

CIITS: Create Student Group and Build Analysis Spreadsheet Quick Reference Card

Student Groups and the Analysis Spreadsheet

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

Creating Student Groups

There are several locations in the Classrooms module where you can create student groups:

- 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.

To create a student group:

1. In the navigation bar, click **Classrooms**
2. From the Section Chooser menu, select a section

For users with campus-wide access, using a PE teacher is a good practice when creating groups across a grade level (or any other teachers who have all students for a grade level on their roster). For those teachers, select **All Sections** for a particular course.

3. Click the Student List tab

The screenshot shows the 'Student List' tab selected in the navigation bar. Below the navigation bar, there is a message: 'There are 28 currently enrolled students in the selected Section. Select one or more students'. Below this message, there are view options: 'View By: Roster (selected), Marks, Benchmark Results, Student Groups'. There are two buttons: 'Currently Enrolled Students' (highlighted in blue) and 'All Students'. Below these buttons is a table with columns 'Student Name' and 'Student Phone'. The table lists two students: 'Abayomi, Jaydin' and 'Abou Hashish, Navaeh', both with phone numbers '646-496-9000' and a blue speech bubble icon next to the phone number.

<input type="checkbox"/>	Student Name ^	Student Phone
<input type="checkbox"/>	Abayomi, Jaydin	646-496-9000
<input type="checkbox"/>	Abou Hashish, Navaeh	646-496-9000

4. Select the check boxes for the students to include in the group
5. Below the student names, from the Add Group menu, select **New Group** and click **Go**

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Add to New Student Group

Add 2 students to the new Student Group.

Group Name*

Bluebird Reading Group

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

Paragraph Font Family Font Size B I U

Vocabulary

6. In the Group Name field, enter a name for the group
7. Add details about the group as needed
8. 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/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 one that is already made available to you, or one you build yourself.

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**

Analysis Spreadsheet: Define Columns

Select one or more columns for your spreadsheet. Your columns are shown below.

Define Column 1

Analyze By: -- Select One --

Column(s) Selected

Column 1

None Selected

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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