# 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

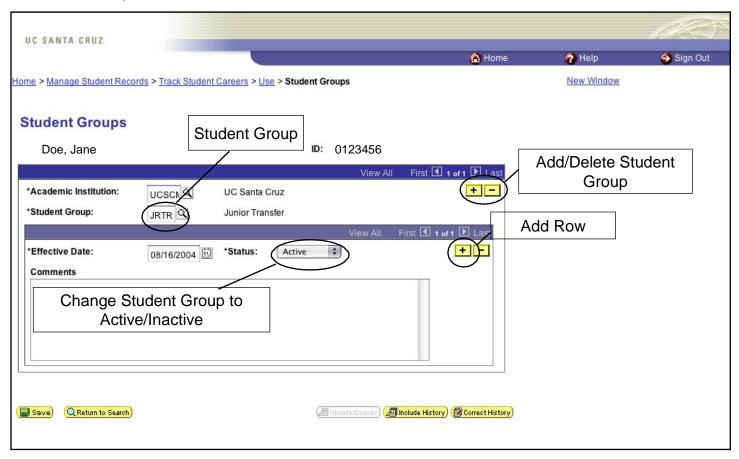
STEP 3: Add Student to Student Group

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



#### 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

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  Search Clear 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.

> Manage Student Reco	ords > Track Student	Careers > Use > Student Gro	ups		New Window
dent Groups					
oe, Jane		ID: (	)123456		_
ademic Institution:	UCSCN Q	UC Santa Cruz Junior Transfer	View All	First 1 of 1 1 Last	
fective Date: mments	08/16/2004	*Status: Active \$		rst 1 of 1 1 Last	

STEP 4: Save

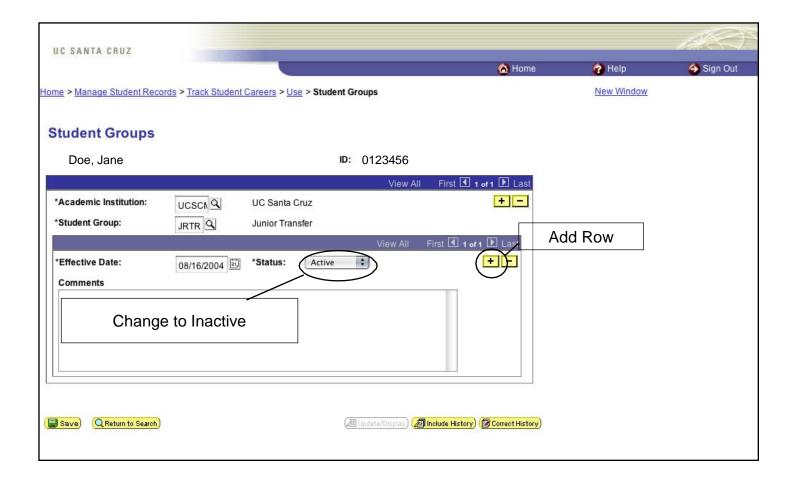
Once you are finished, click save .

## 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."



#### 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.

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Once you are finished, click save .