semi-transparent blue overlay covers the entire image, and the text 'Student Groups' is centered in white.

Student Groups

Benefits of Creating Student Groups

- **Customization:** Personalized views
- **Accessibility:** Different access levels ensuring relevant data visibility.
- **Data-driven Decision Making:** Informed decisions based on real-time student data and analytics.
- **Copy/Share:** Copy or share groups with others

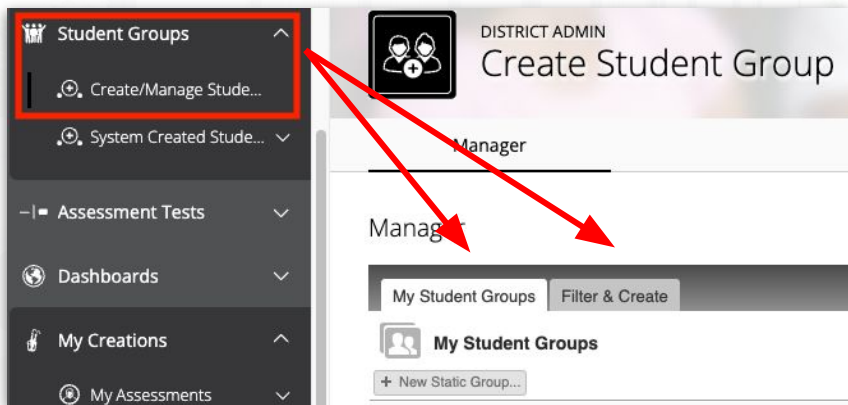
Examples:

- Students frequently in the health room
- Track students in the counseling office
- Break a large group into multiple smaller groups. (advisory, reading levels etc.)
- Update SIS current service or program enrollments such as Title I, LAP and ELL
- Collect data from a customized group for reporting

Student Groups

There are two types of groups available to create in Homeroom:

- **Static** - this is a specific list of students that does not change unless you manually add or remove the students. (track the same set of students over time.)
- **Smart** - pulls dynamically every night, is always in flux and changes according to the filter criteria you use to define the group.



To start, select **Student Groups** from the left navigation menu then choose **Create / Manage Student Groups**.

You will see two tabs:

- **My Student Groups** (*Static Group*)
- **Filter & Create** (*Smart Group*)

Differences in the tools

Once a group is saved, **Static** and **Smart** groups each have different tools under **Actions**.

This screenshot shows the 'My Student Groups' interface with a 'Static group' selected. A red arrow points from the text 'Static Group tools' to the 'Actions' dropdown menu. The menu is open and contains the following options:

- 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
- Delete this Group

This screenshot shows the 'My Student Groups' interface with a 'Smart Group' selected. A red arrow points from the text 'Smart Group tools' to the 'Actions' dropdown menu. The menu is open and contains the following options:

- Edit
- Print List of Students
- Copy/Share Student Group to Other Users
- Download an XLSX of this Group
- Delete this Group

Static Groups

- Click the **+ New Static Group** button to get started.
- Give the group a name and click **Save & Edit**, but if you will be uploading students (next slide) to the group you can just click **Save**.
- From the **Add Students to this Group** area, type in the part of a name and hit enter to search.
- Click each name in the list to add them to the group. Names are added automatically
- Click **Back to Groups** when done.

Static groups are useful either because there are no data points to identify a student's membership or you don't want the membership to change.

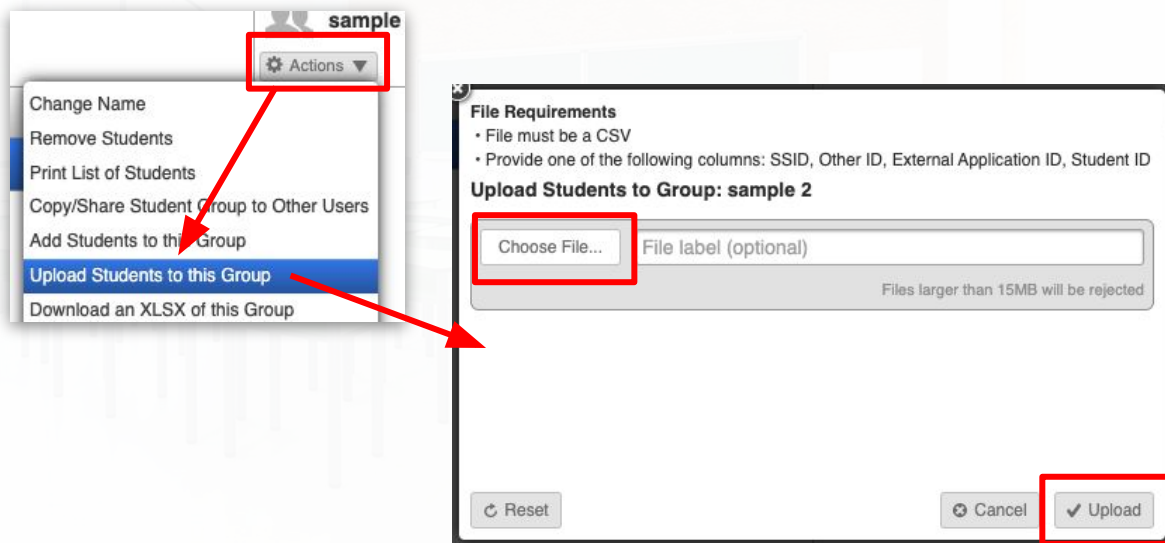
The image shows a sequence of four screenshots illustrating the steps to create a static group in the SchoolData.net interface:

- Step 1:** The "Student Groups" page. A red box highlights the "+ New Static Group..." button.
- Step 2:** A modal dialog for naming the group. A red box highlights the "Save & Edit..." button.
- Step 3:** The "Add Students to this Group" modal. A search bar contains "jose". A list of student names is shown, with a red box highlighting the "+" buttons on the right side of each row.
- Step 4:** The "My Student Groups" page. A red box highlights the "Back to Groups" button.

Static Groups, Uploading a List

If you have a lot of students you want in a group, but you don't want the membership to update, **uploading a list of IDs is an easy way to create a group.** *To create a group this way, you will need a CSV file prepared in advance with a list of student IDs (see 'File Requirements' below) only in the CSV.*

- Click the **+ New Static Group** button to get started.
- Give the group a name and click **Save.**
- Once saved, click **Actions** on and choose **Upload Students to this Group**
- Click **Choose File** to locate the file on you saved in advance with IDs.
- Click **Upload**



Smart Groups

Creating a dynamic group, always add the **Enrollments Filter Group** and select your school.

- Click the **Filter & Create** tab to get started.
- Select **Filter Groups** to further select data points to identify students.
- Click the silhouette next to the number to view the filtered student names.
- When done and ready to use on a Dashboard, click **Save Student Group**

The screenshot displays the 'Filter & Create' interface for creating a Smart Group. The 'Enrollments' filter group is highlighted with a red box. A red arrow points from the 'Enrollments' filter group to the 'Smart Group Preview' pane, which shows a list of 8 students. The 'Save Student Group' button is visible in the top right corner of the interface.

Student Name	Grade	School
Hosana Abdiwahid*	7th Grader	at Clark
Mihana Alburas*	7th Grader	at Clark
Belicia Amituanai-Si'malevai*	7th Grader	at Clark
Daraara Bloomfield*	7th Grader	at Clark
Matheus Boneau*	7th Grader	at Clark
Charlotte Eva Doris Maria Brickerd*	7th Grader	at Clark
Ujaager Bryan-Johnson*	7th Grader	at Clark
Zynell Castilleja*	7th Grader	at Clark
Mu Rong Chavez Garcia*	7th Grader	at Clark

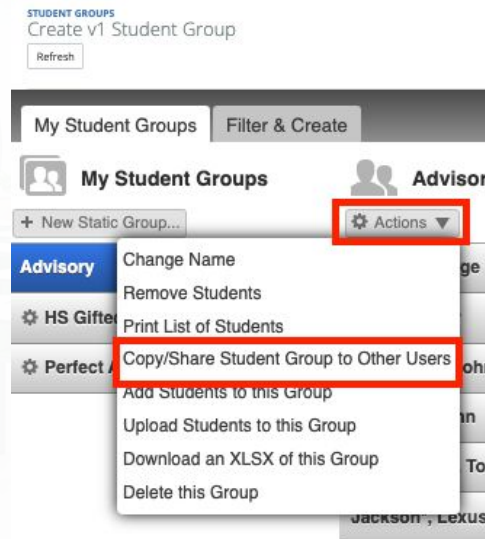
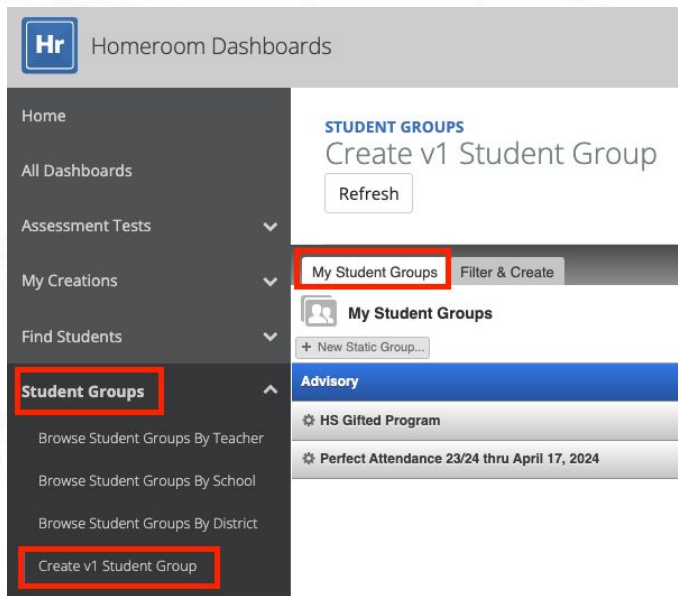
Sample Student Groups



- **Static** > Watch list
- **Smart** > Current SPED Students K-5
- **Smart** > Gr 5 students below standard on i-Ready Reading
- **Smart** > Male, Hispanic 9th Graders in services

Copy/Share Student Group to Other Users

Select a Static or Smart Group from the My Student Groups tab.



Select the Action Gear and choose **Copy/Share Student Groups to Other Users.**

Copy to Users by Roles

Copy to Users by - Roles Copy/Share to Users by - Search

Roles:

Select Roles... ▼

- District Administrator
- School Administrator
- Teacher
- Specialist

Schools:

Select Schools... ▼

- Cedar Springs High School

Copy

Recipient's Have their own copy to edit/delete without impacting the original.

- Select Roles (based on permissions)
- Select Schools
- Click Copy

The duplicate group will appear the next time the receiving user logs into Homeroom.

Copy/Share to Users by Search

Copy to Users by - Roles **Copy/Share to Users by - Search**

Student Group:
Advisory

Search Users:

Search: s

- Shellby Pribic*
- Teacher at South Creek High School ✓
- Skotland Vellella*
- Teacher at Oak Springs Elementary School ✓
- Miesa Dhaliwal*
- Teacher at South Creek High School
- Lael Staff Off Campus*
- Teacher at Forest View Elementary School

Selected Users:

- Shellby Pribic*
- Skotland Vellella*

Copy **Share**

- Search letter or keyword.
- Select one or more users.

The duplicate group will appear the next time the receiving user logs into Homeroom.

Copy: Recipient will have their own copy to edit/delete without impact to the original.

Share: Edit/delete will affect the original.



How to use a Student Group


Dynamic or **Static** groups can be accessed anywhere you see a **My Groups** list in Homeroom (or any other SchoolData.net Applications).

The screenshot displays the 'Data Table Data Settings' interface. On the left, the 'Student Group Type' section is visible, with 'My Custom Student Groups' selected and highlighted by a red box. A red arrow points from this box to the right-hand side of the interface. On the right, under the 'Ordered' section, a list of student groups is shown, including 'Austin Test Group', 'District wide Special Ed', 'Smart Group', 'Static Group', and 'Venn For the Dashboard (23/24)'. The 'Static Group' option is highlighted. At the bottom of the interface, there are 'Cancel' and 'Accept' buttons. The footer of the interface shows '1 to 5 of 5', 'Page 1', and '50 per page'.

Dashboards: Changing a Student Group



 DISTRICT ADMINISTRATOR: VIEW SCHOOL DISTRICT DASHBOARD  switch

School District  Edit ←

Students enrolled in 2024/25 | Data from 2024/25

DISTRICT ADMINISTRATOR: VIEW SCHOOL DISTRICT DASHBOARD
Page Settings: Tahoma School District

Pre-Kindergarten 2 Pre-Kindergarten 1
 Pre-Kindergarten 0

Gender(s) (optional) Program(s) (optional)

(optional) Exclude Current Year Withdrawn Students

Student Groups

Cancel

Click edit and scroll to the bottom to see Student Groups



Student Groups – At Rollover (Early August)

Static Groups

- Static groups remain the same

Smart Groups

- A snapshot of each smart group is taken and saved as a static group (with date of snapshot appended to name)
- Smart group remains and continues to look at current year students.
- Smart groups need to be updated if date ranges in filters are used

Questions?

**What are you hoping to do
that we haven't yet covered?**