

# Creating My School Data Student Groups

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## Creating a New Student Group

### Step 1: Open the Student Group Maintenance Link

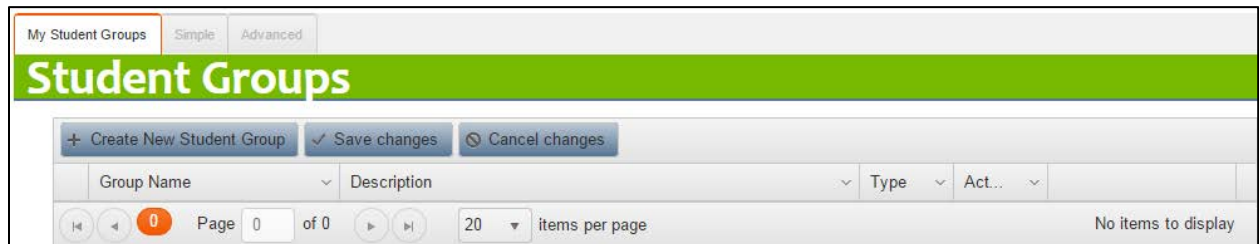
1. Click on the “My School Data” pad on the District Portal page.
2. Click on the “Student Group Maintenance” link at the top-right corner of the screen.

### Step 2: Create the New Student Group

Creating a new Student Group is done in two parts: First, create the Student Group. Second, Edit the Student List to fill the group.

To Create a New Student Group:

1. Click the “Create New Student Group” button.



2. Enter the name of your student group in the “Group Name” cell.
3. Tab to the “Description” cell and enter text which gives more information about the group being created.
4. Tab to the “Type” column and choose the type of student group.
  - a. Static: The list of students doesn’t change unless done manually. Example: If you want to track the progress of ten specific students.
  - b. Dynamic: The list of students can change based on the filters selected and when the report is run (if data has changed in Skyward). Example: If you create a group of 4<sup>th</sup> grade male students, the list of students will change as enrollment changes occur.
5. Tab to the “Active” column and choose the student group status (the default is Active).
6. Click the “Save Changes” button.

### Step 3: Edit the Student List

Use the Edit Student List button to populate your newly created Student Group. Selecting Group Criteria filters will allow you to select which students will go in the group. The “Group Criteria” is a summary of the filters you can select. The filter values you can select are controlled by your My School Data security settings.

The filters include:

- School Year
- Schools
- Grade Levels
- Ethnicity
- Race
- Gender
- Activities
- Programs
- Student Status

To Populate the Student Group:

1. Click on the “Edit Student List” button. You will be taken to the “Simple” Student Groups dashboard.
2. After your default filters load. Select new filters (if desired) for your group.

Simple Student User Group Selection

Group name:       Group description:

Please select group type:  Static  Dynamic

**Group Criteria:** School Year: 2013-14  
 Schools: Elementary Schools,Entity (548) Grades 7 To 12 (548)  
 Grade Levels: 5  
 Ethnicity: All  
 Race: Unknown,White,Black,Native American  
 Gender: Male  
 Activities: Activity (ABK) (143),Activity (ABK) (144),Activity (ABK) (145),Activity (ABK) (548)  
 Programs: Special Education,Free Reduced Lunch,Section 504  
 Student Status: Active

<p><input checked="" type="checkbox"/> School Year</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2002-03</li> <li><input type="checkbox"/> 2003-04</li> <li><input type="checkbox"/> 2004-05</li> <li><input type="checkbox"/> 2005-06</li> <li><input type="checkbox"/> 2006-07</li> <li><input type="checkbox"/> 2007-08</li> <li><input type="checkbox"/> 2008-09</li> <li><input type="checkbox"/> 2009-10</li> <li><input type="checkbox"/> 2010-11</li> <li><input type="checkbox"/> 2011-12</li> <li><input type="checkbox"/> 2012-13</li> <li><input checked="" type="checkbox"/> 2013-14</li> <li><input type="checkbox"/> 2014-15</li> <li><input type="checkbox"/> 2015-16</li> <li><input type="checkbox"/> 2016-17</li> <li><input type="checkbox"/> 2017-18</li> <li><input type="checkbox"/> 2018-19</li> </ul>	<p><input checked="" type="checkbox"/> Schools</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Elementary Schools                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Entity (145) (145)</li> <li><input checked="" type="checkbox"/> Entity (144) (144)</li> <li><input checked="" type="checkbox"/> Entity (143) (143)</li> </ul> </li> <li><input type="checkbox"/> Elementary/Middle Schools                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Entity (146) Grades 4 To 6 (146)</li> </ul> </li> <li><input type="checkbox"/> Middle/High Schools                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Entity (342) Grades 7 To 8 (342)</li> </ul> </li> <li><input type="checkbox"/> High Schools                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Entity (441) Grades 9 To 12 (441)</li> <li><input checked="" type="checkbox"/> Entity (548) Grades 7 To 12 (548)</li> </ul> </li> </ul>	<p><input type="checkbox"/> Grade Levels</p>	<p><input checked="" type="checkbox"/> Ethnicity</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Hispanic</li> <li><input checked="" type="checkbox"/> Not Hispanic</li> </ul>	<p><input type="checkbox"/> Race</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Unknown</li> <li><input checked="" type="checkbox"/> White</li> <li><input checked="" type="checkbox"/> Black</li> <li><input checked="" type="checkbox"/> Native American</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Pacific Islander</li> <li><input type="checkbox"/> Multi-racial</li> <li><input type="checkbox"/> Other</li> </ul>	<p><input type="checkbox"/> Gender</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Male</li> <li><input type="checkbox"/> Female</li> </ul>
	<p><input type="checkbox"/> Activities</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Activity (ABK) (143)</li> <li><input checked="" type="checkbox"/> Activity (ABK) (144)</li> <li><input checked="" type="checkbox"/> Activity (ABK) (145)</li> <li><input checked="" type="checkbox"/> Activity (ABK) (548)</li> <li><input type="checkbox"/> Activity (ABS) (143)</li> <li><input type="checkbox"/> Activity (ABS) (144)</li> <li><input type="checkbox"/> Activity (ABS) (145)</li> <li><input type="checkbox"/> Activity (ABS) (548)</li> <li><input type="checkbox"/> Activity (ACC) (143)</li> <li><input type="checkbox"/> Activity (ACC) (144)</li> </ul>	<p><input type="checkbox"/> Programs</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Special Education</li> <li><input checked="" type="checkbox"/> Free Reduced Lunch</li> <li><input type="checkbox"/> Limited English Proficiency</li> <li><input checked="" type="checkbox"/> Section 504</li> <li><input type="checkbox"/> Gifted</li> <li><input type="checkbox"/> Foreign</li> <li><input type="checkbox"/> Private School Part-time</li> <li><input type="checkbox"/> Home School Part-time</li> <li><input type="checkbox"/> Homeless</li> <li><input type="checkbox"/> LAP Reading</li> </ul>	<p><input type="checkbox"/> Student Status</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Active</li> <li><input type="radio"/> Inactive</li> <li><input type="radio"/> Both</li> </ul>		

3. When you have selected all your filters, click the button labeled “Generate Student Group”
4. A grid will be populated at the bottom of the screen. This is a list of all students meeting your Student Group criteria above. The filter criteria each student meets will be listed in the columns to the right of the student name.
5. To make changes to this list, change the filters above and re-click the button labeled “Generate Student Group”.
6. You can also completely reset your filters and begin again.
  - a. To do this, click the button labeled “Reset Group Criteria”. Note: All changes made to filters previously will be lost.
7. Select the students you wish to include by clicking the check-box to the left of the student’s name. You may also click the “Select All” button at the top-left of the grid. To unselect all names, click the button (that has now changed to) “Unselect All”

## Student Groups

### Simple Student User Group Selection

Group name:  Group description:

Please select group type:  Static  Dynamic

**Group Criteria:** School Year: 2013-14  
 Schools: Elementary Schools,Elementary/Middle Schools,Middle/High Schools,High Schools  
 Grade Levels: K, 1,2,3,4,5,6,7,8,9,10,11,12  
 Ethnicity:  
 Race:  
 Gender:  
 Activities:  
 Programs:  
 Student Status: Both

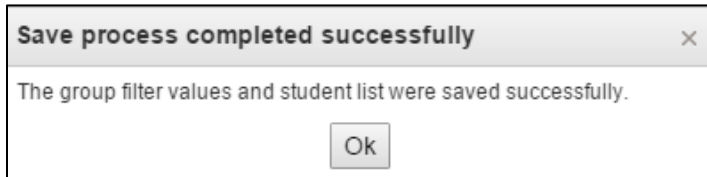
▾  School Year ▾  Schools ▾  Grade Levels ▾  Ethnicity ▾  Race ▾  Gender ▾  Activities ▾  Programs ▾ Student Status

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▾	First Name	Last Name	School	School Year	Grade Level	Active?
<input checked="" type="checkbox"/>	Sidney	Aamodtscr	Entity (144)	2014	2	Yes
<input checked="" type="checkbox"/>	Etta	Abeggscr	Entity (441) Grades 9 to 12	2014	12	Yes
<input checked="" type="checkbox"/>	Florida	Abeggscr	Entity (441) Grades 9 to 12	2014	12	Yes
<input checked="" type="checkbox"/>	Gayla	Abeggscr	Entity (342) Grades 7 to 8	2014	8	Yes
<input checked="" type="checkbox"/>	Jude	Abeggscr	Entity (145)	2014	0	Yes
<input type="checkbox"/>	Lanny	Abeggscr	Entity (146) Grades 4 to 6	2014	4	Yes
<input type="checkbox"/>	Mauricio	Abeggscr	Entity (342) Grades 7 to 8	2014	7	Yes
<input type="checkbox"/>	Salvador	Abrewscr	Entity (144)	2014	0	Yes

Note: This grid has sorting and filtering capabilities like all grids in My School Data. You can use these functions to help find or narrow down your selection.

8. Once you've selected the students, click the "Save Group" button at the top-left of the grid.
9. A message will display to let you know your student group was successfully saved:



10. Once your Student Group is saved, you will be returned to the "My Student Groups", or Student Group Maintenance dashboard.
11. To return to the regular My School Data dashboards, click the "Back to Dashboards" link at the top-right corner of the screen. You can now use your new Student Group filter on any chart or grid on any of the dashboards.