

iPass Quick Guide: Create Activity/Group

Go to My Data > My Groups



Click Add

CREATE A NEW GROUP

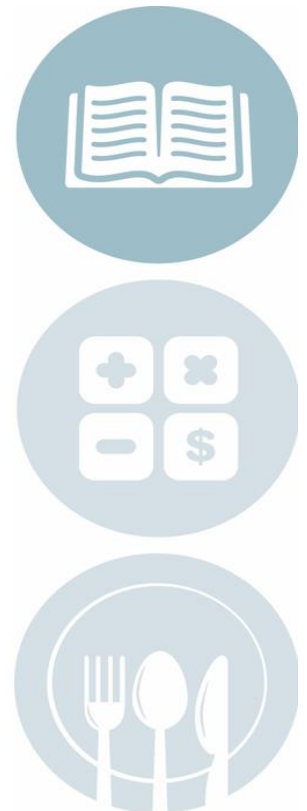
Name: 8th Grade Advisor 2018-2019

Start Date: 08/29/2018 **End Date:** 06/18/2019

Public?: Yes ▾

Description:
Students assigned to 8th Grade advisory with Mr. Smith for 2018-2019.

Apply report filters when reporting using a group or activity.
When running any report, in addition to selecting the members of the group, select using the other report filters.



- Enter Name of Group *(Group/Activity is year specific – recommend using school year in name)
- Enter Start/End Date for Group – Typically school calendar for the school year
- Public Yes/No – Yes will make the Activity/Group available on the Search and Report screens for ALL users. No will make it only available to the Owner and Administrators assigned to the Activity/Group.
- Description – Provide a description
- Apply report filters when reporting using a group or activity – when checked off it allows you to use the other report filters in addition to selecting the group.
- Click Submit to create the Activity/Group

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MY GROUPS						
+ Add						
Groups						
Name	School	Year	Start Date	End Date	Owner	
8th Grade Advisor 2018-2019		2018-2019	08/29/18	06/18/19	✓	Details

Click on **Details** to modify.

Click on **Name** to see students in the group and to add individual students.

8TH GRADE ADVISOR 2018-2019

School: [redacted] School Year: 2018-2019
Description: 8th grade students 2018-19 school year
Start Date: 08/29/2018 End Date: 06/18/2019
Administrators: [redacted] Shared with:
Delete ID Name Status
There are no students in this activity.
Submit Cancel

ADD STUDENTS TO 8TH GRADE ADVISOR 2018-2019

Add Students to 8th Grade Advisor 2018-2019

Student ID: [input] Search
Student Name: [input]

Student ID: [input] Search
Student Name: [input]

Student ID: [input] Search
Student Name: [input]



Add Additional Administrators

Users with Activity/Group System folder and security privileges can add additional Administrators and mass update the Activity/Group.

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To assign additional Administrators, click on Activity Administrators and search for name to add as an Administrator.

ACTIVITIES ACCESS FILTERS

Search

You may use Enter/Return or Click Search

Last Name First Name

Search Clear

ACTIVITIES ACCESS

Name	User ID	Activity Name -- Description
Black, [redacted]	[redacted]	

Find the Activity, check it off.

ADMINISTRATION RIGHTS FOR: [redacted]

User ID: [redacted]
Email: [redacted]

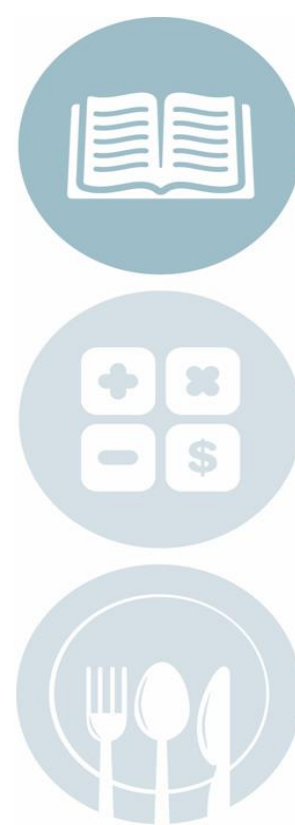
Administrator	Owner	School	Year	Activity
Check All - Clear All				
Other Activities				
<input checked="" type="checkbox"/>	[redacted]	School	2018-2019	8th Grade Advisor 2018-2019
<input type="checkbox"/>	[redacted]	School	2018-2019	Test Group
<input type="checkbox"/>	[redacted]	School	2017-2018	R1 2017-2018

Submit and Activities Access is given to this user.

ACTIVITIES ACCESS

Name	User ID	Activity Name -- Description
Black, [redacted]	[redacted]	8th Grade Advisor 2018-2019-- 8th grade students 2018-19 school year

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Activities will show all Activities set up at the school.

ACTIVITY/GROUP						
+ Add						
+ Activity/Group +						
Name	School	Year	Show on Transcript	Athletic Eligibility	Students	Adults
8th Grade Advisor 2018-2019		2018-2019	No	No	Students	Adults
Test Group		2018-2019	No	No	Students	Adults

Click on the **Name** to see details

Note: Must be an Administrator to view. Use Activity Administrators to add Administrators to the Activity or Group.

ACTIVITY

Activities are typically Public and have Leaders and optionally, Positions.
Groups are typically Private student lists.

Name: Type:

Start Date: End Date:

Show on Transcript: Athletic Eligibility:

Public?: School Year:

Description:

Apply report filters when reporting using a group or activity.
In addition to selecting the members of the group, select using the other report filters.

Delete activity?



Click on **Students** to see students (members) assigned to the Activity/Group or to add individual students.

Note: On this screen you will be able to see the Owner and Administrators for the Activity/Group.

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8TH GRADE ADVISOR 2018-2019 MEMBERSHIP

School: [Redacted] School Year: 2018-2019
 Description: 8th grade students 2018-19 school year
 Start Date: 08/29/2018 End Date: 06/18/2019
 Owner: [Redacted] Administrators: M [Redacted]
 K [Redacted]
 M [Redacted]

Students in 8th Grade Advisor 2018-2019

Delete	ID	Name	Status	Start Date	End Date
There are no students in this activity.					

ADD STUDENTS TO 8TH GRADE ADVISOR 2018-2019

Add/Modify Positions

Student ID: [Input] Start Date: [Input]
 Student Name: [Input]

Click on **Adults** to see other Leaders for the Group and their Position.

8TH GRADE ADVISOR 2018-2019 LEADERSHIP

School: [Redacted] School Year: 2018-2019
 Description: 8th grade students 2018-19 school year
 Start Date: 08/29/2018 End Date: 06/18/2019
 Owner: [Redacted] Administrators: M [Redacted]
 K [Redacted]
 M [Redacted]

8th Grade Advisor 2018-2019 Leaders

Delete	ID	Name	Status	Positions Held
There are no adults in this activity.				

Add Leaders to 8th Grade Advisor 2018-2019

Add/Modify Positions

Person's ID: [Input]
 Person's Name: [Input] Position: (Optional) No Position ▼



Positions

You can add or modify position by clicking on Add/Modify Positions.

Add Leaders to 8th Grade Advisor 2018-2019

Add/Modify Positions

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STUDENT POSITIONS FOR 8TH GRADE ADVISOR 2018-2019

Add a Position

Description: 8th grade students 2018-19 school year

Position	Display Order
<input type="checkbox"/> Student	<input type="text"/>

Submit Cancel

ADULT POSITIONS FOR 8TH GRADE ADVISOR 2018-2019

Add a Position

Position	Display Order
<input checked="" type="checkbox"/> Administrator	1 <input type="text"/>
<input type="checkbox"/> Advisor	<input type="text"/>
<input type="checkbox"/> Assistant	<input type="text"/>

Mass Update Activity/Group

Use Mass Update Activities/Groups to mass add students.

Be sure to select the Group/Activity **BEFORE** searching for students.

SELECT ACTIVITY OR GROUP TO UPDATE

Groups/Activities to Manage: Control-click to select multiple groups

Choose an Activity or Group from the list **BEFORE** searching for students.

User Search criteria to find the students you want to mass add to the group.

Example: To add all Grade 8 students to this Group:

- Select Group = 8th Grade Advisor 2018-2019
- Select School = Middle School
- Select Grade Level = 08
- Status = Enrolled
- Click Search to find all students
- Click on Check All to select all the students
- Submit to add students to the Group



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Check All Clear All		Id	Name
<input checked="" type="checkbox"/>	8th Grade Advisor 2018-2019	4565	[Redacted]
<input checked="" type="checkbox"/>		6917	[Redacted]
<input checked="" type="checkbox"/>		3363	[Redacted]

Users with the Activity/Group System folder can go to Activities and click on **Students** to see the students added to the Activity/Group.

8TH GRADE ADVISOR 2018-2019 MEMBERSHIP

School: [Redacted] School Year: 2018-2019

Description: 8th grade students 2018-19 school year

Start Date: 08/29/2018 End Date: 06/18/2019

Owner: [Redacted] Administrators: M [Redacted]
K [Redacted]
M [Redacted]

Students in 8th Grade Advisor 2018-2019

Delete	ID	Name	Status	Start Date	End Date
<input type="checkbox"/>	4565	[Redacted]		08/29/2018	06/18/2019
<input type="checkbox"/>	6917	[Redacted]		08/29/2018	06/18/2019
<input type="checkbox"/>	3363	[Redacted]		08/29/2018	06/18/2019

Students can be removed by checking the **Delete** box.

Scroll to the bottom of this screen, below the list of student members, to add additional students individually.

Note: If you need to add more than 4 students, add 4 and Submit to get 4 additional students.

ADD STUDENTS TO 8TH GRADE ADVISOR 2018-2019

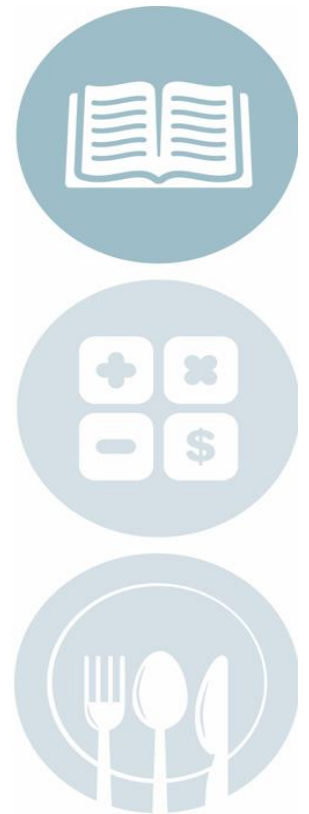
Add/Modify Positions

Student ID: Start Date:

Student Name:

Owners of the Activity/Group can go to My Data > My Groups and click on the Name of the Activity/Group to see the students.

There are icons that are short cuts to Student Bio, Attendance, Grades, Rankbook Progress Report.



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8TH GRADE ADVISOR 2018-2019

School: [Redacted] School Year: 2018-2019
 Description: 8th grade students 2018-19 school year
 Start Date: 08/29/2018 End Date: 06/18/2019

Administrators: M [Redacted] Shared with:
 K [Redacted]
 M [Redacted]

Delete	ID	Name	Status
<input type="checkbox"/>	4565	[Redacted]	[Icons]
<input type="checkbox"/>	6917	[Redacted]	[Icons]
<input type="checkbox"/>	3363	[Redacted]	[Icons]

Click on icons for link to student information

Search for Activity/Group

If the Activity/Group is set to Public = Yes, it will appear in the Search screen Group filter for all users. If set to No (Private), it will appear as a Search choice only for the Owner and Administrators assigned to the Group/Activity.

Example: View Only Access Search for Student

STUDENT BIOGRAPHICAL FILTERS

Search

You may use Enter/Return or Click Search

Student ID: [] SASID: [] LASID: []
 Last Name: [] First Name: [] Homeroom: []
 Grade: [] Enrollment: Enrolled [] Group: 8th Grade Advisor 2018-2019 []
 Counselor: [] Sort By: Name (Last + First) []

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search Clear

STUDENT BIOGRAPHICAL

Student ID	SASID	LASID	Name	HR	YOG	Grade	Gender	Counselor	Sched	Enrollment
4565	[Redacted]	[Redacted]	[Redacted]	206	2023	08	[Redacted]	[Redacted]	Yes	Enrolled
6917	[Redacted]	[Redacted]	[Redacted]	201	2023	08	[Redacted]	[Redacted]	Yes	Enrolled
3363	[Redacted]	[Redacted]	[Redacted]	201	2023	08	[Redacted]	[Redacted]	Yes	Enrolled



Reports for Activity/Group

If the Activity/Group is set to Public = Yes, it will appear in the Group/Activity Report filter for all users. If set to No (Private), it will appear as a Report choice only for the Owner and Administrators assigned to the Group/Activity.

Group/Activity: 8th Grade Advisor 2018-2019 []