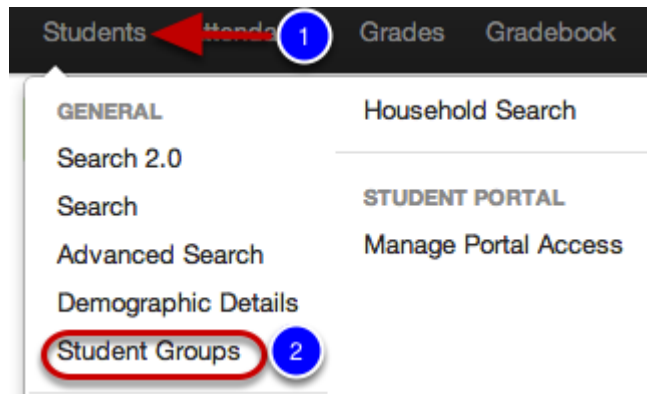


# Add or Remove Students in Groups in Illuminate

## Where to Start



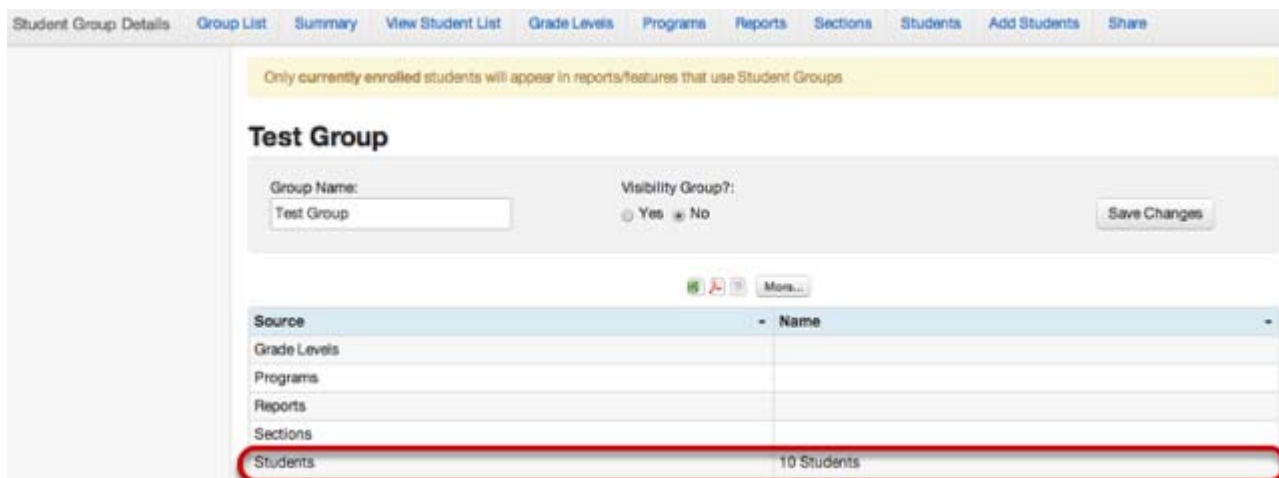
1. Click **Students**.
2. Under the **General** section, select **Student Groups**.

## **Open Student Group**



Click a student group's **title** to open/access it.

## **View Student Group Details**



You are now on the student group's **Summary** tab. Here you will see how students have been added to the student group so far (e.g., in the example **above**, students were added student by student as opposed to by grade level, program, report, or section). Note you can also click **View Student List** to see a concise list of all the students in your student group.

## Add or Remove Students in Groups in Illuminate

### Pick a Way to Add or Delete Students



You may add students in any of the following ways, and you may remove students in any of these ways if that was how they were added (e.g., in the previous step, the example student group only had students added by student name):

- 1. Grade Levels** (e.g., add all 7th graders to the student group; administrators can opt to create such a group and share it with users they want to then use to create student groups from students *within* that particular grade),
- 2. Programs** (e.g., students with 504 plans, GATE, McKinney Vento, etc.),
- 3. Reports** (e.g., you can create a custom report ahead of time which you've filtered to only include students with particular test scores, demographics, etc., and then use that report to populate your student group),
- 4. Sections** (e.g., by enrollment/period),
- 5. Students** (e.g. removing students or adding start/end dates),
- 6. Add Students** (e.g. add students by name from a list)

Note you may also use a combination of these approaches. Simply click a **category**, select grades/programs/reports/sections/students within that category, and then click the **Update** button on that screen.

### Example: Delete a Student

Only currently enrolled students will appear in reports/features that use Student Groups

Student ID	First Name	Last Name	Group Start Date	Group End Date	Remove
3525	Tamsyn	Abbott	02/14/2012		<input type="checkbox"/>
8757	Khang	Abellaneda	02/14/2012		<input type="checkbox"/>
115006	Walker	Arzola	04/24/2012		<input type="checkbox"/>

Save Changes

Save Changes

For **example**, if students were added via the **Students** tab, you may click that tab and then click the **Remove** check box next to the name of a student you wish to delete. Click **Save Changes**.



When prompted if you are sure you want to do this, click **Yes**.

# Add or Remove Students in Groups in Illuminate

## Example: Add a Student

**Intervention Group**

Site:  **1** Enrollment/Roster Date:  **2** Student Group:

Departments:

Courses:

Teachers:

Classes:

Students:

**Additional Filters**

Student Programs:  Timeblocks:  Grade Levels:

English Proficiencies:  Reported Race:  Additional Student Group Filter:

Gender:  Special Education:

Socio-Economic:  Houses:  Counselors:

**3**

1. Select a **Site**.
2. Select an **Enrollment/Roster Date**.
3. Click **Find Students**. \*The rest of the filters shown are optional and are found by clicking the Additional Filters button.

**Intervention Group**

Site:  Enrollment/Roster Date:  Student Group:

Departments:

Courses:

Teachers:

Classes:

Students:

**Additional Filters**

**5**

Displaying 1 to 100 of 2,035  Search:

Student Id	First Name	Last Name	Select
10	Ulises	Xa	<input checked="" type="checkbox"/>
10005	Antom	Kinkaad	<input checked="" type="checkbox"/>
10019	Cynthia Nhat	Iniquez	<input checked="" type="checkbox"/> <b>4</b>
10051	Hanh Vo	Prickett	<input checked="" type="checkbox"/>
100529	Saida	Strom	<input checked="" type="checkbox"/>
10055	Isla	Cosio	<input checked="" type="checkbox"/>
10080	Servando	Olariu	<input checked="" type="checkbox"/>
10081	Delicia	Vatcher	<input checked="" type="checkbox"/>

## Add or Remove Students in Groups in Illuminate







4. Once you have clicked **Find Students**, a list of students matching your search criteria will populate. Select the student(s) you wish to add by clicking in the **Select check box**. You can also select all students on this page by clicking **All**.

5. Click **Add Students**.

2 new students added to group.

Only currently enrolled students will appear in reports/features that use Student Groups

Save Changes

Student ID	First Name	Last Name	Group Start Date	Group End Date	Remove
3525	Tamsyn	Abbott	02/14/2012 	<input type="text"/> 	<input type="checkbox"/>
8757	Khang	Abellaneda	02/14/2012 	<input type="text"/> 	<input type="checkbox"/>
115006	Walker	Arzola	04/24/2012 	<input type="text"/> 	<input type="checkbox"/>

Save Changes

Once added, you will receive the confirmation message seen in green above. You will also see a list of students currently in this group. To add additional students, click on the **Add Students** tab again.

### Next Steps

You might be interested in other lessons in the [Student Groups](#) manual.