

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**.

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

Find an Existing Value

Search Criteria

ID: begins with 12345678
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

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 (+)**.*

Student Groups
Caroline Babbit 12345678 ★

Academic Institution Details Find | View All First 1 of 1 Last

*Academic Institution UFLOFLOR University of Florida
*Student Group

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.

The screenshot shows the 'Student Groups' form for user Caroline Babbit (ID: 12345678). The form is divided into two sections: 'Academic Institution Details' and 'Details'. In the 'Academic Institution Details' section, the '*Academic Institution' is set to 'UFLOR' (University of Florida) and the '*Student Group' is 'DOG' (VM - The Dog Course - self fun). In the 'Details' section, the '*Effective Date' is '01/08/2018' and the '*Status' is 'Active'. Both the date and status fields are highlighted with red boxes. Below these fields is a 'Comments' text area. At the bottom of the form, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

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**.

The screenshot shows the 'Student Groups' search form. It prompts the user to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with several search fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a dropdown menu set to 'begins with' and a text input field. The 'ID:' field contains '12345678' and is highlighted with a red box. Below the search fields is a checkbox for 'Include History' which is checked and highlighted with a red box, and an unchecked checkbox for 'Case Sensitive'. At the bottom, there is a 'Search' button highlighted with a red box, a 'Clear' button, a 'Basic Search' button, and a 'Save Search Criteria' button.

- 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.

Academic Institution Details

Rhett Gordon 87654321 ★

Academic Institution Details Find | View All First 1 of 1 Last

*Academic Institution UFLOR University of Florida

*Student Group DOG VM - The Dog Course - self fun

Details Find | View All First 1 of 1 Last

*Effective Date 02/10/2014 *Status Active

Comments

COHORT BEGIN TERM: 20151
COHORT END TERM:
ADDED/UPDATED ON: 10-FEB-14 07.33.28.691047000 PM
ADDED/UPDATED BY: RA50IAMC
NOTE: -

Last Update Date/Time 11/02/2017 9:08:20AM by UF_CONVERSION Type SCC_STD_GRP

Save Return to Search Notify Update/Display Include History

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

Details

Rhett Gordon 87654321 ★

Academic Institution Details Find | View All First 1 of 1 Last

*Academic Institution UFLOR University of Florida

*Student Group DOG VM - The Dog Course - self fun

Details Find | View All First 1 of 1 Last

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Last Update Date/Time 11/02/2017 9:08:20AM by UF_CONVERSION Type SCC_STD_GRP

Save Return to Search Notify Update/Display Include History

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.

The screenshot shows the 'Student Groups' interface for user Rhett Gordon. The 'Academic Institution Details' section shows 'University of Florida' and 'VM - The Dog Course - self fun'. The 'Details' section has two red boxes: one around the '*Effective Date' field containing '12/15/2017' and another around the '*Status' dropdown menu set to 'Inactive'. A red arrow points from the '1 of 2' pagination indicator in the 'Details' section to the note below. The 'Comments' section contains cohort information and update details. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

*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/>