

Creating & Working with Student Groups in CIITS

The Student Groups feature in the Classrooms module of CIITS allows teachers to place students into definable groups for differentiated planning, remediation, special events organization, seating arrangements, or whatever unique activity or need may arise. Teachers can include notes, section data from the current section, and identify a category for the group. Only teachers can see the Student Groups they create. With appropriate access, teachers can create a group that includes students from multiple sections.

This Resource Sheet helps you to do the following:

- Understand where you can create a Student Group
- Create a Student Group by selecting students
- Access, edit and delete Student Groups
- Use Student Groups as a filter for the Student Analysis Spreadsheet

ADDING STUDENTS TO A GROUP FROM A STANDARDS MASTERY REPORT

You can create a group of students from within a Standards Mastery Report.

1. Click the radio button next to a score group to select all the students in that score group.

<input type="radio"/> Mastery (90-100)	<input type="radio"/> Progressing (80-89)	<input type="radio"/> Average (70-79)	<input checked="" type="radio"/> Needs Improvement (50-69)	<input type="radio"/> Unsatisfactory (0-49)
ALLEN, DAYMON DORTON, TIMOTHY HELLEMS, BRITTON QUILLEN, NOAH RAKES, TABITHA TODD, JOSHUA		DUHON, KADEN HENSLEY, THERESA LOTT, KEYASIA MAXWELL-HALL, ALEXANDRIA NOLEN, RYAN WATKINS, CHRISTOPHER	BLAKE, KATHERINE HAYDEN, ADARIAN HENON, TRULA PRICHARD, ZACHARY WHITE, ERIN	COFFEY, ALEXIS EPLING, ALESHA HOSKINS, MCKENZIE
<input type="radio"/> Greater than 90% Correct	<input type="radio"/> 80-90% Correct	<input type="radio"/> 70-80% Correct	<input checked="" type="radio"/> 50-70% Correct	<input type="radio"/> Less than 50% Correct

2. In the 'Add to group' drop-down (above the first score group), select 'New Group' and click **Go**.

Add to Group...

>>>>

New Group

Go

3. Name your new group.

Group Detail

Group Name* (*) Indicates a required field.

4. Add notes, if desired, then click Save.

To add additional students to the group:

5. Repeat steps 1-4. You can use the same or a different section.

- Switch the drop-down to the group you created and click **Go**.



- Click .

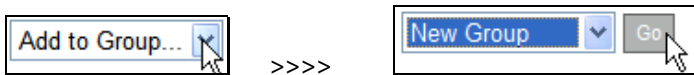
ADDING STUDENTS TO A GROUP FROM AN ITEM ANALYSIS REPORT


You can create a group of students from within an Item Analysis Report.

- Check the names of students to include in a group.

<input checked="" type="checkbox"/>	BLAKE, KATHERINE	50.0%	✓	B
<input checked="" type="checkbox"/>	COFFEY, ALEXIS	25.0%	A	B

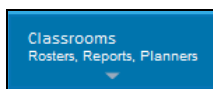
- In the 'Add to Group' drop-down (beneath all student names), select 'New Group' and click **Go**.

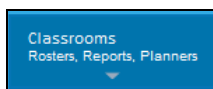


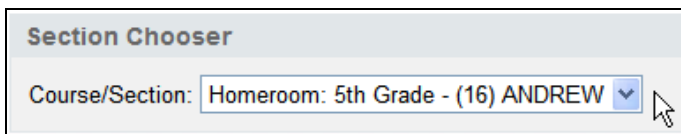
- Name your new group, add any desired notes, then click .

ADDING STUDENTS TO A GROUP USING THE STUDENT LIST

You can create a group of students from one or multiple sections.



- Click the  tab.
- Make sure the desired section is selected in the Section Chooser.



- Click the **Student List** tab.



4. Check the names of the students to include.

<input checked="" type="checkbox"/>	Baker, Viengxay
<input type="checkbox"/>	Browning, JAVIERE J
<input checked="" type="checkbox"/>	Cantrell, Suldán

5. In the 'Add to group' drop-down (above the student names), select 'New Group' and click **Go**.

Add to Group... >>>> New Group Go

6. Name your new group, add any desired notes, then click **Save**.



ACCESSING, EDITING AND DELETING STUDENT GROUPS

After you've created a Student Group, you can edit the group details or membership.

To access a group:

1. Go to **Classrooms > Student Groups**.



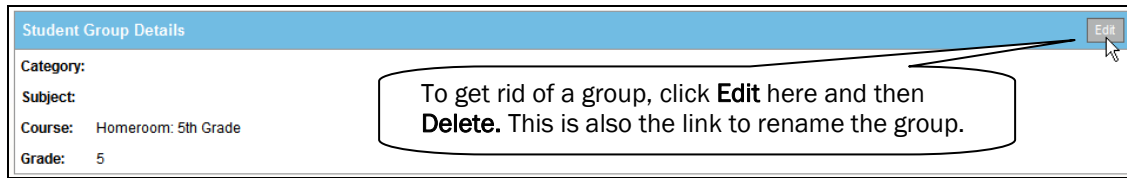
2. Select View By: 'Group Name.'

Select students below for grouping.
View By: Group Name Student Name

3. Click a group title to access details.

<input type="checkbox"/>	NAME ^
<input checked="" type="checkbox"/>	LEP Students
<input type="checkbox"/>	Adkins, Raymond
<input type="checkbox"/>	Cain, Jim

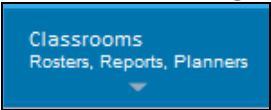
4. In the Student Group Detail Page, note that there are links to change details, remove students and add/edit comments. Scroll down and click [← Back to Previous Page](#) when you are finished making changes.

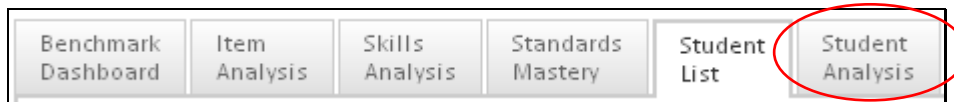


USING STUDENT GROUPS IN THE ANALYSIS SPREADSHEET

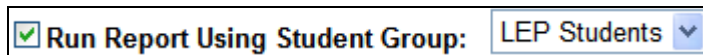
After you've created a Student Group, you can use the group in the Analysis Spreadsheet. This way you can view data just for a specific set of students, such as LEP students or students who struggled on a particular standard.

To run an analysis spreadsheet using a student group you have already created:

1. Click the  tab.
2. Click the **Student Analysis** tab.



3. Check the box and select a Student Group.



4. Select a set of columns to apply.

