


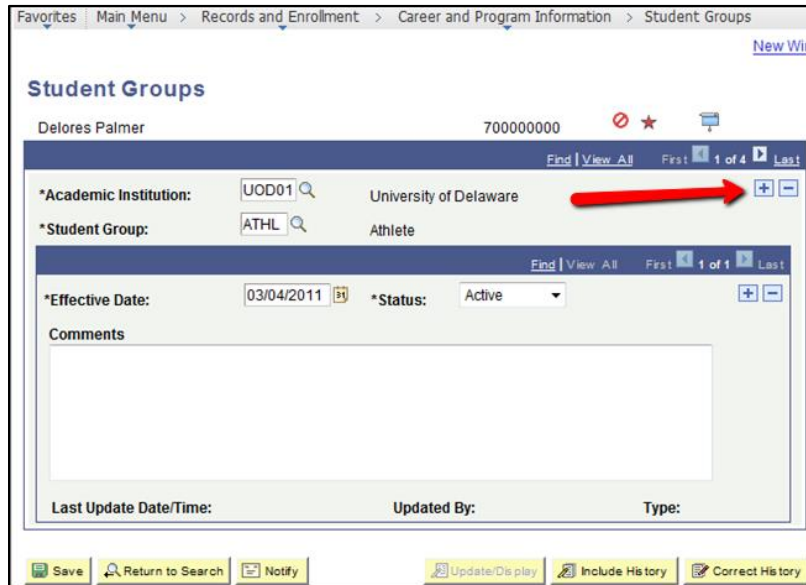
UDSIS Student Groups

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

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

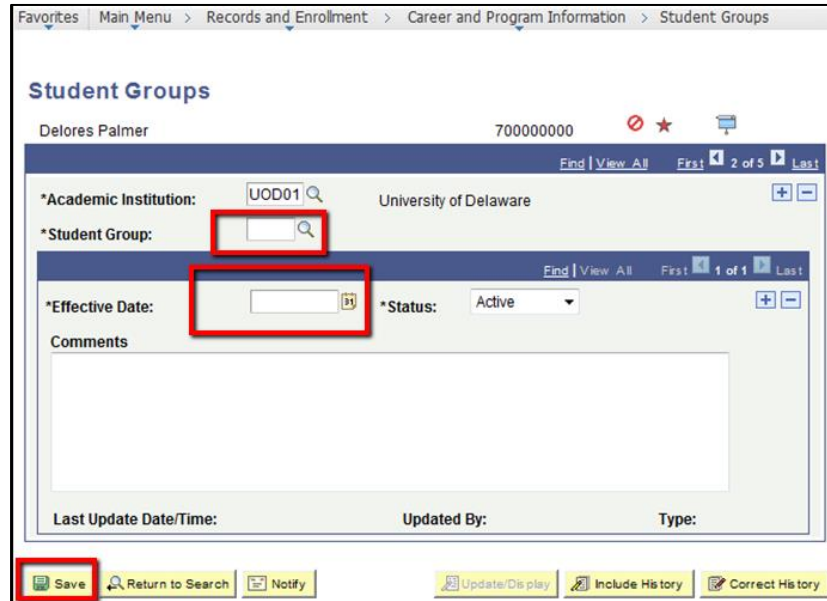
- In UDSIS, click  and then the **Navigator** icon OR click the **Classic Home** tile to access the student record:
 - Go to: *Records and Enrollment > Career and Program Information > Student Groups*
 - Enter **Student ID**
 - Hit button **Search**
- Click in the top right corner, the button plus, **+**, to **add a row** to the student’s Student Group record.



- For the new row:
 - 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
 - In field “Effective Date”, today’s date is automatically populated. You can change this if desired

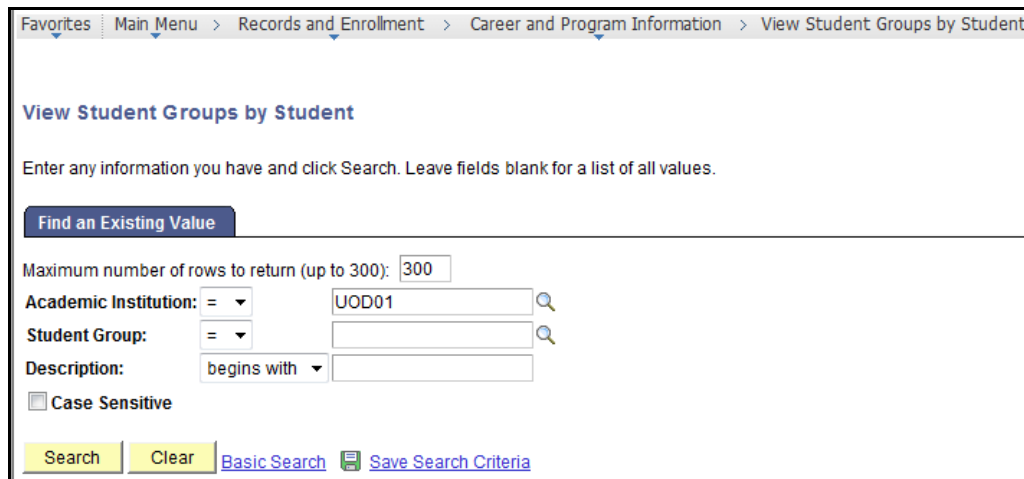
c) Click button

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

The screenshot shows the 'Student Groups' form for Delores Palmer (ID: 700000000). The form includes fields for 'Academic Institution' (UOD01 - University of Delaware) and 'Student Group' (ATHL - Athlete). The 'Effective Date' is set to 08/29/2013 and the 'Status' is set to Inactive. A 'Comments' text area is present below. At the bottom, the 'Save' button is highlighted with a red arrow. Other buttons include 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The status bar shows 'Last Update Date/Time: 08/29/2013 3:35:50PM', 'Updated By: 45728', and 'Type: Manual'.

3. Click button **Save**.

This screenshot is identical to the previous one, showing the 'Student Groups' form for Delores Palmer. The 'Save' button at the bottom left is highlighted with a red arrow, indicating the action to be taken.

4.