

UDSIS 9.0 Student Groups

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Add a Student Group code to a Student's Record

- 1) Go to **Records & Enrollment > Career and Program Information > Student Groups** and enter a Student ID.

The screenshot shows the 'Student Groups' search page in UDSIS 9.0. The breadcrumb trail at the top reads: Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Groups. Below the title 'Student Groups', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is positioned above the search fields. The search criteria include: 'Maximum number of rows to return (up to 300):' with a text input containing '300'; 'ID:' with a dropdown set to 'begins with' and a text input containing '700000000'; 'Campus ID:' with a dropdown set to 'begins with' and an empty text input; 'National ID:' with a dropdown set to 'begins with' and an empty text input; 'Last Name:' with a dropdown set to 'begins with' and an empty text input; and 'First Name:' with a dropdown set to 'begins with' and an empty text input. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are currently unchecked. At the bottom of the form are buttons for 'Search' (highlighted in yellow), 'Clear', and a link for 'Basic Search'. To the right of the 'Basic Search' link is a document icon and a link for 'Save Search Criteria'.

2) Add a row in the Student Group table for this student by clicking the topmost plus (+) sign.

The screenshot shows the 'Student Groups' form in a web application. The breadcrumb trail is 'Favorites > Main Menu > Records and Enrollment > Career and Program Information > Student Groups'. The user is 'Delores Palmer' with ID '70000000'. The form displays the following fields:

- *Academic Institution: UOD01 (University of Delaware)
- *Student Group: ATHL (Athlete)
- *Effective Date: 03/04/2011
- *Status: Active

A plus sign (+) in a small box is circled in red at the top right of the form. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

2) Enter the Student Group code or click the magnifying glass to bring up the codes to which you have access.
The system will use today's date as the effective date. Change it if desired.
Hit the **SAVE** button.

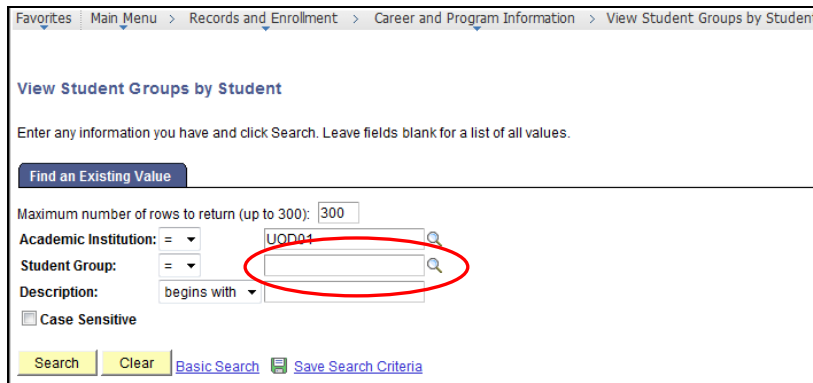
This screenshot shows the same 'Student Groups' form, but with the following changes:

- The *Student Group field is empty and has a magnifying glass icon next to it, circled in red.
- The *Effective Date field is empty and has a calendar icon next to it, circled in red.
- The *Save button at the bottom left is circled in red.

The breadcrumb trail and user information remain the same as in the previous screenshot.

View all students in a Student Group

- 1) Go to Records & Enrollment > Career and Program Information > View Student Groups by Student. Enter your Student Group code or hit the magnifying glass for a list of codes you can access.



Favorites | Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student

View Student Groups by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300): 300

Academic Institution: = UOD01

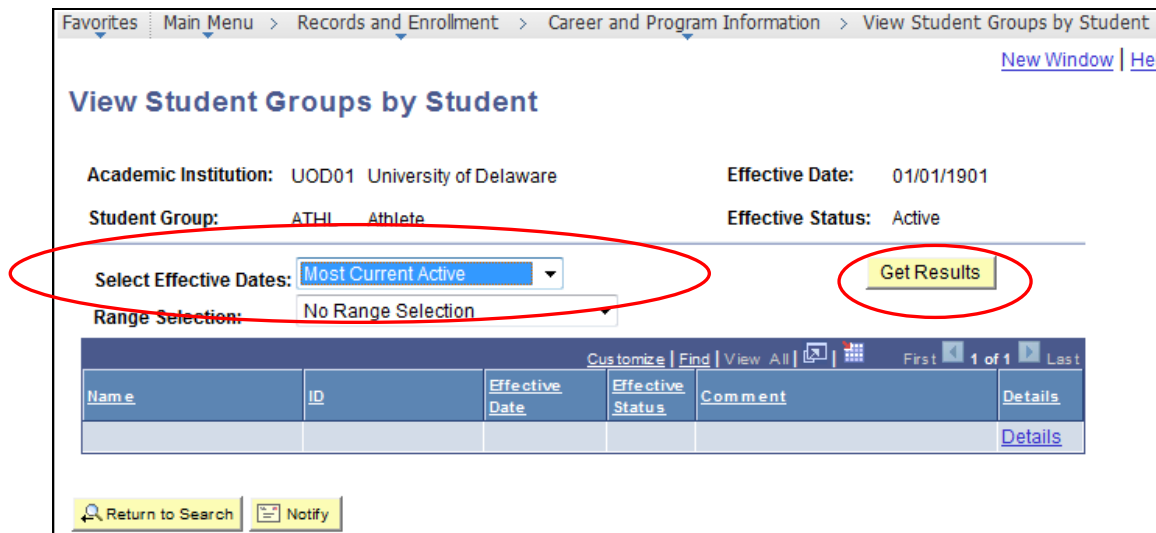
Student Group: =

Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- 2) a) In the **Select Effective Dates** dropdown, choose your desired outcome.
b) Optionally request to select a range in the **Range Selection** dropdown box.
c) Click the **Get Results** button.



Favorites | Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student

[New Window](#) | [He](#)

View Student Groups by Student

Academic Institution: UOD01 University of Delaware Effective Date: 01/01/1901

Student Group: ATHI Athlete Effective Status: Active

Select Effective Dates: Most Current Active

Range Selection: No Range Selection

[Get Results](#)

Name	ID	Effective Date	Effective Status	Comment	Details
					Details

[Return to Search](#) [Notify](#)

Inactivate or Remove a student from a Student Group

- 1) Go to Records & Enrollment > Career and Program Information > Career and Program Information > Student Groups
Enter Student ID.
- 2) To inactivate the student in the group, change the **Status** to Inactive.

- 3) To remove a student, click the topmost minus sign (-) on the record associated with that group.

Delores Palmer 700000000

*Academic Institution: UOD01 University of Delaware

*Student Group: ATHL Athlete

*Effective Date: 03/04/2011 *Status: Active

Comments

Last Update Date/Time: Updated By: Type:

OK Cancel Apply

- 4) The system will respond with a **Delete Confirmation** message. Click **OK**.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- 5) **SAVE** the record to remove the student from the student group.