

Assigning Students to a Student Group

The following step-by-step guide shows how to assign students to a student group in AIS. We illustrate an example of how to assign a student to the Junior Transfer (JRTR) .

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Step-by-Step Overview

STEP 1: Navigate to “Student Groups”

From the Advising Homepage: Advising and Curriculum tile > Career/Program/Plan > Student Groups

OR
From the NavBar: Navigator > Records and Enrollment>Enroll Students > Career/Program/Plan > Student Groups

STEP 2: Find the Student

STEP 3: Add Student to Student Group

If blank, enter student group.

If student is in a student group, add row and enter student group.

STEP 4: Save

Student Groups at a Glance

The screenshot shows the UC Santa Cruz AIS interface for managing student groups. The page title is "Student Groups" and the student name is "Doe, Jane" with ID "0123456". The interface includes a navigation bar with "Home", "Help", and "Sign Out" links. The main content area shows a form for adding or deleting a student group. The form has two rows, each with a "View All" link and "First", "1 of 1", and "Last" navigation buttons. The first row is for "UCSCM" (UC Santa Cruz) and "JRTR" (Junior Transfer). The second row is for "Effective Date" (08/16/2004) and "Status" (Active). Annotations include: "Student Group" pointing to the "JRTR" field; "Add/Delete Student Group" pointing to the "+" and "-" buttons in the first row; "Add Row" pointing to the "+" and "-" buttons in the second row; and "Change Student Group to Active/Inactive" pointing to the "Status" dropdown menu. At the bottom, there are buttons for "Save", "Return to Search", "Update/Display", "Include History", and "Correct History".

STEP 1: Navigate to "Student Groups"

From the Advising Homepage: Advising and Curriculum tile > Career/Program/Plan > Student Groups


STEP 2: Find the Student

Search by ID, Campus or National ID, or Last Name

The screenshot shows the 'Student Groups' search page. At the top, there is a breadcrumb trail: Home > Manage Student Records > Track Student Careers > Use > Student Groups, and a 'New Window' link. Below the title 'Student Groups', there is a section 'Find an Existing Value'. It contains several input fields: ID, Campus ID, National ID, Last Name, and First Name. There are also checkboxes for 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom of this section are three buttons: 'Search', 'Clear', and 'Basic Search'.

STEP 3: Add Student to Student Group

If the student doesn't have any student groups and the Student Group value is blank, enter the appropriate Student Group.

If the student has more than one student group, click through the records to verify they are not associated with the student group. If they do not have the appropriate student group, add additional groups by clicking on the first Add Row () button. This adds a new, active student group. Enter the appropriate Student Group.

The screenshot shows the 'Student Groups' edit page for Jane Doe (ID: 0123456). The page title is 'Student Groups'. Below the name and ID, there are two main sections. The first section has a header with 'View All', 'First', '1 of 1', and 'Last'. It contains two rows of data: '*Academic Institution:' with a dropdown set to 'UCSCN' (UC Santa Cruz) and a search icon, and '*Student Group:' with a dropdown set to 'JRTR' (Junior Transfer) and a search icon. Both rows have '+' and '-' buttons. The second section has a header with 'View All', 'First', '1 of 1', and 'Last'. It contains two rows: '*Effective Date:' with a date field set to '08/16/2004' and a calendar icon, and '*Status:' with a dropdown set to 'Active'. Both rows have '+' and '-' buttons. Below these sections is a large 'Comments' text area. At the bottom of the page are several buttons: 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

STEP 4: Save

Once you are finished, click  .

Inactivating a Student Group

In some situations it may be necessary to make a student group inactive. Since student groups are used across campus, use caution when deactivating student groups.

STEP 1: Deactivating Student Groups.

Navigate to “Student Groups.”

UC SANTA CRUZ

Home Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Groups [New Window](#)

Student Groups

Doe, Jane ID: 0123456

View All First 1 of 1 Last

*Academic Institution: UCSC UC Santa Cruz + -

*Student Group: JRTR Junior Transfer

View All First 1 of 1 Last

*Effective Date: 08/16/2004 *Status: Active + -

Comments

Change to Inactive

Save Return to Search Update/Display Include History Correct History

STEP 2: Making a new Row Inactive

This adds an inactive rows in Student Groups after you save.

Click on the second **+** to insert a new row and then selecting “Inactive” from the Status drop-down menu.

Once you are finished, click **Save** .