

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

Student Groups
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Campus ID:

National ID: N10

Last Name:

First Name:

Include History Correct History Case Sensitive

[Basic Search](#)

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".

Student Groups

Stella Rose 12088102

Find | View All First 1 of 1 Last

*Academic Institution: New York University

*Student Group:

*Effective Date: *Status:

Comments

Last Update Date/Time: Updated By: Type:

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.

Look Up Student Group

Academic Institution: NYUNV
Student Group: begins with [dropdown]
Description: begins with [dropdown]

Look Up Clear Cancel [Basic Lookup](#)

Search Results
View All First 1-5 of 5 Last

Student Group	Description
ABU	Abu Dhabi Student
ASFA	Institute of Fine Arts
ASIP	Steven's Institute Student
SJZB	Jazz - Brass
WEEN	Entepe Student at NYU

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.

Student Groups

Stella Rose 12088102

Find | View All First 1 of 1 Last

*Academic Institution: NYUNV New York University

*Student Group: SJZB Jazz - Brass

*Effective Date: 06/15/2011 *Status: Active

Comments

Last Update Date/Time: Updated By: Type:

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.

Stella Rose 12088102

Find | View All First 1 of 1 Last

*Academic Institution: NYUNV New York University

*Student Group: SJZB Jazz - Brass

Find | View All First 1 of 1 Last

*Effective Date: 06/15/2011 *Status: Active

Comments

Last Update Date/Time: 06/15/2011 11:47:04AM Updated By: paj238 Type: Manual

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.

Student Groups

Find | View All First 2 of 2 Last

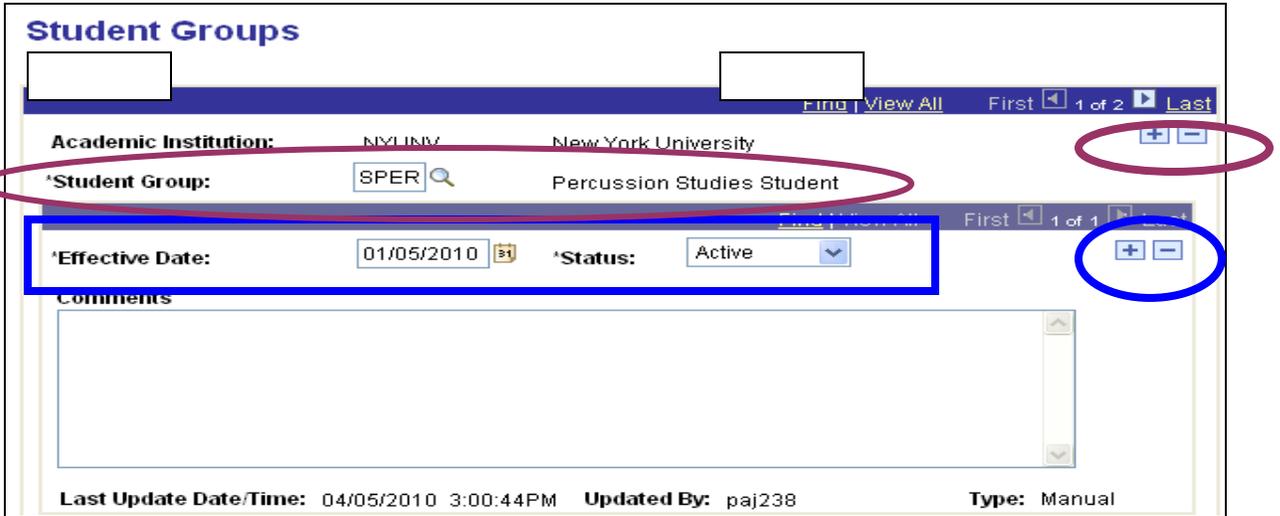
Academic Institution: NYUNV New York University

*Student Group: TTHS TSOA High School Program

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.

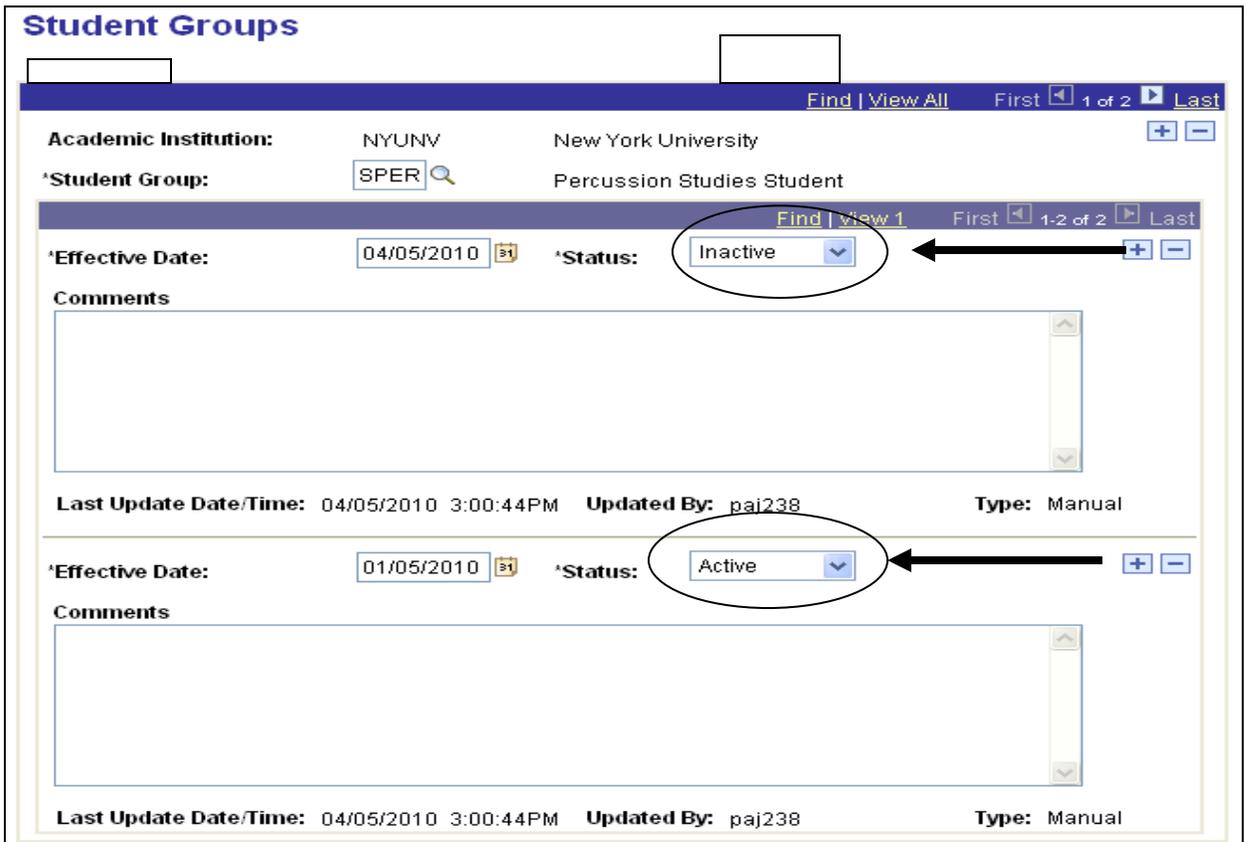
Click on direction arrows to move from Student Group to Student Group to confirm you are changing the student’s status on the appropriate Student Group row.

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.



The screenshot shows the 'Student Groups' interface. At the top, there are search and navigation controls. Below that, the 'Academic Institution' is set to 'NYUNV New York University' and the '*Student Group' is 'SPER Percussion Studies Student'. The main data row shows an '*Effective Date' of '01/05/2010' and a '*Status' of 'Active'. A blue box highlights the date and status fields, and a blue circle highlights the plus and minus icons to the right. A red oval highlights the 'Academic Institution' and '*Student Group' fields, and another red oval highlights the plus and minus icons to the right of the top row. A 'Comments' text area is visible below the main row. At the bottom, it shows 'Last Update Date/Time: 04/05/2010 3:00:44PM', 'Updated By: paj238', and 'Type: Manual'.

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



The screenshot shows the 'Student Groups' interface with two rows. The top row has an '*Effective Date' of '04/05/2010' and a '*Status' of 'Inactive'. A black arrow points to the 'Inactive' dropdown menu. The bottom row has an '*Effective Date' of '01/05/2010' and a '*Status' of 'Active'. A black arrow points to the 'Active' dropdown menu. Both rows have a 'Comments' text area. At the bottom of each row, it shows 'Last Update Date/Time: 04/05/2010 3:00:44PM', 'Updated By: paj238', and 'Type: Manual'. The interface also shows search and navigation controls at the top.

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.

View Student Groups by Student
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = NYUNV

Student Group: = ASIP

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-5 of 5 Last

Academic Institution	Student Group	Description
NYUNV	ABU	Abu Dhabi Student
NYUNV	ASFA	Institute of Fine Arts
NYUNV	ASIP	Steven's Institute Student
NYUNV	SJZB	Jazz - Brass
NYUNV	WEEN	Entepe Student at NYU

Step 3: Use drop downs to make selections.

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

View Student Groups by Student

Academic Institution: NYUNV New York University Effective Date: 01/01/1901

Student Group: ASIP Steven's Institute Student Effective Status: Active

Select Effective Dates: Most Current Active

Range Selection: No Range Selection

Get Results

Customize | Find | View All | First 1 of 1 Last

Name	ID	Effective Date	Effective Status	Comment	Details
					Details

Return to Search Previous in List Next in List Notify

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

Most Current Active

- All
- Most Current (Any Status)
- Most Current Active
- Most Current Inactive

No Range Selection

- No Range Selection
- Select Emplid Range
- Select Last Name Range

Step 5: View results

View Student Groups by Student

Academic Institution: NYUNV New York University Effective Date: 01/01/1901
 Student Group: ASIP Steven's Institute Student Effective Status: Active

Select Effective Dates: Most Current Active **Get Results**
 Range Selection: No Range Selection

Customize | Find | View All | First 1-33 of 33 Last

Name	ID	Effective Date	Effective Status	Comment	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details
[Redacted]	[Redacted]	03/02/2011	Active	SR Student Group Conversion	Details

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

Student Groups

Vincent T. Lin 10076444

Find | View All First 1 of 1 Last

*Academic Institution: NYUNV New York University
 *Student Group: ASIP Steven's Institute Student

*Effective Date: 03/02/2011 *Status: Active

Comments
 SR Student Group Conversion

Last Update Date/Time: 03/02/2011 10:49:54AM Updated By: jm3943 Type: SCC_STD_GRP

OK Cancel Apply