Add, Inactivate and View Student Groups

Purpose: This document references how to add, inactivate, and view student groups.

Audience: Student Services Staff.

You must have at least one of these local college-managed security roles:

- **ZC CS Student Groups**
- **ZD CS Student Groups**
- **ZZ CS Student Groups**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Student groups are used for several functions in ctcLink. Some student groups are informational so users can identify student characteristics. Other Student Groups are attached to financial waivers.

In addition, Student Groups starting with “S” are created by SBCTC and used for state-level reporting. Because these codes are for state-level reporting, use caution if applying them for local operational purposes, as the criteria or effective dating application may differ by purpose. To view the list of state-level Mass and Manually Assigned Student Groups, check the SBCTC Student & Coding Manual (pp. 12-15). The manual also explains when and which student groups can be updated.

Users must have row-level security to view or update Student Groups. Please contact your security administrator if you need to view or update access to a specific student group code.

Add a Student Group

Navigation: Records and Enrollment > Career and Program Information > Student Groups

1. On the **Student Groups** page, enter a student ID or look up a student by name.
2. Select the **Include History** checkbox.
3. Select the **Search** button.

4. The **"1 of . . ."** in the top tier tells you how many Student Group entries there are for that student.
5. If there is more than one entry, you can view the entries for the student by clicking the **View All** link at the top of the page. This will pull up a vertical listing of all the Student Groups assigned to the student or use the ◄► navigation arrows on the top tier.
6. Enter or look up the **Academic Institution** by selecting the looking glass.
7. Enter or look up the **Student Group** by selecting the looking glass. Not all existing groups will appear unless you have **Student Groups SACR security**.
8. Enter or look up the **Effective Date**. The Effective Date indicates when the student became Active or Inactive in the student group. If term-related processes include that student in the specific student group, the Effective Date should be before the Term Start Date.
9. **Status:** The Status indicates if the student is Active or Inactive in that student group. When entering a student group, this will default to "Active."
10. If you have any special instructions or comments regarding this assignment, include them in the **Comments** box.

Inactivate a Student Group

1. If multiple student groups exist, select the correct one attached to the student's record.
2. Add new details information on the Student Groups page by selecting the **Add a New Row [+]** button under the **Details** section. Inactivating a student group should always involve adding a row to preserve history.
3. Enter the **Effective Date:** Input the date for the status change for the student group. Remember to at least set the inactive row's effective date one day after the end of the term.
4. Select "Inactive" from the **Status** drop-down menu.
5. Select the **Save** button.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to **Add and Inactivate a Student Group**. This link will open in a new tab/window.

View Students by Student Group

Navigation: Records and Enrollment > Career and Program Information > View Student Groups by Student

1. Enter or look up the **Academic Institution** by selecting the looking glass.
2. Enter or look up the **Student Group** by selecting the looking glass. Not all existing groups will appear unless you have **Student Groups SACR security**.
3. **Description** (optional): Search student group by description.
4. **Select Effective Dates:**
   a. **All:** Returns all student groups and displays all effective-dated rows for each group.
   b. **Most Current (Any Status):** Returns all student groups and displays only the most current effective-dated row, regardless of status.
   c. **Most Current Active:** Displays the most current active student group row.
   d. **Most Current Inactive:** Displays the most current inactive status student group row.
5. **Range Selection:**
   a. **No Range Selection:** Pulls all records.
   b. **Select Emplid Range**: Displays the ID From and ID To fields.
   c. **Select Last Name Range**: Displays the Last Name From and Last Name To fields.
6. Select the **Get Results** button.
7. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to **View Students by Student Group**. This link will open in a new tab/ window.