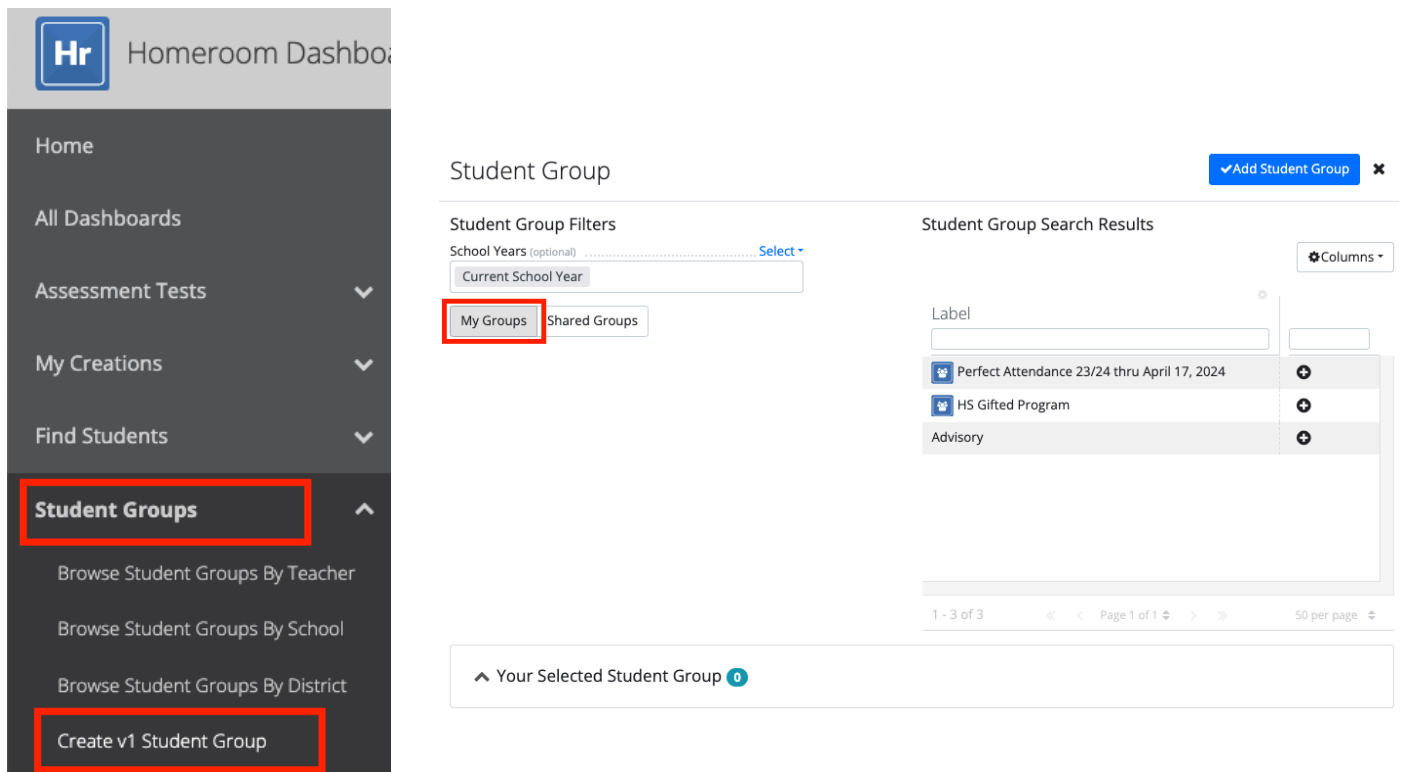


Create and Manage a Static Student Group

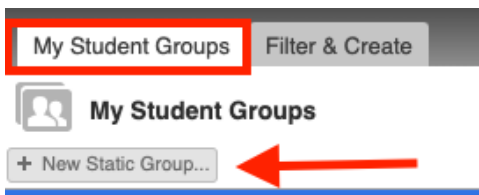
A static student group contains a specific list of students that does not change unless manually updated. It can be created manually, imported from an external list, or created using the Smart Student Groups features. It helps track the same set of students over time.

1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
2. Here, you can add members individually to create a static group, which you can access anywhere you see a **My Groups** list.



The screenshot shows the Homeroom Dashboard interface. On the left, a navigation menu is visible with the following items: Home, All Dashboards, Assessment Tests, My Creations, Find Students, **Student Groups** (highlighted with a red box), Browse Student Groups By Teacher, Browse Student Groups By School, Browse Student Groups By District, and **Create v1 Student Group** (highlighted with a red box). The main content area is titled "Student Group" and features a blue "Add Student Group" button in the top right. Below the title, there are "Student Group Filters" including a "School Years (optional)" dropdown set to "Current School Year" and two tabs: "My Groups" (highlighted with a red box) and "Shared Groups". To the right, the "Student Group Search Results" section displays a table with columns for "Label" and a plus sign icon. The table lists three groups: "Perfect Attendance 23/24 thru April 17, 2024", "HS Gifted Program", and "Advisory". At the bottom of the search results, there is a pagination control showing "1 - 3 of 3" and "Page 1 of 1". Below the search results, there is a section for "Your Selected Student Group" with a count of 0.

3. Click the **My Student Groups** tab.
4. Next, click the **+ New Static Group** button in the top left.

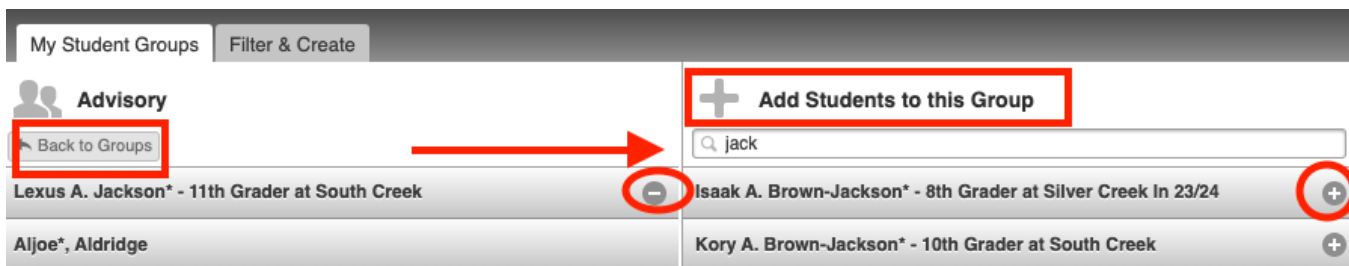


The screenshot shows the "My Student Groups" tab interface. At the top, there are two buttons: "My Student Groups" (highlighted with a red box) and "Filter & Create". Below these buttons, there is a header section with a person icon and the text "My Student Groups". At the bottom left, there is a button labeled "+ New Static Group..." with a red arrow pointing to it.

5. Fill in the **New Group Name**.
6. Click **Save** to add students later, or click **Save & Edit** to add students immediately and save your group.

⌂ Cancel
✓ Save
📄 Save & Edit...

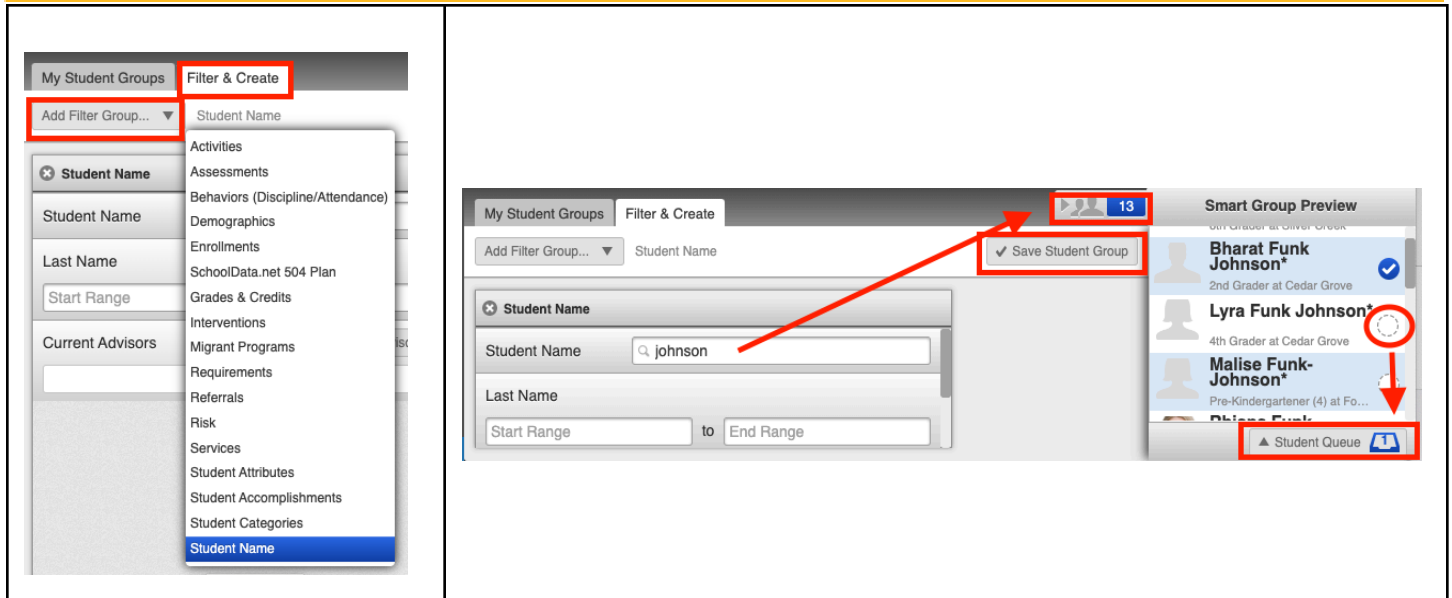
7. If you choose **Save & Edit**, you will be directed to the student search form.
8. In the **Add Students to this Group** column on the right, fill in a keyword or letter next to the **magnifying glass** and hit return. A list of names will populate, allowing you to choose from them.
9. Click the **“+” icon** to the far right to add the student to your group list on the left.
10. To remove a student from the group, click the **“-” icon** next to the student's name in the left column.
11. Once the group list is complete, select the **Back to Groups** button at the top left to return to your list of groups. Note: You may need to refresh to see your new group.



The screenshot shows the 'My Student Groups' interface. At the top, there are tabs for 'My Student Groups' and 'Filter & Create'. Below this is an 'Advisory' section with a 'Back to Groups' button. To the right, there is a search bar with the text 'jack' and a '+ Add Students to this Group' button. Below the search bar, a list of students is displayed. The first student is 'Lexus A. Jackson* - 11th Grader at South Creek'. The second student is 'Isaak A. Brown-Jackson* - 8th Grader at Silver Creek In 23/24'. The third student is 'Kory A. Brown-Jackson* - 10th Grader at South Creek'. Red boxes highlight the 'Back to Groups' button, the '+ Add Students to this Group' button, and the '-' and '+' icons next to the student names. A red arrow points from the 'Back to Groups' button to the search bar.

Option 2: Create a Static Group by Filtering Specific Criteria

1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
2. Click the **Filter & Create** tab.
3. Click **"Add Filter Group"** and select one or more filters from the dropdown menu. In this example, we have chosen the Student Name filter.
4. Click the **arrow** in the top right corner to open the **Preview Panel**. The **number** here reflects the number of students who match your chosen criteria.
5. Click the **dashed circle** to the right of the name to collect students into a temporary **Student Queue** at the bottom of the column. The queue remains persistent as you search, add or remove filters, and add names as needed.
6. When finished, click the **Student Queue** button to review the names.
7. Click **Save Student Group**.



8. Select "Save as Smart Group" and toggle it in the "Save Student Group" window to reflect "No". This will save the group as a Static Group.
9. Fill in a New Group Name and click Save.

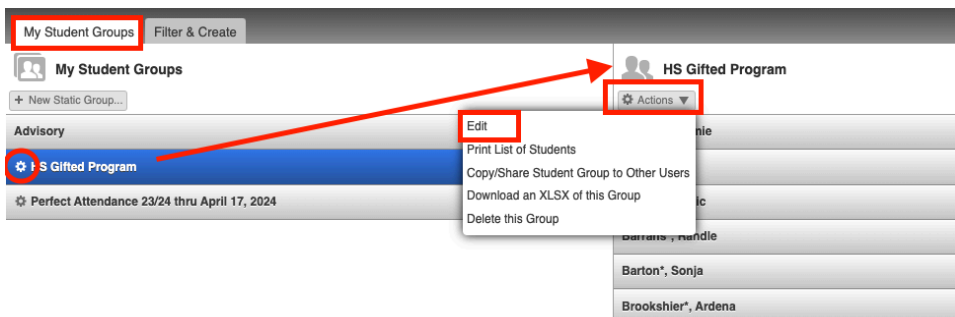
Save Student Group

Save as Smart Group: No

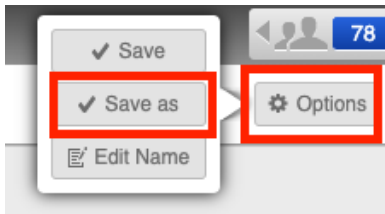
Advisory

Option 3: Convert A Smart Student Group into a Static Student Group

1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
2. Click the **My Students Group** tab.
3. Select the **Smart Student Group** you want to save as a Static Student Group. **Note:** A Gear icon identifies Smart Student Groups to the left of the group name.
4. At the top left, under the group name, click the **Action Gear** and select **Edit**.



- Next, click the **Options Gear** in the top right and select **Save As**.



- Select the " **Save as Smart Group toggle** and set it in the **Save Student Group** window to reflect **NO**. This will save the group as a Static Group.
- Fill in a **New Group Name** and click **Save**.

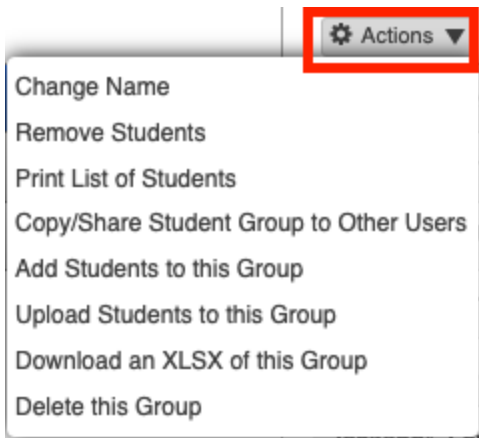
Save Student Group

Save as Smart Group: No

Advisory

Manage a Static Student Group

- Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
- Select a Static group from the **My Student Groups** tab.
- The group will be displayed to the right. Below the name, select the **Actions Gear** and choose an option.



Change Name: Fill in the **New Name** and select **Done**.

Remove Students: Select the "-" icon to the right of the student's name, then select "Done".

Print List of Students: A print preview window will open with the students listed alphabetically. Select **Print**.

Copy/Share Student Group to Other Users: [Copy/Share Student Groups to Other Users](#)

- **Copy:** Here, the recipient(s) will have their copy of the group that they may edit/delete without impacting the originator's copy.
- **Share:** Here, the recipients will have a shared group that, if edited/deleted, will affect the originator's group.

Add Students to this Group: In the search box, type the name, or portion of the name, of the student you want to add. Click the “+” icon to the right of the student's name. When finished, select the **Back to Groups** button.

Upload Students to this Group: [Student Group from a File Upload](#)

Download an XLSX of this Group:

1. Click the **arrow** to the left to open/close the category. (Student, Identifiers, Current Enrollment, Demographics, Services, Risk, Student Categories)
2. Select the **student name** version from the dropdown menu.
3. Set any value using the **Yes/No toggle**. Selecting 'Yes' indicates that the column will be included in the download, and 'No' indicates that the column will be hidden. Previous selections will be retained.
4. Click **OK** in the bottom right when finished.

Download Options

▼ **Student**

Student Name 2 column: First Name and Last...

Birth Date No

▼ **Identifiers**

Student Id Yes

SSID No

External Application Id No

Other Id No

▶ **Demographics**

▼ **Current Enrollment**

Grade Level Yes

Predominant School Yes

Currently Enrolled Status No

| | A | B | C | D | E |
|----|--------------|---------------------|-------------|--------------------|--------------------|
| 1 | Student | | Identifiers | Current Enrollment | |
| 2 | First Name | Last Name | Student Id | Grade Level | Predominant School |
| 3 | Keone | Vachon* | 27197 | 9 | Grant High School |
| 4 | Malena | Valladolid Navarro* | 22892 | 9 | Grant High School |
| 5 | Spergeon | Vargas II* | 20644 | 9 | Grant High School |
| 6 | Heidi Maryjo | Velazquez Reza* | 9119 | 9 | Grant High School |
| 7 | Patti | Veliz-Cortes* | 18584 | 9 | Grant High School |
| 8 | Sampson | Veomett* | 17050 | 9 | Grant High School |
| 9 | Josiel | Virgen* | 2679 | 9 | Grant High School |
| 10 | Latiesha | Visaya* | 8926 | 9 | Grant High School |
| 11 | Adan (Adam) | Vivanco-Galvan* | 27678 | 9 | Grant High School |

Delete this Group: A confirmation window will open; select **OK** to confirm.