

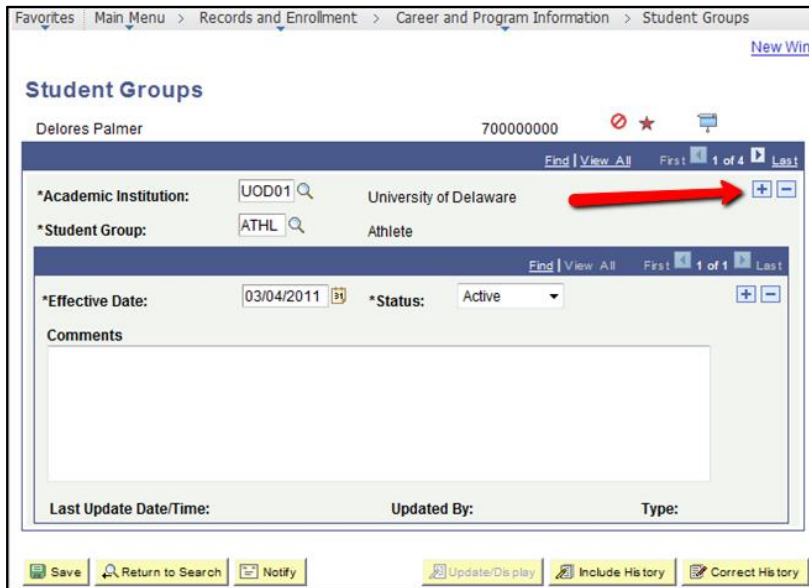
UDSIS 9.0 Student Groups

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

1. Access the student record:
 - a) In UDSIS, go to: *Main Menu > 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**

The screenshot shows the 'Student Groups' form. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Career and Program Information > Student Groups. The user is Delores Palmer with ID 700000000. The form has two tabs. The first tab is active and shows:

- *Academic Institution: UOD01 (University of Delaware)
- *Student Group: (empty)
- *Effective Date: (empty)
- *Status: Active
- Comments: (empty text area)
- Last Update Date/Time: (empty)
- Updated By: (empty)
- Type: (empty)

 At the bottom, there are buttons: Save, Return to Search, Notify, Update/Display, Include History, and Correct History. The 'Save' button is highlighted with a red box.

B. View all students in a Student Group

1. Pull up a Student Group:
 - a) Go to: *Main Menu > 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**

The screenshot shows the 'View Student Groups by Student' search page. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student. The page title is 'View Student Groups by Student'. Below the title, it says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The search form includes:

- Maximum number of rows to return (up to 300): 300
- Academic Institution: = [dropdown] UOD01
- Student Group: = [dropdown] (empty)
- Description: begins with [dropdown] (empty)
- Case Sensitive

 At the bottom, there are buttons: Search, Clear, Basic Search, and Save Search Criteria.

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 > 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

Find | View All First 1 of 5 Last

*Academic Institution: UOD01 University of Delaware

*Student Group: ATHL Athlete

Find | View All First 1 of 2 Last

*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**.

Student Groups

Delores Palmer 700000000

Find | View All First 1-5 of 5 Last

*Academic Institution: UOD01 University of Delaware

*Student Group: ATHL Athlete

Find | View All First 1 of 2 Last

*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

- 4.