

## 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

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

### VIEW STUDENT GROUPS BY STUDENT

1. On the View Student Groups by Student Page, the Academic Institution automatically populates to UFLO. 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](#)

- 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.

**View Student Groups by Student**

Academic Institution UFLOR University of Florida Effective Date 01/01/1901

Student Group DOG VM - The Dog Course - self fun Effective Status Active

Select Effective Dates **Most Current Active** ▼

Range Selection No Range Selection ▼

**Get Results**

Name	ID	Effective Date	Effective Status	Comment	Details
					Details

Return to Search Notify

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

**View Student Groups by Student**

Academic Institution UFLOR University of Florida Effective Date 01/01/1901

Student Group DOG VM - The Dog Course - self fun Effective Status Active

Select Effective Dates Most Current Active ▼

Range Selection No Range Selection ▼

**Get Results**

Name	ID	Effective Date	Effective Status	Comment	Details
Student 1	00000001	01/04/2017	Active		Details
Student 2	00000002	01/04/2017	Active		Details
Student 3	00000003	01/04/2017	Active		Details
Student 4	00000004	01/04/2017	Active		Details
Student 5	00000005	01/04/2017	Active		Details

Return to Search Notify

## 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/>