UAConnect
Knowledge Center

Student Groups

This document provides instructions on how to:

- Add a student to a student group
- View the students in a student group
- Inactivate a student from a student group

Security must be in place to view, add, or remove students from student groups.

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

Adding an Individual to a Student Group

1. Enter the search criteria for the student you wish to update.

2. If the student does not have any entries for Student Groups, a blank page is displayed to enter the student group data.

3. If the student has entries for student groups, click the plus button in the upper right section of the screen to add a new row of data.

4. Enter the student group code in the **Student Group** field, or click the magnifying glass icon to view the student groups to which you have access.

5. Once the student group is selected, press the **TAB** key to exit out of the field.

NOTE: The **Effective Date** field is populated with the current date and the **Status** field defaults to Active. However, the effective date can be changed as needed.
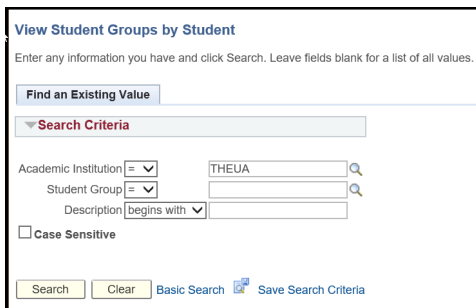
6. **Comments** may be added in the free form field as needed.

7. Click the Save button at the bottom of the page to save your changes.

8. Click the Return to Search button to add additional students to the group.
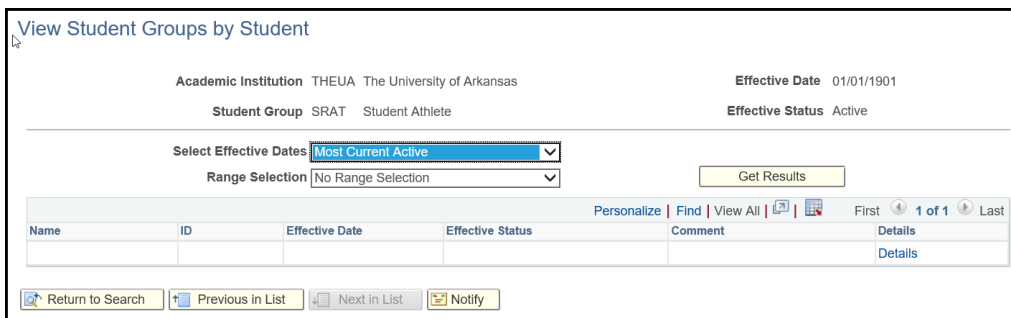
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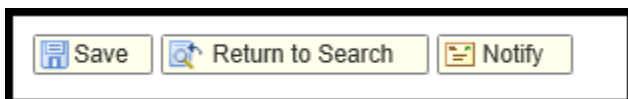
Viewing a List of Students in a Student Group

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > View Student Groups by Student
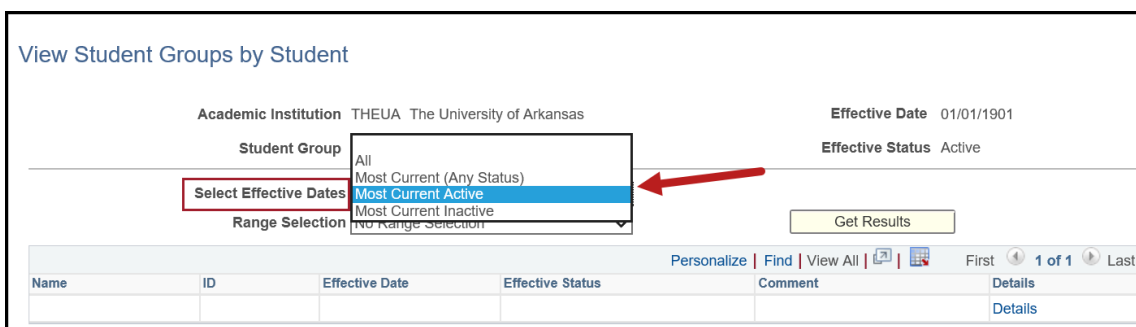
1. Enter the student group code in the **Student Group** field, or click the magnifying glass icon 🔍 to view the available groups.

2. Parameters can be set on this page to select portions of the student group to view, or to view the entire group.

3. Click the **Select Effect Dates** drop-down menu arrow to view the options available for selecting the Effective Dates.

4. Selecting an option for range causes activation of additional fields on the page for data entry.

5. Once the effective date and/or range selection is set, click the **Get Results** button.

6. The requested data returns.
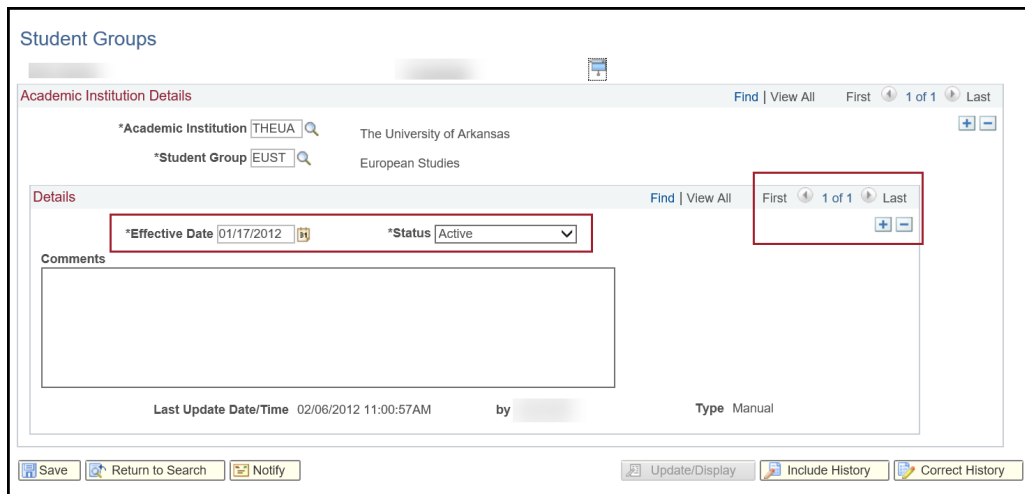
Inactivating an Individual in a Student Group

Navigation: **NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Groups**

1. Enter the search criteria to locate the student to update.

2. If only one row of data exists for the group to be updated, click the plus button ⊞ in the Details section of the page.

   • If the student has multiple student groups, find the appropriate row to update and click the plus button ⊞ for that row of data.

3. Enter the appropriate **Effective Date** for the inactivation and change the **Status** to **Inactive**.

4. Click **Save**.