NYUAlbert

Student Groups

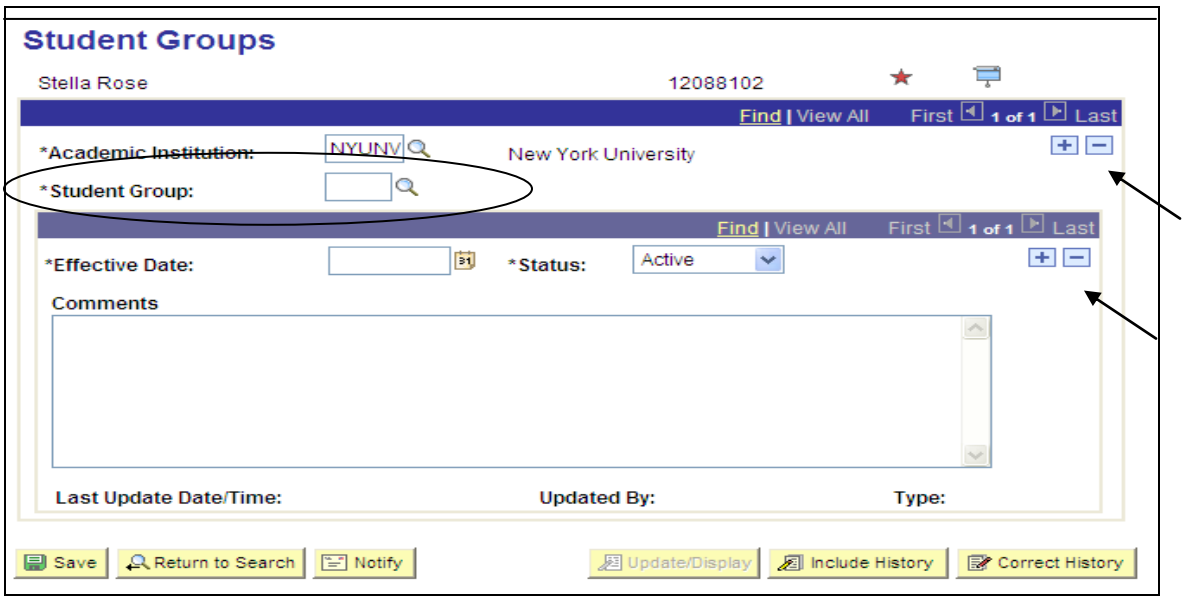
Students can be tracked using student groups, security will be granted to users to manage these students. Student's can be made "active" in student groups, and when they are no longer in these groups they should be made "inactive".

To place a student into a Student Group follow these steps:

Step 1: Navigate to: **Records and Enrollment, Career and Program Information, Student Groups**

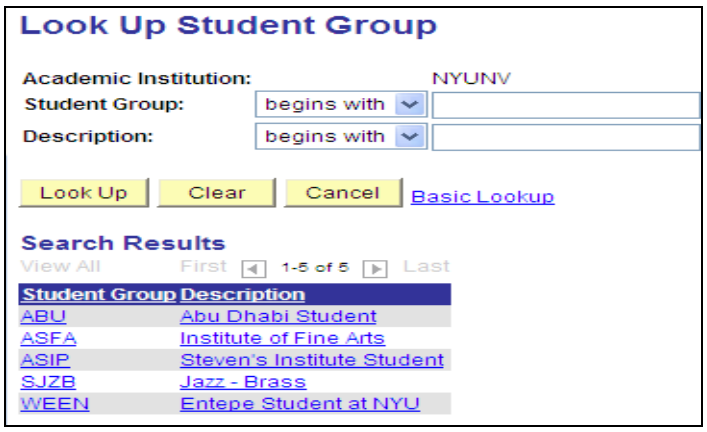
Step 2: Search for student by populating the student's N number in the campus field or by using the student's last and first name. Click on Search to view

Notice that there are 2 area's on this page. One is used to identify the student group and the other area to identify the date and status. A student can be in multiple student groups at the same time. Each additional row will have a "status".

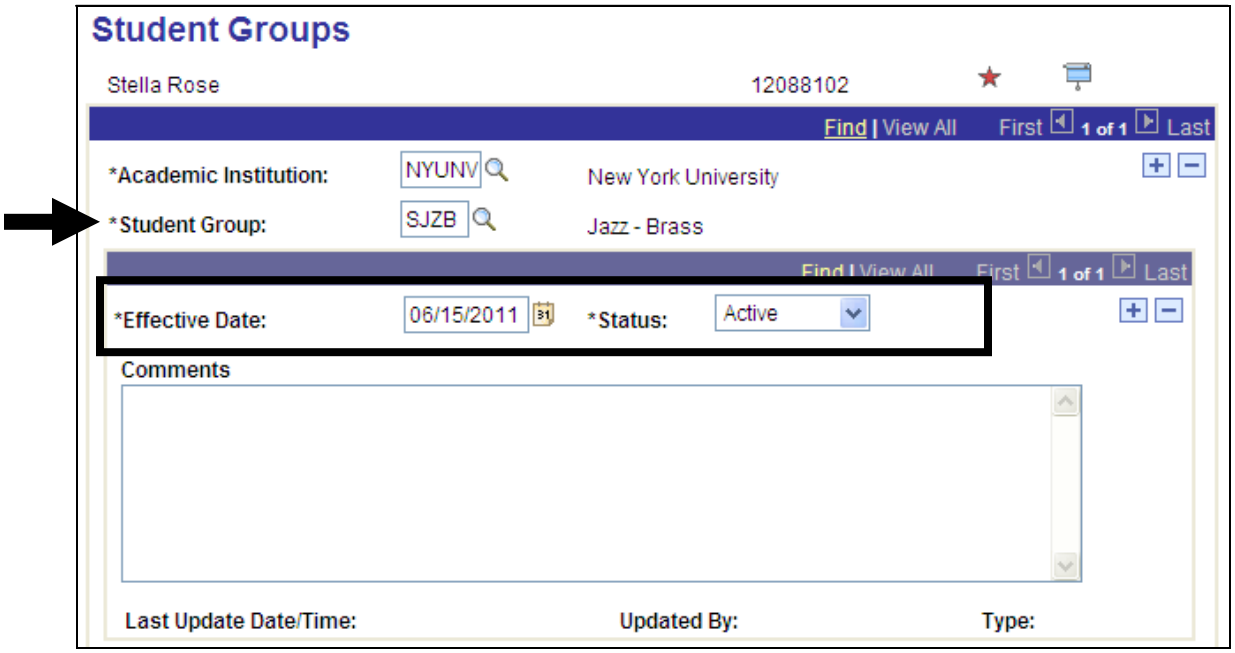


Step 3: Click on the **Student Group** look up and select the appropriate student group from list given (security access controls what values are available for you to pick from).

You will only be seeing the list of student groups you have access to place. Example shown below, click on a blue link to select the student group.



When this is selected the Effective Date field will populate with today's date automatically and the status will show "active". Change the effective date if needed (based on the effective date the student's membership will begin as soon as this page is saved) the system will automatically populate today's date.



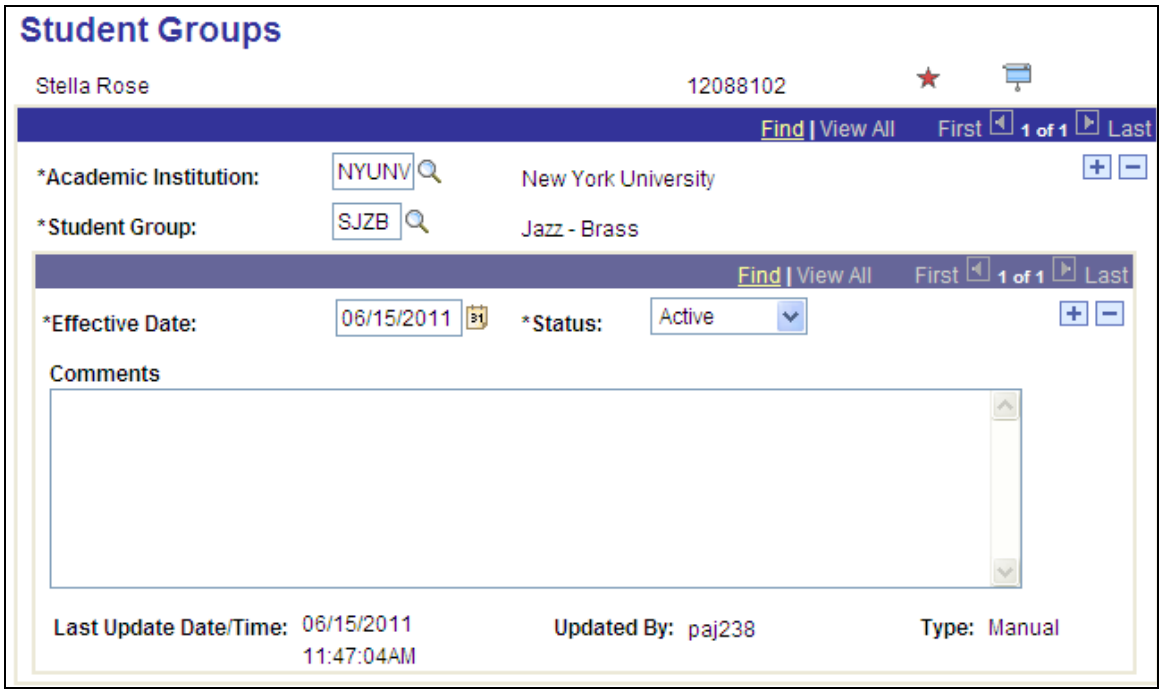
Step 4 Verify Status as "Active" and effective date is correct

Add comments if needed but not required

Step 5 **Click Save**

Date/time and user ID will populate

The student is now "active" in this student group. They will remain active in this group until an additional row is inserted and a change is made to the date and the "status" making them "inactive. You never want to delete rows because you want to save all historical information. Insert a new row and make a date/status change.

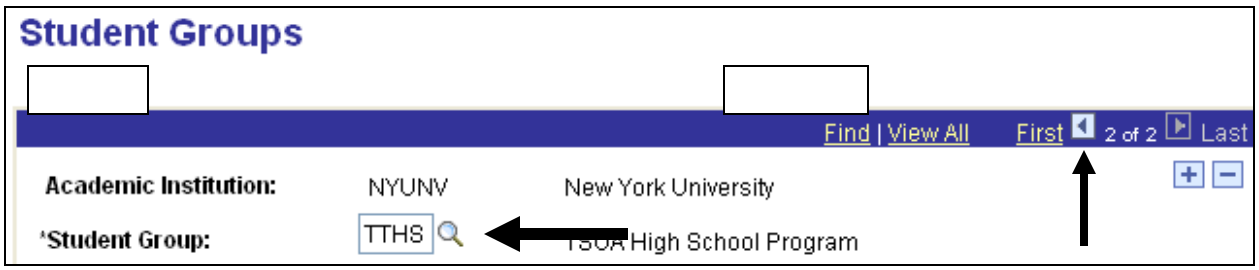


Procedure Completed

When a student is no longer in a Student Group data entry should take place to change their status from "active" to "inactive". Follow these steps:

Step 1: Navigate to Student Groups and locate student

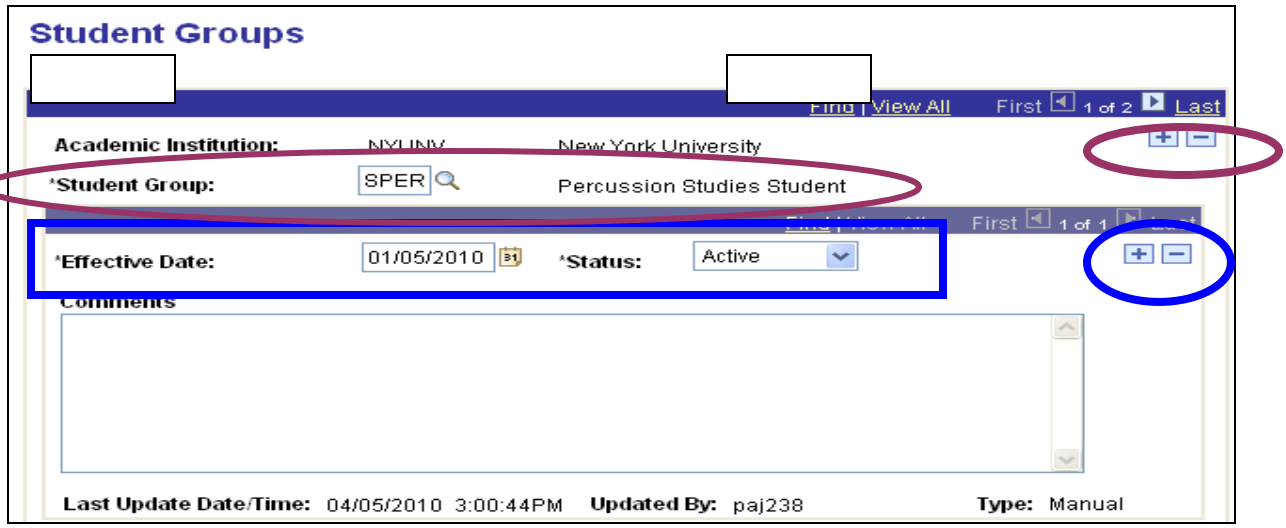
Step 2: Verify the correct Student Group and "active" status row. Note: Students can be active in multiple Student Groups at the same time. See example below. Make sure you are on the right row (student group) before doing any data entry.



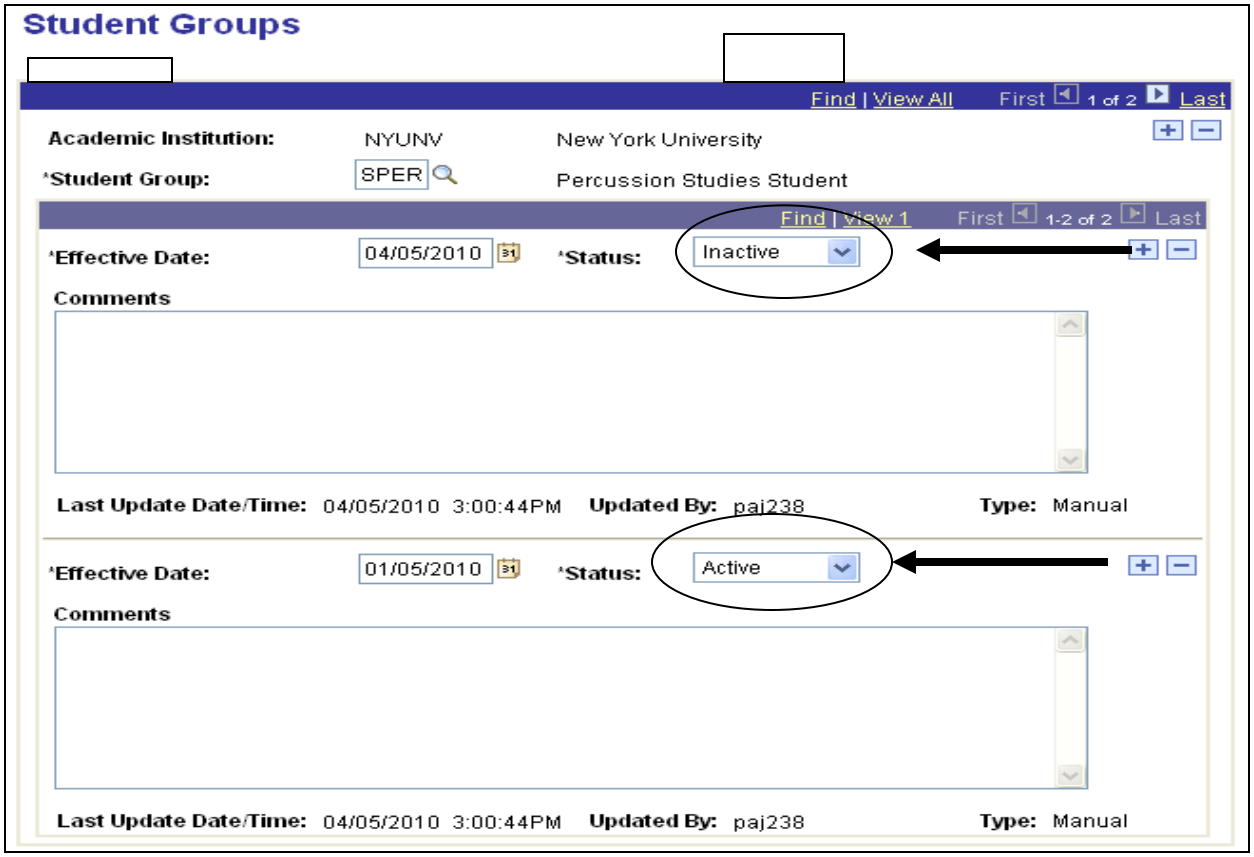
This example shows the student is associated in two Student Groups because there are two rows showing (2 of 2). Each Student Group the student is associated with will have a unique row and its own date and status.

Click on direction arrows to move from Student Group to Student Group to confirm you are changing the student's status on the appropriate Student Group row.

Step 5 Notice there are 2 areas on this page, the blue ribbon separates the academic group from the date and status. Insert a new row by clicking on the + in the Effective Date/Status area. Be inserting a row we are adding an additional date and status. We do not want to delete any rows on this page, we simply want to change the status as of an effective date.



Step 6 Next use the drop down to change the Status from "Active" to "Inactive". Shown below is a student who was active in the Percussion Studies Student Group on 1/5/2010 and has now been made "inactive" as of 4/5/2010



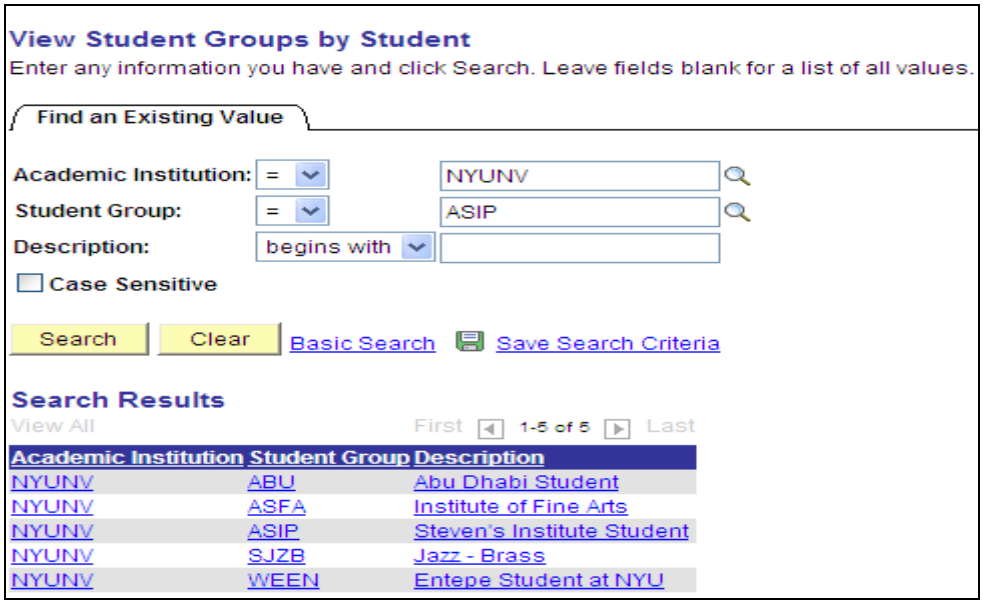
Step 7 Click on Save to complete this change.

View Student Groups by Student

Use this component to view all students who are associated with a specific student group. There are search filters which allow you to view students are active or inactive in this group. This filter will provide results which allow you to do clean up or data entry changes to keep these student groups up to date and accurate.

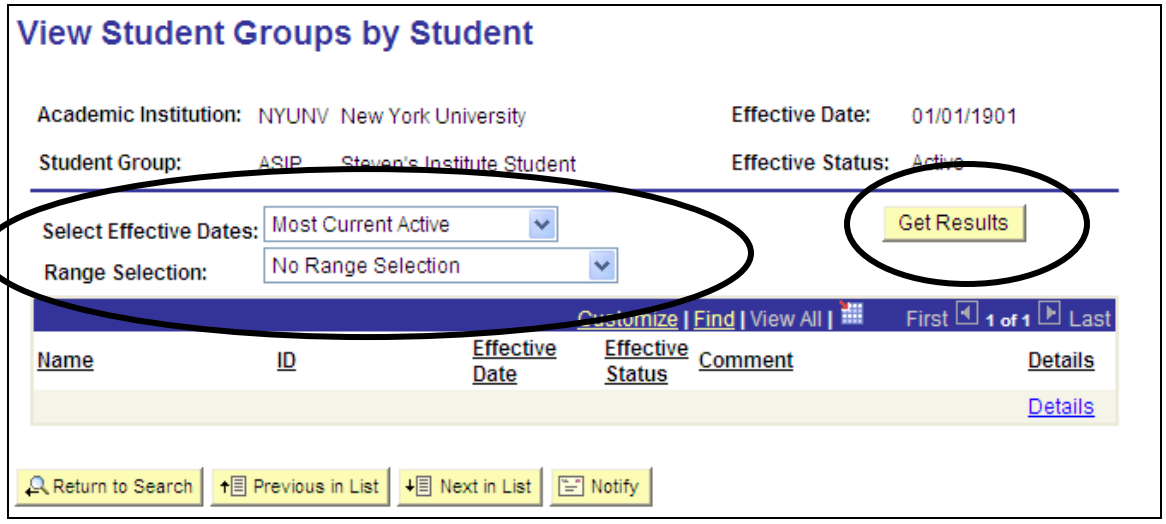
Step 1: Navigate to **Records and Enrollment, Career and Program Information, View Student Groups by Student**

Step 2: Search for all student groups you have access to view by clicking on Search or use looking up to select one specific group to view.

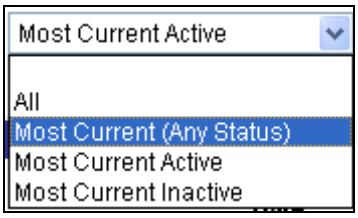


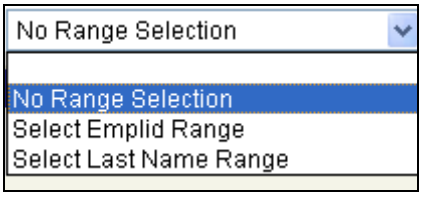
Step 3: Use drop downs to make selections.

Step 4: Click on Get Results to view students in this Student Group

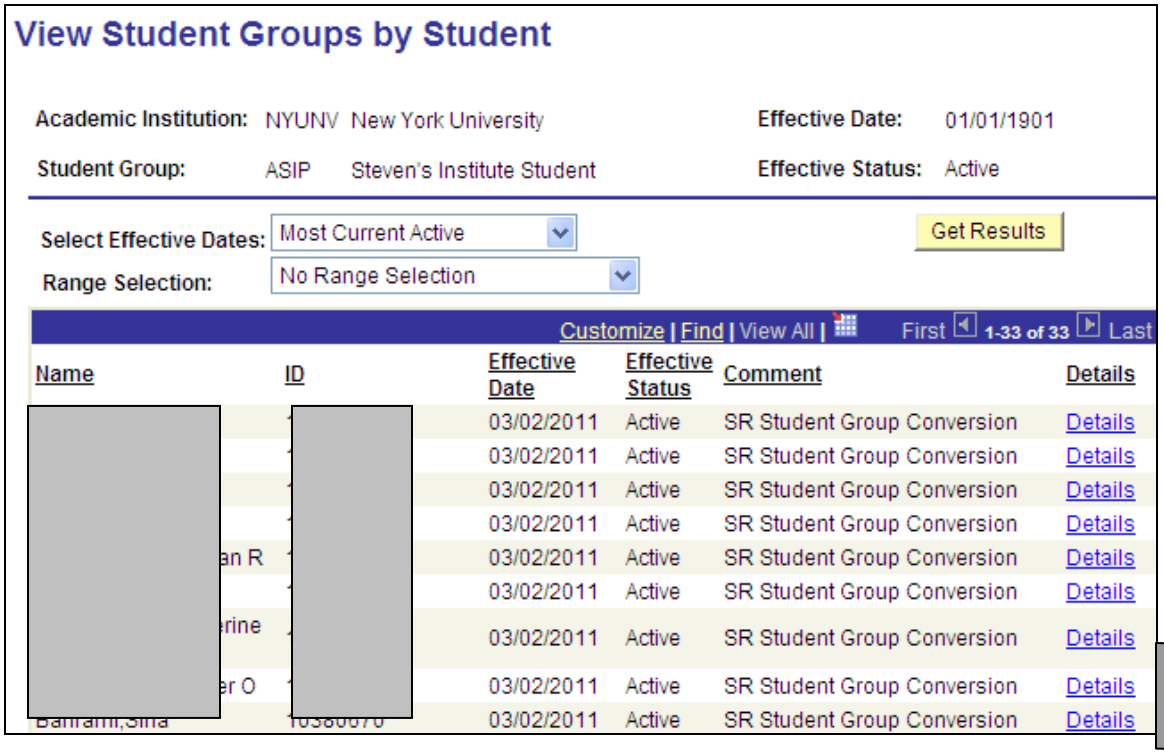
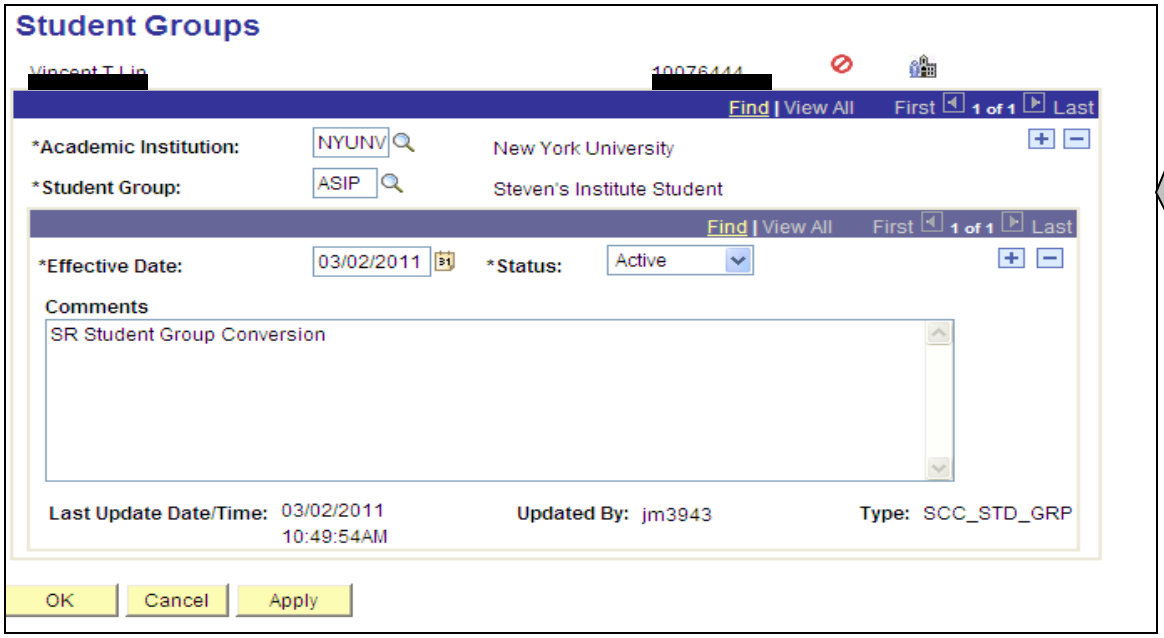


Use **Select Effective Dates** and **Range Selection tools** to provide results. Click on Get Results to provide list of students who meet selection criteria





Step 5: View results



Step 6: Click on the Details link to view specific student details and to be directed to the Student Group component.