UDSIS Student Groups

This document provides help in adding, viewing or inactivating students in UDSIS Student Groups.

Contents

A. Add a Student Group code to a student's record

1. In UDSIS, click 	 and then the **Navigator** icon OR click the **Classic Home** tile to access the student record:

    a) Go to: *Records and Enrollment > Career and Program Information > Student Groups*

    b) Enter **Student ID**

    c) Hit button **Search**

2. Click in the top right corner, the button plus, **+**, to **add a row** to the student's Student Group record.
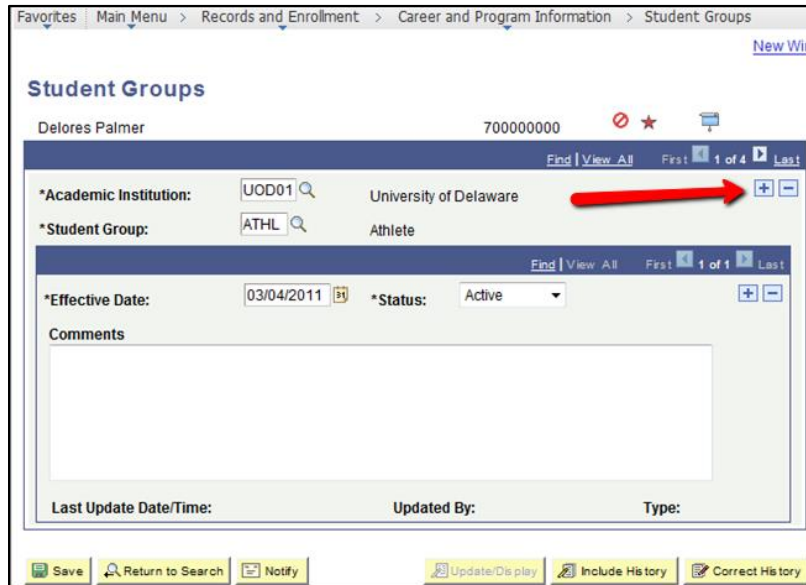
3. For the new row:

    a) In field "Student Group", enter the **Student Group Code**, or click the **spyglass** button to select a code from a list of group codes to which you have access

    b) In field "Effective Date", today's date is automatically populated. You can change this if desired
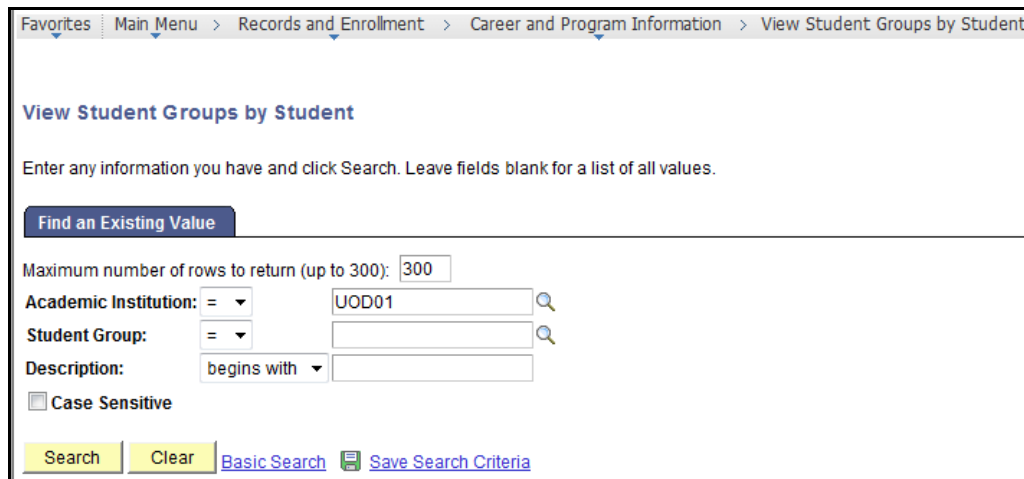
c)   Click button
Save
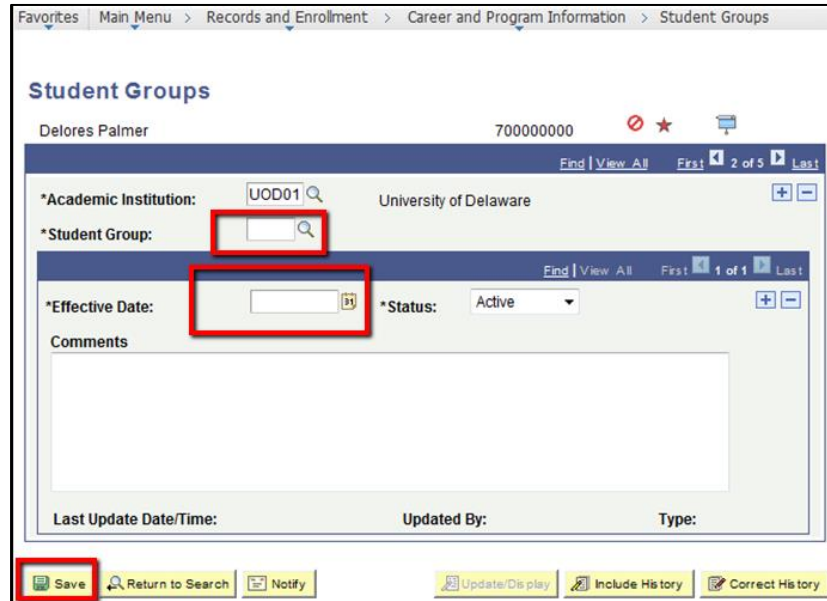
B. View all students in a Student Group

1. Access a Student Group:
    a) Go to:
    Records and Enrollment > Career and Program Information > View Student Groups by Student
    b) In field "Student Group", enter the **Student Group Code** you wish to view
        ▪ Click the **spyglass** button to view a list of options
    c) Click button **Search**

2. On the following page for the Student Group
    a) In dropdown "Select Effective Dates", select your desired option
    b) Optionally, request to select a range in dropdown **Range Selection**

c)   Click button
Get Results

C. Inactivate a student in a Student Group

1. Access the student:
    a) Go to: *Records and Enrollment > Career and Program Information > Student Groups*
    b) Enter **Student ID**
    c) Click button **Search**
2. To inactivate the student in the group,
    a) Click button "plus sign **+**", to **add a row** in the section under the Student Group you are working with. The example below uses the student group "ATHL".

b) For dropdown field "Status", select **Inactive**

c) For "Effective
Date", today's date is automatically populated. You can change this if desired

Student Groups

Delores Palmer   700000000

*Academic Institution:	UOD01 University of Delaware
*Student Group:	ATHL Athlete

*Effective Date: 08/29/2013   *Status: Inactive

Comments

Last Update Date/Time: 08/29/2013 3:35:50PM   Updated By: 45728   Type: Manual

Save   Return to Search   Notify   Update/Display   Include History   Correct History

3. Click button **Save.**

Delores Palmer   700000000

*Academic Institution:	UOD01 University of Delaware
*Student Group:	ATHL Athlete

*Effective Date: 08/29/2013   *Status: Inactive

Comments

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4.