

## 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 UFLOR University of Florida  
\*Student Group

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

Student Groups  
 Caroline Babbit 12345678 ★  
 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 01/08/2018 By \*Status Active  
 Comments  
 Last Update Date/Time by Type  
 Save Return to Search Notify Update/Display 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.

- 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. 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**

Student Groups  
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

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

**Details**

Student Groups  
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

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. At the top, it displays 'Rhett Gordon' and '87654321'. Below this is the 'Academic Institution Details' section, showing 'University of Florida' and 'VM - The Dog Course - self fun'. The 'Details' section is highlighted with a red box, and it contains the following information:

- \*Effective Date: 12/15/2017
- \*Status: Inactive
- Comments: COHORT BEGIN TERM: 20151, COHORT END TERM: 10-FEB-14 07.33.28.691047000 PM, ADDED/UPDATED BY: RA50IAMC, NOTE: -
- Last Update Date/Time: 11/16/2017 11:50:12AM
- by: UFSRTEST10
- Type: Manual

At the bottom of the 'Details' section, there are buttons for 'Save', 'Return to Search', and 'Notify'. To the right of the 'Details' section, there are buttons for 'Update/Display' and 'Include History'. A red arrow points to the pagination control in the 'Details' section, which shows '1 of 2'.

*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/>