

Assigning Student Groups-030408

1.	Navigate: Student Admissions > Application Entry > Academic Information > Student Groups or Student Recruiting > Maintain Prospects > Academic Information > Student Groups or Records and Enrollment > Career and Program Information > Student Groups
2.	In this search page, enter search criteria to identify the student, Institution and Career .
3.	After entering search criteria, click the Search button.
4.	Use the Student Groups page to assign one or more Student Groups to the student. Use the Add a new row button in the upper right of the page to assign additional groups. Each Student Group assigned has an Effective Date and a Status of <i>Active</i> or <i>Inactive</i> . To inactivate a particular group for this student, add a new Effective Dated row in the lower part of the page, with Status set to <i>Inactive</i> . Enter Comments if desired.
5.	Click the Look up Student Group button to view the list of groups. Your security settings determine which groups you can access.
6.	Select the group from the list.
7.	By default, the Effective Date is set to the current date, but you can override that. The Status is set to <i>Active</i> by default. Click the Status pull-down menu to see the options.
8.	To assign another group to the student, add a row by clicking the Add a New Row button.
9.	Depending on your security, you could assign a group from a different Institution - edit the Academic Institution field and then select the new Student Group .
10.	Click Save .
11.	You have seen how to assign student groups to students one at a time. You can also assign a student group to a set of students, using a batch process. On your workstation prepare a file containing a list of student IDs. The file can be a .csv or a .txt file.
12.	Navigate: University of Maine Systems > Student Groups > Batch Processing > Student Group Load .
13.	As with most batch processes, this requires a Run Control ID . If you already have a Run Control ID to use, click the Search button and select it from the list. If you need to create a new Run Control ID , click the Add a New Value tab.
14.	Type in a name for the new Run Control ID . Do not use blanks in the name.
15.	Click the Add button.

16.	<p>On the Student Group Load page, enter the Institution, Student Group to assign, and date when the assignment will be active in the Active Date field. If you also want to inactivate the assignment on a certain date, enter that date in the Inactive Date field.</p> <p>When you manually assign a student group to a single student, the Tuition Calculation Required Flag is set to Y. For this batch process, you can choose whether or not to have the flag set to Y. To set the Tuition Calculation Required flag to Y for the students being processed, select the Tuition Calc Required checkbox.</p>
17.	<p>You now need to upload the prepared file of student IDs. Click the paperclip icon immediately to the right of the Attached File field.</p>
18.	<p>Click the Browse button.</p>
19.	<p>The Browse button brings up a new window where you can navigate through the files on your workstation and select the file of student IDs.</p> <p>Click the desired file and click the Open button.</p>
20.	<p>Click the Upload button.</p>
21.	<p>To run the process, click the Run button.</p>
22.	<p>Click OK.</p>
23.	<p>Click the Process Monitor link.</p>
24.	<p>If necessary, click the Refresh button. Once you see Run Status Success and Distribution Status Posted, click the Details link to view the results report.</p>
25.	<p>Click View Log/Trace.</p>
26.	<p>Click Redirected Terminal Output.</p>
27.	<p>The Redirected Terminal Output opens in a new window. Each student id is listed, showing the group assignment.</p>
28.	<p>End of Procedure.</p>