

Student Groups May 16, 2012

The **Student Groups** form will allow you create a group of specific students containing their **Student ID** numbers and assign a specific **Group ID**. Any **Student Group** created is District owned and will be downloaded to any School that opens the form. It is suggested that if your School **DID NOT** create the Student Group **DO NOT** delete the group or make changes to the group other than adding your schools Students to the group.

To update **Student Groups** requires **Update** permissions to the **SGM**, **SGS** and **SGD** tables. You must also have at least **Read** to the **STU** table. This form does not require that the User have permission to the Staff (**STF**) table. This will allow a User to run **Student Groups** forms and reports, but not view the **STF** data. Client Server Users **MUST** have field level permissions for the following **STF** fields: **ID**, **LN**, **FN**, **MN**, **TG**, **PSC**, **DEL**.

After the **Group ID** has been created the **View All Reports** form will allow you select a specific Group. The report can then be generated to either include or exclude the students within this group. **Please take note:** When a group is selected it creates a **KEEP** statement and until the **View All Reports** form is closed it will continue to use this **KEEP** statement. Other forms and reports will still honor this **KEEP**.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries*™. However, Eagle Software recognizes that each school and district using *Aeries*™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

ADD A STUDENT GROUP

The **Student Groups** form can be accessed from **View All Forms** and the following form will display. Prior to adding any Student Group the **Group ID** will display a zero.

2011-2012 Screaming Eagle High School 12/16/2011

Group ID: 0 Group Name: Students in Group

Stu# or ID	Student Name	ID
0		0

Group Description

Group Expiration Date: View Group in ABI

Staff in Group

Staff ID	Staff Name
0	

Record: 1 of 1

Display selection list with Staff from this school: 994

Include Inactive Students

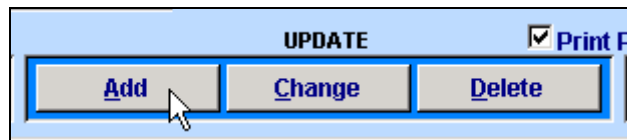
Only show Groups for this Staff:

Aeries QUERY Add KEEP Students Input Student #'s

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit

To add a **Student Group** click the mouse on the **Add** button.



The **Group ID** will increase by one and the cursor will display in the **Group Name**. Enter the selected name for the group being created and press **Tab**. The cursor will display in the **Group Description**. Enter a description for the **Group ID** created.

2011-2012 Screaming Eagle

Group ID: 1 Group Name: 12th Grade GATE Students

Group Description

NOTE: After the Group ID has been created the View All Reports form will allow you select a specific Group.

If there is a **Group Expiration Date** you can enter the date in the field or click the mouse on the **Calendar** button.

Student Groups

2011-2012 Screaming Eagle

Group ID: 1 Group Name: 12th Grade GATE Students

Group Description: All 12th grade students that are currently enrolled in GATE.

Group Expiration Date: [] [] [] [] View Group in ABI

Staff in Group

A small calendar will display that will allow you to select a specific date. The top of the **Calendar** displays the Month and Year and arrows. Clicking the mouse on the arrows will increase or decrease the month and year. A selection box is also available at the bottom to select **Use SCH Calendar**. If this option is selected only the available dates within the school calendar will display.

Calendar

December 2011

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Use SCH Calendar

Double-click to select a day

To select a specific date **Double Click** the mouse on the **Date**.

23 24 25 26 27 28 29

30 31

Today Use SCH Calendar

Double-click to select a day

The **Date** selected will now display in the **Group Expiration Date** field. To view the Student Group in ABI click the mouse on the **View Group in ABI** selection box.

Group Expiration Date: 12/31/2012 View Group in ABI

Staff in Group

NOTE: View Group in ABI option is currently not supported in ABI

The **Staff in Group** can be selected either by **Staff ID** or **Staff Name**. Below the selection box will display the current school code. The drop downs for the **Staff ID** and **Staff Name** fields will only display the Staff members that are assigned to the school number displayed. A Staff member can be selected either by entering the **Staff ID** or **Staff Name** or by clicking the mouse on the drop downs to select a specific Staff member.

To select a specific Staff member from the **Staff ID** field click the mouse on the drop down. The Staff members will be sorted by **Staff ID**. Click the mouse on the **Staff ID** selected.

To select a specific Staff member from the **Staff Name** field click the mouse on the drop down. The Staff members will be sorted by **Staff Name**. Click the mouse on the **Staff Name** selected.

The Staff members selected will now display.

	Staff ID	Staff Name
▶	12	Adams, Dana
	145678	Abbott, Mary
*	0	

Record: 1 of 2

Display selection list with Staff from this school: 994

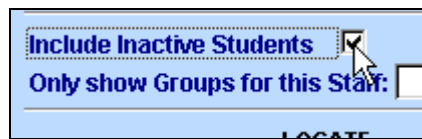
The **Students in Group** have multiple ways to select students. A student can be hand selected either by **Stu# or ID** or **Student Name**. The **Aeries Query** program can also be used to generate a **KEEP** or **SKIP** query to load specific students. The option is also available to enter a large amount of student numbers from the **Input Student #'s** box.

	Stu# or ID	Student Name	ID
▶	0		0

Record: 1 of 1

Aeries QUERY Add KEEP Students Input Student #'s

To include inactive students in the drop down box click the mouse on the **Include Inactive Students** box.



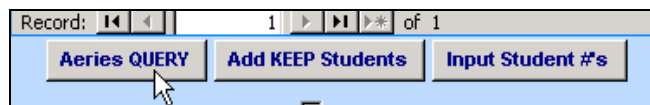
To select a specific Student from the **Stu# or ID** field click the mouse on the drop down. Click the mouse on the **Student #** selected.

Students in Group						
Stu# or ID		Student Name			ID	
18	Adragna	Stefanie	F	12	99400018	1/22/1994
21	Aguiar	Jennifer	F	12	99400021	6/23/1993
26	Anacostes	Jacqueline	F	2	99200026	3/13/2003
32	Alcala	Catherine	F	12	99400032	8/27/1994
34	Alejandro	Arturo	M	11	99400034	9/20/1995
40	Allen	Neal	M	12	99400040	10/9/1992
42	Armenta	Sarah	F	2	99200042	11/10/2003

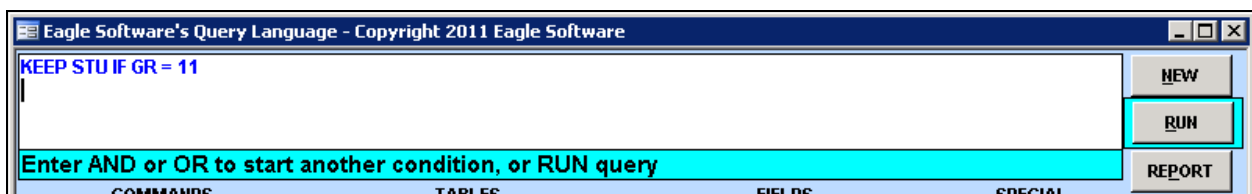
To select a specific Student from the **Student Name** field click the mouse on the drop down. Click the mouse on the **Student Name** selected.

Students in Group						
Stu# or ID		Student Name			ID	
18	Adragna, Stefanie	18	F	12	99400018	1/22/1994
21	Aguiar, Jennifer	21	F	12	99400021	6/23/1993
32	Alcala, Catherine	32	F	12	99400032	8/27/1994
34	Alejandro, Arturo	34	M	11	99400034	9/20/1995
40	Allen, Neal	40	M	12	99400040	10/9/1992
43	Alonzo, Clarisa	43	F	12	99400043	5/4/1994
45	Alvarado, Jocelyn	45	F	11	99400045	6/29/1995

Students can also be selected by using the **Aeries QUERY** button that will allow you to generate a **KEEP** or **SKIP** query to select specific students. Click the mouse on the **Aeries QUERY** button.



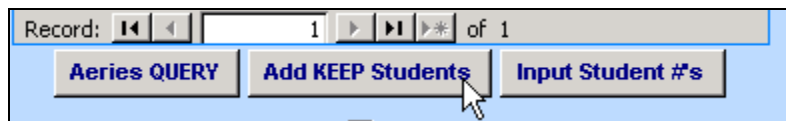
A **KEEP** or **SKIP** query can be generated to select specific students and **Exit** the **Query** form.



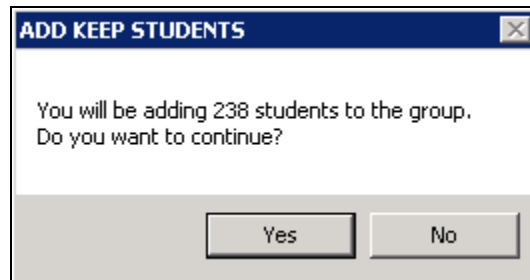
After a query is generated the **Records are Being KEEP/SKIP** will display at the top of the form along with the **Reset** button. To select specific students that are selected from the **KEEP/SKIP** click the mouse on the **STU#** or **Student Name** field. Click the mouse on the student selected.

Student Name	Student#	Sex	Grade	ID#	Birthdate
Alvarado, Jocelyn	45	F	11	99400045	6/29/1995
Amaya, Ariane	49	F	11	99400049	10/17/1994
Ancheta, Shannon	53	F	11	99400053	1/22/1995
Anderson, Jennifer	55	F	11	99400055	11/3/1994
Arredondo, Rachel	94	F	11	99400094	7/3/1994
Ascha, Monica	102	F	11	99400102	7/25/1995
Atest2, Passcode	3270	F	11	104	5/15/1996

After the **KEEP/SKIP** query has been generated you can also click the mouse on the **Add KEEP Students** button. This will load ALL student numbers included in the **KEEP/SKIP** statement into the **Group ID**.



To **Add KEEP Students** click the mouse on the **Yes** button.



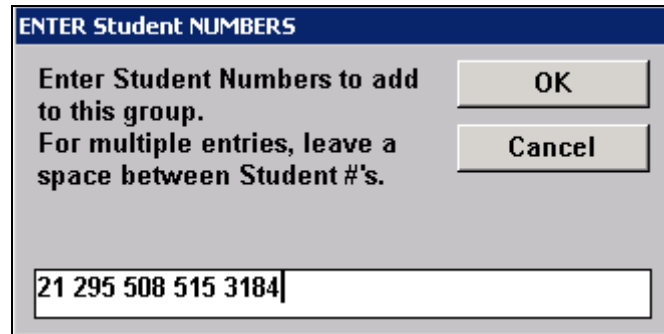
All students will be added to the **Students in Group**. Click the mouse on the **Reset** button to cancel the **KEEP/SKIP**.

Stu# or ID	Student Name	ID
8	Abesamis, Tatiana	99400008
33	Alegria, Alice	99400033
45	Alvarado, Jocelyn	99400045
49	Amaya, Ariane	99400049
53	Ancheta, Shannon	99400053
55	Anderson, Jennifer	99400055
81	Arguelles, Jennifer	99400081

To enter specific student numbers click the mouse on the **Input Student #'s** button.



Enter the student numbers to be added to this group. Click the mouse on the **OK** button.



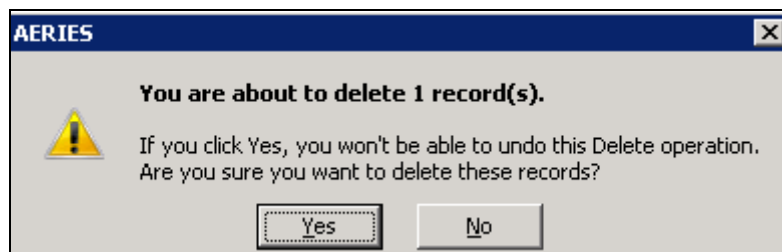
All students will be added to the **Students in Group**.

Stu# or ID	Student Name	ID
21	Aguiar, Jennifer M	99400021
295	Cabrera, Camia L	99400295
508	D'Amico, Ghadir M	99400508
515	Davis, Malissa A	99400515
3184	Baber, Ashley R	99000055
* 0		0

To **Delete** a student from a specific group select the **Group ID** then click the mouse on the Student record to be deleted. Press the **Delete** key on the keyboard.

Stu# or ID	Student Name	ID
8	Abesamis, Tatiana	99400008
21	Aguiar, Jennifer M	99400021
33	Alegria, Alice	99400033
45	Alvarado, Jocelyn	99400045

The following will display. Click the mouse on the **Yes** button and the student will be deleted from the Group.



SORT STUDENTS

There are three headings above each column in the **Students in Group** fields. The order that the students are displayed can be changed by clicking the mouse on the heading. For example to change the sort order to display by student name click the mouse on the **Student Name** heading. The students will display in ascending order. Click the mouse on the heading again to display the students in descending order.

Students in Group			
	<u>Stu# or ID</u>	<u>Student Name</u>	<u>ID</u>
▶	8	Abesamis, Tatiana J	99400008
	21	Aguiar, Jennifer M	99400021
	33	Alegria, Alice L	99400033
	45	Alvarado, Jocelyn	99400045
	49	Amaya, Ariane C	99400049

The order can be changed to display by **Student #**, **Student Name** or **Student ID**.

SORT STAFF

There are three headings above each column in the **Staff in Group** fields. The order that the Staff members are displayed can be changed by clicking the mouse on the heading. For example to change the sort order to display by staff name click the mouse on the **Staff Name** heading. The Staff will display in ascending order. Click the mouse on the heading again to display the Staff in descending order.

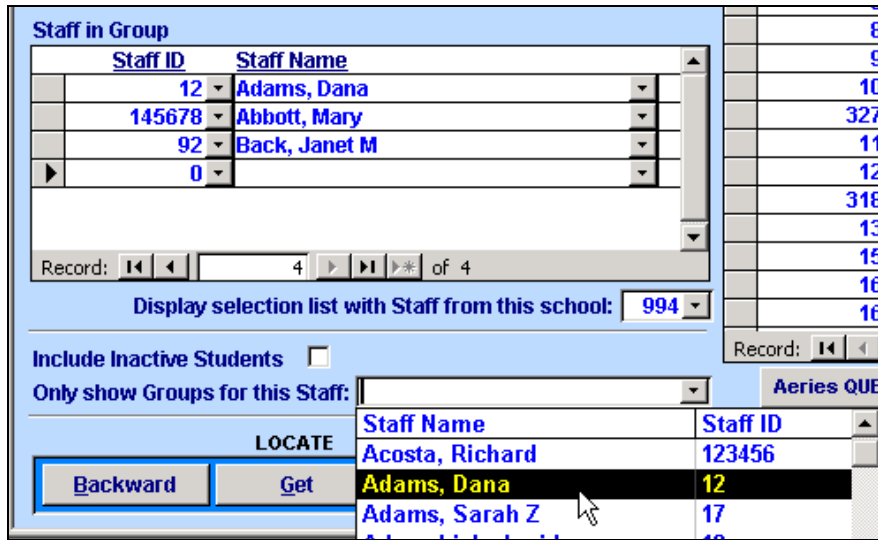
Staff in Group			
	<u>Staff ID</u>	<u>Staff Name</u>	
	12	Adams, Dana	▼
	145678	Abbott, Mary	▼
	92	Back, Janet M	▼
▶	0		▼

Record: ◀◀ ◀ 4 ▶▶ ▶* of 4

Display selection list with Staff from this school: 994 ▼

The order can be changed to display by **Staff ID** or **Staff Name**.

To only display groups for a particular staff member click the mouse on the drop down for **Only Show Groups for this Staff**. Click the mouse on a **Staff Name**. The **Group ID's** to be displayed will only be for the Staff member selected.



STUDENT GROUPS REPORT

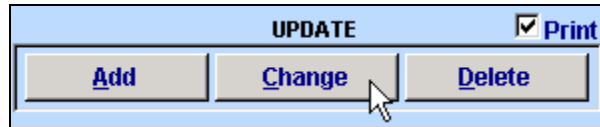
After the **Student Group** has been completed a report can be generated that will include ALL Group information. To generate the report click the mouse on the **Print** button.

The following is an example of the report that will include the Group information, Staff in the group, total number of staff, the students in the group and the total number of students.

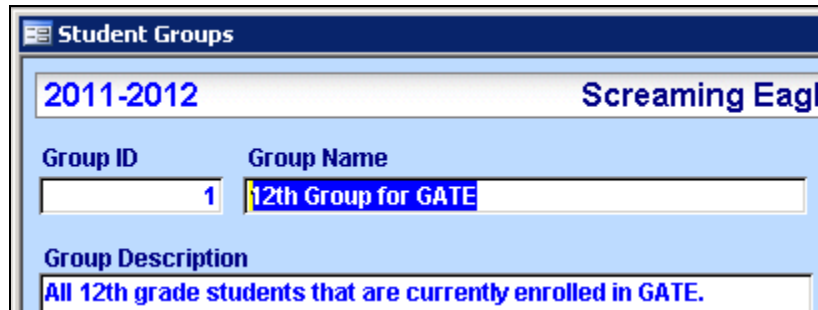
Screaming Eagle High School			12/16/2011
2011-2012	Student Groups		Page 1
Group : 1	Name: 11th Group for GATE	Exp. Date: 12/31/2012	ABI: Yes
Description: All 12th grade students that are currently enrolled in GATE.			
Staff in Group:			Total Staff: 2
145678	Abbott, Mary	12	Adams, Dana
Students in Group:			Total Students: 238
8	Abesamis, Tatiana J	33	Alegria, Alice Linda
49	Amaya, Ariane Christina	53	Ancheta, Shannon M
81	Arguelles, Jennifer	94	Arredondo, Rachel
3270	Atest2, Passcode	116	Avila, Elisabeth E
132	Balboa, Christina P	156	Barrett, Jacqueline L
166	Baxter, Cristina Ann	169	Baylon, Allison A
185	Beltran, Alice M	190	BennettT, Carissa L
45	Alvarado, Jocelyn	55	Anderson, Jennifer Jo
102	Ascha, Monica S	120	Ayala, Arabelle Nichole
160	Barron, Kristy M	182	Beintema, Alice J
199	Bersane, Danielle Lauren		

CHANGE A STUDENT GROUP

To Change a **Student Group** click the mouse on the **Change** button.

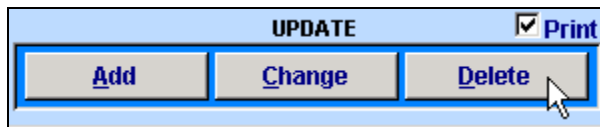


The cursor will display in the Group Name field. Press **Tab** to the field to be updated and change the selected information.

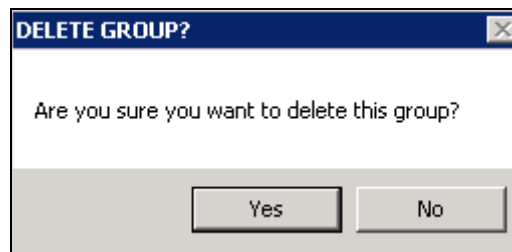


DELETE A STUDENT GROUP

To Delete a **Student Group** click the mouse on the **Delete** button.



The following message will display. To delete the group click the mouse on the **Yes** button.



NOTE: Student Groups are District owned. It is suggested that if your School did NOT create the Student Group DO NOT delete the group or make changes to the other than adding your schools Students to the group.

SELECT A GROUP FROM VIEW ALL REPORTS

The **View All Reports** form will now display from the drop down all Groups created and will allow you to select a specific **Group** to be used when generating a report.

The screenshot shows the 'All AERIES Reports' dialog box. At the top, there are two checkboxes: 'Preview before printing' (checked) and 'Add Query Condition' (unchecked). Below these is a text box with instructions: 'Select report to be printed. Click on OK to run report. Or doubleclick on report to do both. You can also select one group of reports to display.' Below the instructions are radio buttons for report categories: ALL, ATT, CLS, GRD, MST, QTH, PRG, SCH, STU, IST, and TXTBK. A table lists reports under these categories. At the bottom, there is an 'Add Filter' checkbox and a 'Group' dropdown menu. The dropdown menu is open, showing a list of student groups: Language Assessment Students, GATE Students, Special Programs, and Special Ed Students. A 'Clear' button is next to the dropdown.

Group	Report
	Print Extracurricular Activities Listing
	Print Student Emergency Card
	Print Student Groups
	Print Students With Consecutive Absences
ATT	Print ABI Attendance Submitted Early
ATT	Print Absence Code Table
ATT	Print Absence Letter To Parent/CAR
ATT	Print Absence List
ATT	Print Absence List/CAR
ATT	Print Absence Verification Letter To Parents
ATT	Print Absence Verification Sheets
ATT	Print Absence Verification Sheets/27 Channel/Laser
ATT	Print Absence Verification Sheets/48 Channel/Laser
ATT	Print Add/Drop Listing
ATT	Print Attendance Audit Listing

The report can then be generated to either include or exclude the students within this group.

Please take note: When a group is selected it creates a **KEEP** statement and until the **View All Reports** form is closed it will continue to use this **KEEP** statement. Other forms and reports will still honor this **KEEP**.

The screenshot shows a dialog box for student selection. At the top, there is a 'Group' dropdown menu set to 'Special Ed Students' and a 'Clear' button. Below this are two checkboxes: 'Limit to these students' (checked) and 'Exclude these students' (unchecked). A red button labeled 'Limiting/Excluding students...' is positioned below the checkboxes. At the bottom, there are two buttons: 'OK' and 'EXIT'.