

# Schoolnet: Create Student Groups and Build Analysis Spreadsheets Quick Reference Card

## Schoolnet: Create Student Groups and Build Analysis Spreadsheets

Audience Roles: Teacher, Leadership, Staff with Specialist  
 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

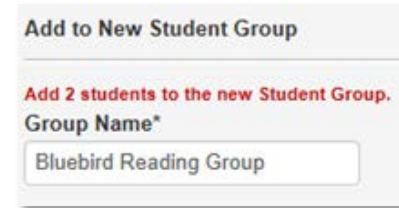
On the Student List tab, create a group of students from one or multiple sections. Use this method if you know who should be in the group and you don't need assessment scores for reference.

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

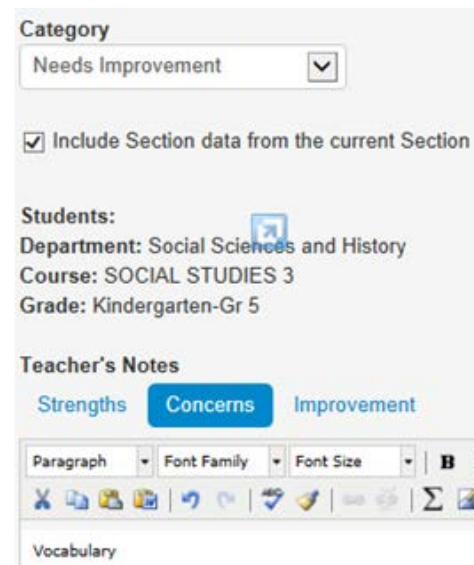
Click the Student List tab



3. Check the boxes for the students that you want to include in the group
4. Below the student names, from the **Add to 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



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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. At the bottom next to **Advanced Users**, click **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