CIITS: Create Student Groups and Build Analysis Spreadsheets

Create a student group to use when building an analysis spreadsheet.

Creating Student Groups

Create student groups in several locations in the Classrooms module:

- Student Mastery groupings in Standards Mastery reports
- Skills Analysis tab
- Student List tab
- Analysis spreadsheet
- Student Groups section – Add students from existing groups to new groups
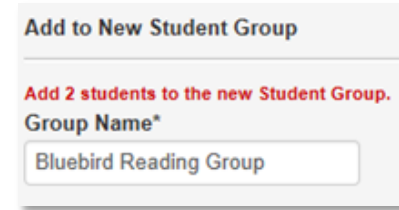
Selecting Students to Add to a Group

On the Student List tab, create a group of students from one or multiple sections. Use this method if you know who should be in the group and you don't need assessment scores for reference.

1. In the navigation bar, click **Classrooms**

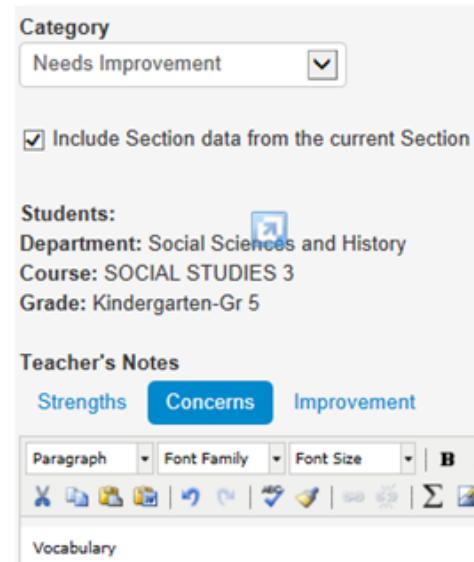2. From the Section Chooser menu, select a section

   Click the Student List tab

Benchmark Dashboard	Classroom Test Dashboard	Item Analysis	Skills Analysis	Standards Mastery	Student List	Student Analysis

3. Check the boxes for the students that you want to include in the group

   Add to New Student Group

   Add 2 students to the new Student Group.
   Group Name*

   Bluebird Reading Group

4. Below the student names, from the Add Group menu, select **New Group** and click **Go**

5. In the Group Name field, enter a name for the group

6. Add details about the group as needed

   Category

   Needs Improvement

   ☑ Include Section data from the current Section

   Students:
   Department: Social Sciences and History
   Course: SOCIAL STUDIES 3
   Grade: Kindergarten-Gr 5

   Teacher's Notes

   Strengths | Concerns | Improvement

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   Vocabulary

7. Click **Save**

   To align the group with standards, click **Save and Edit Group** instead.

Accessing, Editing, and Deleting a Student Group

After creating a student group, edit the group details or membership as needed.

To access a group:

1. From to the Classrooms menu, click **Student Groups**

2. For the View By option, select **Group Name**

3. Click a group title to access details

4. On the Student Group Details page, use the links to change details, remove students, and add or edit comments

   Scroll down and click **Back to Previous Page** when you complete your changes

Building an Analysis Spreadsheet with a Student Group

Use a student group as a filter for any analysis spreadsheet. Either build the analysis spreadsheet yourself or use one that is already available to you.

1. From to the Classrooms menu, click **Student Performance**

2. On the Student Performance page, click the Student Analysis tab

3. Check **Run Report Using Student Group** and from the menu, select your student group

4. To the right of the Student Group menu, click **Advanced: create your own report**

5. Select columns to define data in the spreadsheet: first, select the category of data, then select related filters to further define the data

6. When you finish defining each column, click **Add Column**

7. Repeat the process of adding columns (up to 25) until all data is added to the spreadsheet

8. When you finish defining columns, click **Go to Spreadsheet**

9. Click any column header to sort