

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”

Navigate to Home > Manage Student Records > Track Student Careers > Use > 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

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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:	UCSCN UC Santa Cruz	+ - Add/Delete Student Group		
*Student Group:	JRTR Junior Transfer	+ - Add Row		
*Effective Date:	08/16/2004	*Status:	Active	+ -

Comments

Change Student Group to Active/Inactive

Save Return to Search Update/Display Include History Correct History

STEP 1: Navigate to “Student Groups”

Navigate to Home > Manage Student Records > Track Student Careers > Use > Student Groups

STEP 2: Find the Student

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

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

Student Groups

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:


First Name:

Case Sensitive
 Include History Correct History

[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.

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:	UCSCN UC Santa Cruz	+ -		
*Student Group:	JRTR Junior Transfer			
View All		First	1 of 1	Last
*Effective Date:	08/16/2004	*Status:	Active	+ -
Comments				
<div style="border: 1px solid gray; height: 40px;"></div>				

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.”

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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: UCSCN 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** .

If you have any questions, please contact Tchad Sanger (cpsanger@ucsc.edu).