Creating Student Groups
Presented by Peggy Simpson, Boulder Valley School District

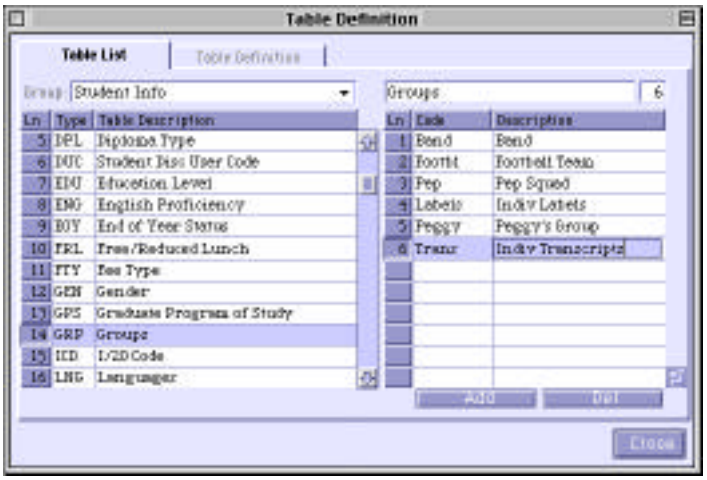
Student Groups are used to help you when looking at student grades, schedules, attendance and discipline and when running reports for random groups of students.

Create Groups in Tables Definitions

(A Security Officer in your school will have to do this setup)

1. Open the **Tables Definition atom**. (System Setup)
1. On the **Group line**, change All Tables to **Student Info.**
2. Scroll down to the line with the code and description: **GRP Groups.**
3. **Highlight** the **GRP Groups line**.
4. On the right side of the window, click on **Add.**
5. Type up to a **6-digit code** and a name for the group you are adding.
6. Setup a couple of generic groups in addition to the groups used in your school.

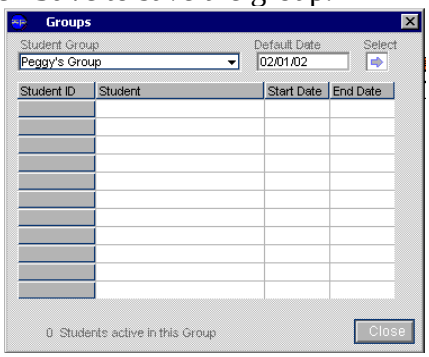
A student group can be edited at any time by going into the Student Groups atom and selecting the group. I recommend that you print a copy of the Table Definition window with the group codes to use later in Query. (File – Print)

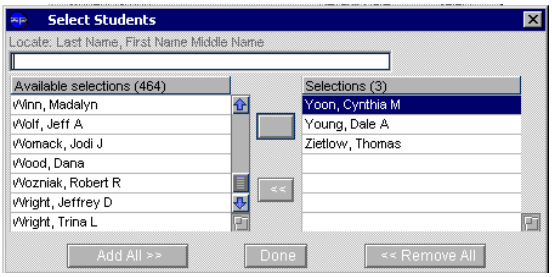


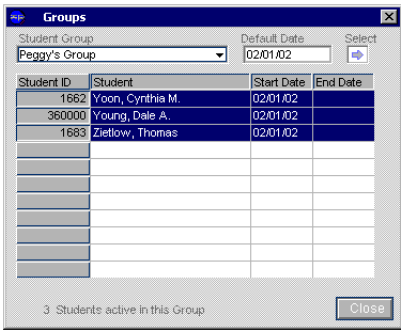
You can run the following query to get a list of the Student Groups and their codes for the groups that are currently being used. Groups with no students will not print in this Query. (To use GroupCode twice, you will need to type it in the statement the second time or it will not stay)

To Create a Student Group

1. Open the **Student Groups** atom.
2. Select the group from the popup menu in the **group box**.
3. Click on the **Select arrow** to bring up Generic Selection
4. In the **Generic Selection window**, find the students you want and double click to move them to the right side of the window.
5. Click on **Done**. The students you selected now appear in the group window.
6. Click **Save** to save the group.





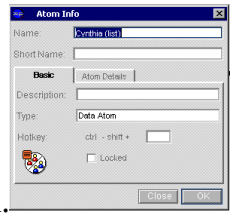


You can create a data atom by highlighting the student names in the group window. Be sure to highlight all columns of information. (Shift click on the Student ID column heading to select all) Then click on the highlighted names to drag to your desktop.

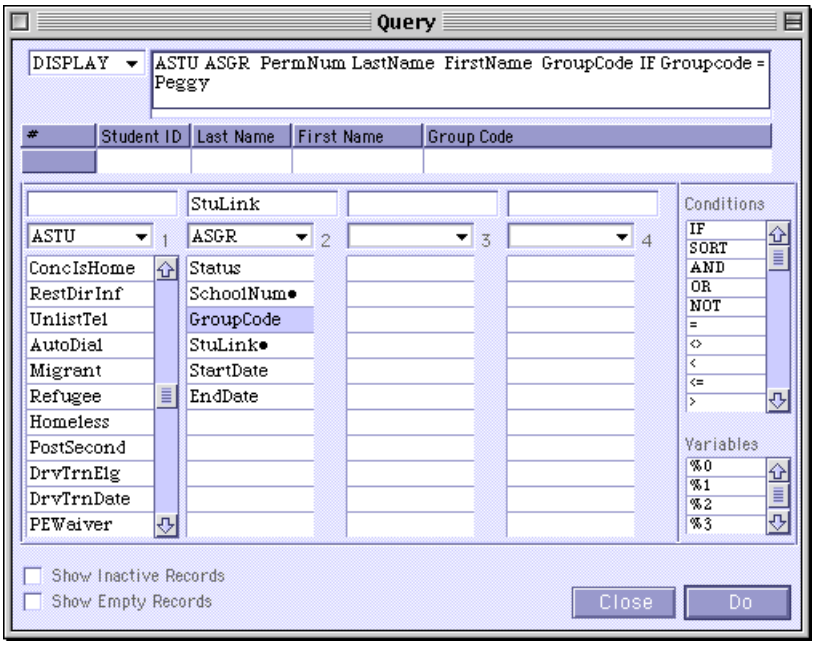
NOTE: Data atoms on your desktop do not get updated. You will have to delete and recreate them if you make changes to the group.

To change the name of the data atom:

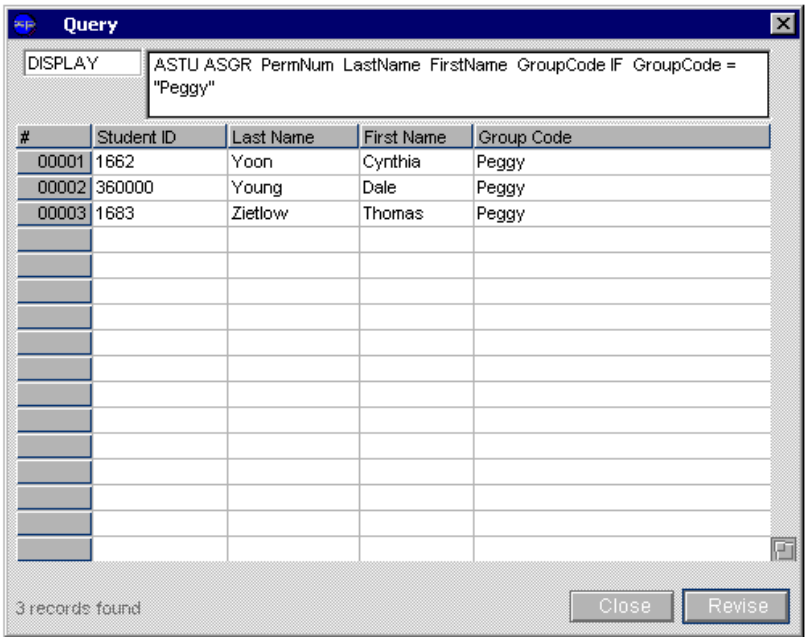
1. **Close all windows on your desktop**.
2. **Highlight** the **data atom**. (Click once)
3. Choose **Atom Info** from the File menu.
4. Type the new name on the first line, the **Name:** line. Click **OK** to save.



5. You could now print a report out of Query using the condition **IF GroupCode =** XXX .



6. After typing in the Query Statement, click on **DO**.



If the report shows what you need, click on **Revise**. Change Display to **Print** and click on **Print**.

You can also choose **Print** from the **File menu** to print your report from the matrix. (Be sure to choose **Expanded Table** to get the full report.) The format of the report will be more condensed if you use the Print Command rather than Print under the File menu.

Creating Mini Queries

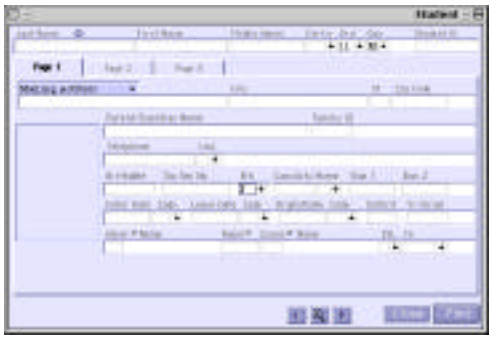
This information can be used to create data atoms.

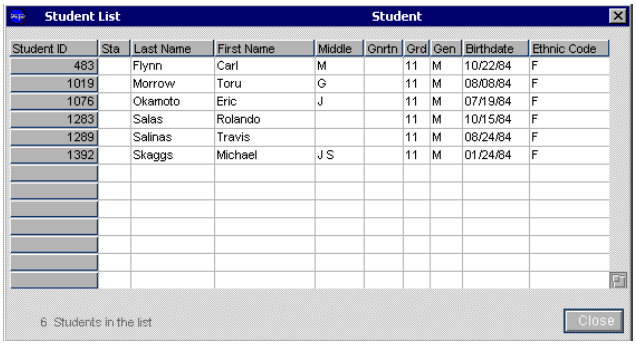
1. Open the **Student** atom.
2. Click on the **Find** button at the bottom of your window.
3. Select the items you want on the list by putting in an *** or** selecting information from the **pop up menus**.
4. Click on the Find button at the right. This list is called a "Matrix".
5. To print the Matrix, choose **Print** from the File menu.
6. Choose **Expanded Table**.

Create a Data Atom Using a Mini Query

Anytime you have a list of students displayed (a Matrix) you can highlight the student names and drag to your desktop. This creates a **data atom**.

1. In the Student atom, to Find Male students who are in grade 11 and are Filipino:





2. To **select the students** to create a data atom, **hold the shift key** while you click on the Student ID column heading in the upper left corner of the window. All students should now be highlighted.

3. Click on one of the students and **drag the list to your desktop**.

4. You can create data atoms from a matrix created in Query, Generic Selection, Student Groups, and Mini Queries in the Student Atom.

Note: Data atoms are usually temporary. They cannot be edited. Drag to the eraser when you are finished.

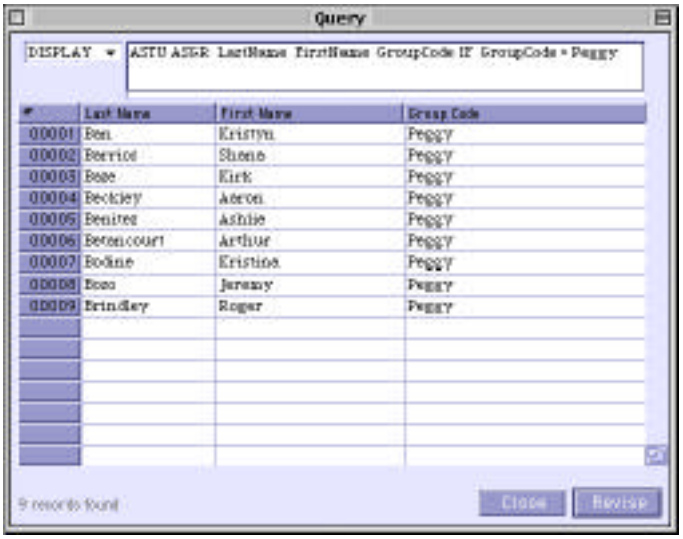
If you want to keep a data atom for future use and want to rename it, <u>Be sure all windows on your desktop are closed</u> and only the atom you want to rename is highlighted <u>BEFORE</u> you choose Atom Info from the File menu.

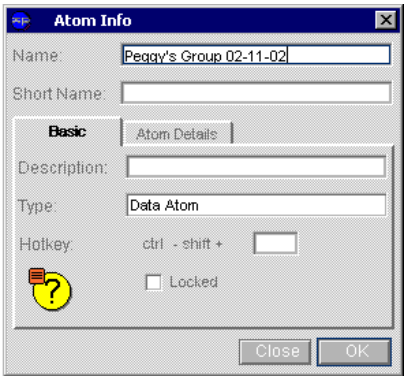
<u>Creating a Data Atom Using Query</u>

1. Create a **Query Statement**.

2. Click on **Do**.

3. Choose **Save Query Data** from the Query menu. Name the data atom and include the date. Click **OK**. You will now see the data atom on your desktop.





4. Remember to **drag the data atom to the eraser when you are finished**. Data atoms do not get updated. The information will be out of date the next time you want to print this report.

5. To get fresh data each time you run a query, save the Query statement, not the query data. Choose **Save Query from the Query menu**. You will need to be on the first Query window, not on the Revise window.

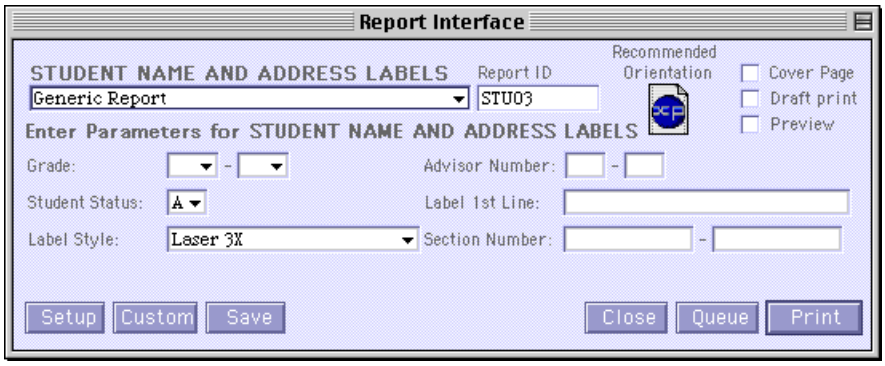
Creating Drag and Drop Atoms

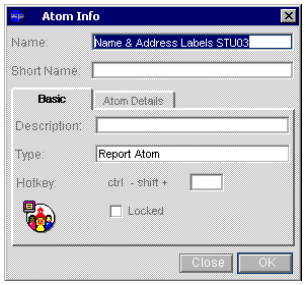
This is useful for printing reports for a group of students. For example to print labels for a random group of students you can use Generic Selection to find the students and create a data atom. Then you can create a Report atom for the label report. You can then drag the data atom onto the report atom and print the report just for those students.

If this is a temporary group, remember to drag the data atom to the eraser when you are finished printing. Keep the Report atom in a folder on your desktop.

Creating a Drag-and-Drop Report Atom

1. Open the atom that contains the report you want to print
2. Fill in the **Report Interface** then click on **SAVE**.
3. **Name the Report** so it will be meaningful to you.
4. This report atom will be saved to your desktop.
5. **Note**: this process may not work on all reports





6. You can now drag the data atom onto the report atom and the report will print only for the students listed in the data atom.

Other Reports may make useful Drag and Drop Reports:

Under the Student Atom:
Student Directory (STU02)
Ethnic Distribution (STU98)
Locator Cards (STU32)

Under the Classes Atom:
Class and Student Schedules (CLS32 and CLS33)

Under the Period Attendance Atom:
Attendance Report by Student (ATP13)
Course Attendance (ATP38)

Drag and Drop atoms can also be used with the Course file to create groups of required courses. You can then drop them onto the Walk-In Scheduling window.

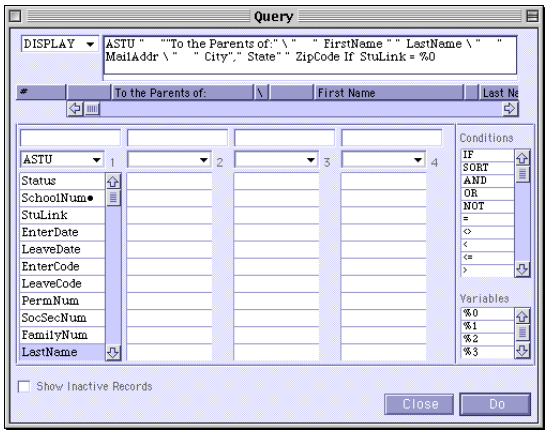
Creating a Drag and Drop Query

To create and save a report in Query that you can drag data atoms onto, you have to include a special condition that makes it a drag-and drop report.

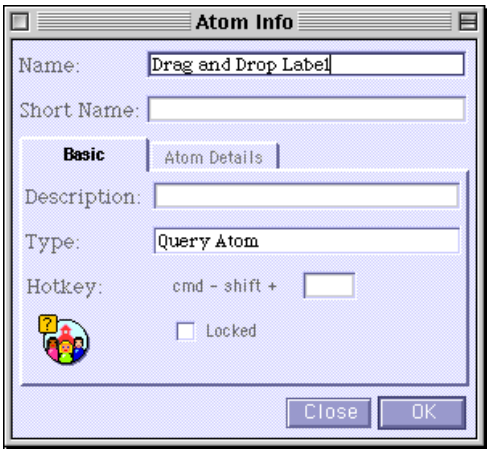
IF Stulink = %0

This special condition is designed especially for use with lists and tells the system to work with all records in a list that meet query criteria. It cannot be used in queries performed from the Query atom itself, but only in queries saved in Query Drag-and-Drop atoms. The information will go directly to the printer.

1. Create the Query statement.



2. Choose **Save Query** from the Query menu.



3. Name the query when the atom info window appears.

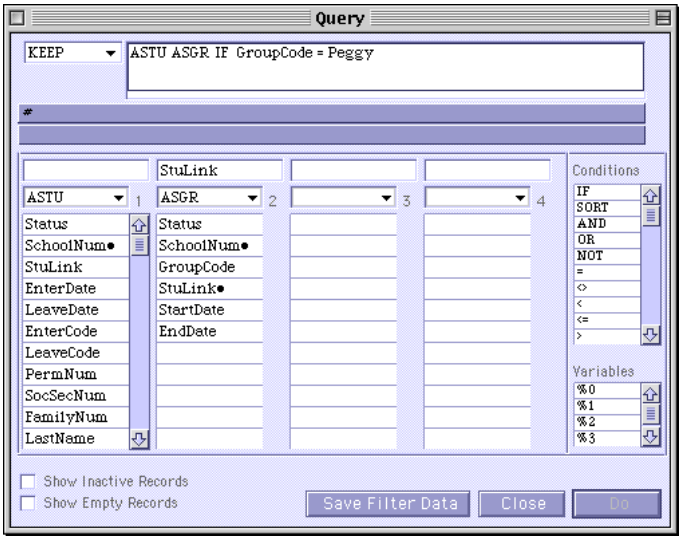
4. You can now drag a data atom onto this query to print labels only for the students on the list in your data atom.

Create a Filter

A filter will allow you to view a selected group of students. It affects all atoms in Sasi. A filter becomes active when it is created and is automatically saved in the System Filter folder on the Sasi desktop. To inactive a filter, remove it from the System Filter folder.

1. Launch the **Query** atom. Create the following Filter:

KEEP ASTU ASGR IF GroupCode = XXX (where XXX is your group code)



2. Remember, whenever you use **KEEP** or **SKIP** in a Query statement it creates a filter.

3. The filter is **automatically saved into your System Filter folder**. Remember to take it out of that folder when you are finished using it.

4. When a filter is active, you will see only the data that has been asked for in the Query statement.

5. You can also create filters for specific grade levels, counselor numbers, withdrawn or only active students and other groups that you create.

6. You can have more than one filter in the System Filter folder at a time, however, be sure they do not conflict with each other.

KEEP ASTU IF Grade = 09
KEEP ASTU IF Grade = 10
KEEP ASTU IF Grade = 11
SKIP ASTU IF Status = "I"
SKIP ASTU IF Status > " " (this filter will also filter out No Shows in addition to Inactive students)