STUDENT GROUPS - ACTIVATING & INACTIVATING A STUDENT

Student Groups are any identified group to be tracked and they can also be used to manage enrollment, immunization requirement, and mandatory health insurance requirements, among other things.

Some examples of Student Groups include specific distance-learning cohorts, student veterans, preview, and students participating in a study abroad programs.

NAVIGATION

1. Click **Main Menu**
2. Click **Student Information System**
3. Click **Records and Enrollment**
4. Click **Career and Program Information**
5. Click **Student Groups**

ACTIVATING A STUDENT

Use the following steps to activate a student.

1. Search for a student by entering the student's UFID in the **ID** field. Be sure to check the **Include History** checkbox, then click **Search**.

2. Locate the desired student group by either entering the code in the **Student Group** field or using the **look-up** tool (magnifying glass). *NOTE: if the student is already in a student group, you can add a new student group row by clicking the **plus sign (+).***

3. Enter the **Effective Date** and the **Effective Status**. The Effective Status defaults to **Active** when you add a new row. If necessary, you can also add comments to the **Comment** box.

4. Click the **Save** button to save your work.

NOTE: Generally, the Effective Date for an Active student group should be the begin date of the term, and the Effective Date for an Inactive student group should be the end date of the term.

INACTIVATING A STUDENT

Use the following steps to activate and inactivate a student.

1. Search for a student by entering the student's UFID in the **ID** field. Be sure to check the **Include History** checkbox, then click **Search**.

2. On the next page, you can see the student groups (that you have access to view) of the student. If the student is a member of multiple student groups, you can use the **Academic Institution Details** section **arrows** to navigate to the student group that needs to be inactivated.

3. Once you have located the desired student group, click on the **plus sign (+)** in the **Details** section.

4. Change the **Effective Date** to the end of term date and the **Status** to **Inactive**, then click the **Save** button. After clicking Save, the student has been inactivated from the student group, as of the effective date entered.

*NOTE: The **Details** section now says **1 of 2**. This means, a new row has been successfully added.*

ADDITIONAL HELP

Office of the University Registrar
352-392-1374
https://registrar.ufl.edu/

Student Groups myUFL Toolkit
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/student-groups/

UF Computing Help Desk
352-392-HELP (4357)
http://helpdesk.ufl.edu/

STUDENT GROUPS – PROCESSING MULTIPLE STUDENTS AT ONCE

Student Groups are any identified group to be tracked and they can also be used to manage enrollment, immunization requirement, and mandatory health insurance requirements, among other things.

Some examples of Student Groups include specific distance-learning cohorts, student veterans, preview, and students participating in a study abroad programs.

The most common way to add multiple students to a student group is through a file upload, using a **.CSV** file.

CREATE A .CSV FILE

Before logging into myUFL, create a spreadsheet of the students who need to be activated or inactivated in the student group. Key things to remember when creating the spreadsheet:

- UFID must be in the first column
- Do **not** include any headers
- Save the file as a ".CSV"

An example .CSV file can be found here.

NAVIGATION

Once you have created your .CSV file, login to myUFL and navigate to the **Process Student Groups** page.

6. Click **Main Menu**
7. Click **Student Information System**
8. Click **Records and Enrollment**
9. Click **Career and Program Information**
10. Click **Process Student Groups**

UPLOADING A .CSV

5. For a new Student Group, click on the **Add a New Value** tab and create a run control. You will want to create a run control ID that describes the purposed the process that could be used in the future. In the example to the right, we want to run a process that will put students into a student group with a status of Active using an external file.

6. Click the **Add** button.

7. Choose **External File** from the **Selection Tool** dropdown menu.

8. Click the **Upload File** button.

9. Select your **.CSV file** then click the **Save** button.

10. Click the **Upload** button.
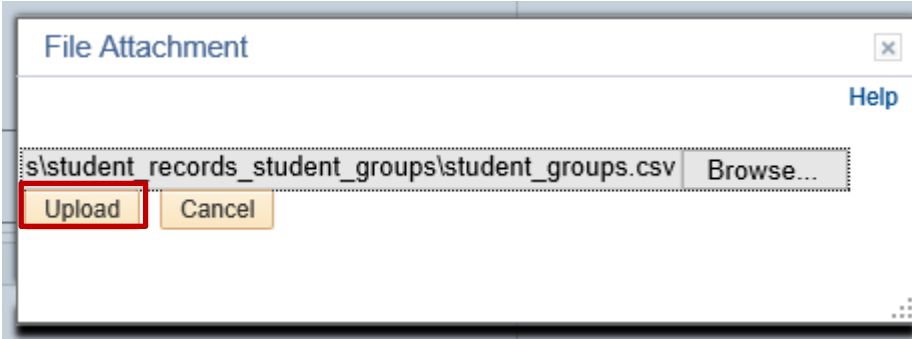
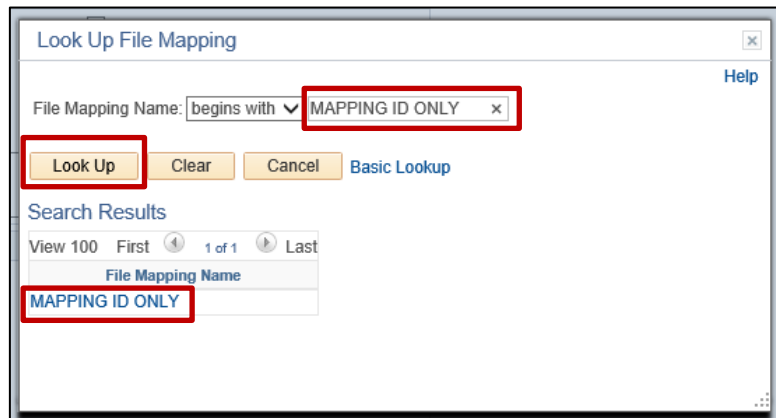11. Click the **Look-up icon** (magnifying glass) next to the **File Mapping** field.
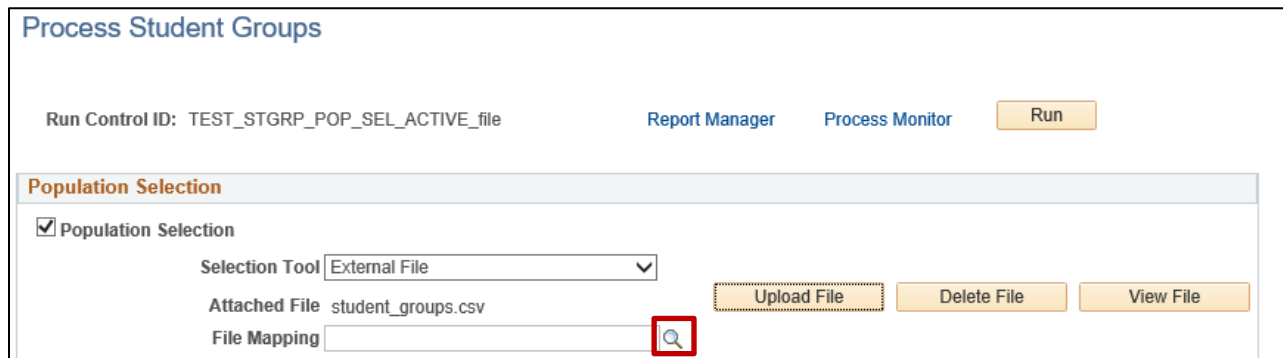
12. In the File Mapping Name begins with field, enter **MAPPING ID ONLY**, then click the **Look up** button. In the populated list, select the **MAPPING ID ONLY** option.

13. Click the **Preview Selection Results** link to view the UFIDs of the students in the .CSV file.

14. Enter the following information on the Process Student Groups page.
    o **Student Group**: Code for you student group
    o **Effective Date**: Generally the beginning of term for Active and the end of term for Inactive
    o **Effective Status**: Active or Inactive depending on your needs

15. Click the **Save** button followed by the **Run** button.

16. On the Process Scheduler Request Page, click the **Ok** button to begin the process of uploading the students to the student group.

17. Click the **Process Monitor** link to view the status of the upload.

18. Once the process has completed, you will see **Success** in the Run Status column and **Posted** in the Distribution Status column.

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STUDENT GROUPS – VIEW STUDENT GROUPS BY STUDENT

Student Groups are any identified group to be tracked and they can also be used to manage enrollment, immunization requirement, and mandatory health insurance requirements, among other things.

Some examples of Student Groups include specific distance-learning cohorts, student veterans, preview, and students participating in a study abroad programs.

You can view all of the students within a student group using the following steps.

NAVIGATION

11. Click **Main Menu**
12. Click **Student Information System**
13. Click **Records and Enrollment**
14. Click **Career and Program Information**
15. Click **View Student Groups by Student**

VIEW STUDENT GROUPS BY STUDENT

19. On the View Student Groups by Student Page, the Academic Institution automatically populates to UFLOR. Do not change this.

    In the **Student Group** field, enter the student group you wish to review. You can also use the **look-up tool** (magnifying glass) to search for the student group. Then, click the **Search** button.

View Student Groups by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Academic Institution: [= ▼] [UFLOR] 🔍
Student Group: [= ▼] [_____] 🔍
Description: [begins with ▼] [_____]
☐ **Case Sensitive**

[Search] [Clear]   Basic Search ▣ Save Search Criteria

20. In the **Select Effective Dates** field, you can select Most Current Active, Most Current Inactive, All, or Most Current Any Status. In this example, since we are searching for the listing of Active students within an Active student group, we will select **Most Current Active**. Then, click the **Get Results** button.

21. You will see a listing of all students in the selected student group.

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