



FLORIDA
STATE COLLEGE

AT JACKSONVILLE™

Viewing and Entering Student Groups

Updated April 4, 2017

Input(s) to the Process	Student is a special designee (e.g. Athlete, Complete Florida, SB 1720) and that must be reflected on their account.
Description of Process	This document outlines the process of adding a student group to a single student account.
Process Output(s)/ End State	Student Group is applied to the student's account.
Trigger	Documentation of student group completion is received.
Policy	N/A
No. of Steps	5

Step #	Description
1.	Navigate in Campus Solutions to <i>Records and Enrollment > Career and Program Information > Student Groups</i> .
2.	<p>To view the students groups for a student and add a student group to a student’s record, type in the student ID and click Search.</p> <p>Student Groups</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>ID: <input type="text" value="begins with"/> <input type="text" value="2642553"/></p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p>
3.	<p>If a student already has some student groups they will be displayed. You can view each one by using the arrows or click on view all to see all the groups the student is in.</p> <p>Student Groups</p> <p>ImA Student 2642553</p> <p style="text-align: right;">Find View All First <input type="text" value="1 of 2"/> Last</p> <p>*Academic Institution: <input type="text" value="FSCJ1"/> <input type="text" value="FSCJ1"/> <input type="button" value="Search"/></p> <p>*Student Group: <input type="text" value="ATHL"/> <input type="text" value="Athlete"/> <input type="button" value="Search"/></p> <p>*Effective Date: <input type="text" value="04/03/2017"/> <input type="button" value="Calendar"/> *Status: <input type="text" value="Active"/></p> <p>Find View All First <input type="text" value="1 of 1"/> Last</p> <p>Comments</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p>Last Update Date/Time: 04/03/2017 2:00:23PM Updated By: 5000251 Type: Manual</p>

4. To add a student to a student group, click on the top right plus (+) sign.

The screenshot shows the 'Student Groups' interface. At the top, it displays 'ImA Student' and '2642553'. Below this, there are search fields for '*Academic Institution:' (FSCJ1) and '*Student Group:' (ATHL). A red box highlights the '+ -' navigation buttons in the top right corner. Below the search fields, there are fields for '*Effective Date:' (04/03/2017) and '*Status:' (Active). A large text area labeled 'Comments' is empty. At the bottom, it shows 'Last Update Date/Time: 04/03/2017 2:00:23PM', 'Updated By: 5000251', and 'Type: Manual'.

5. By using the search icon or entering valid values, complete the following fields:

- *Student Group* (Select the appropriate student group from the lookup list)
- *Comment* (Enter any applicable comments)
- **SAVE.**

The screenshot shows the 'Student Groups' interface with the search fields filled out. '*Academic Institution:' is FSCJ1 and '*Student Group:' is DVAD (Dev. Ed. Exempt - Act. D. Mil.). A red box highlights the search icon next to the student group field. Below, '*Effective Date:' is 04/04/2017 and '*Status:' is Active. The 'Comments' field contains the text 'Student turned in all documents for waiver of SB 1720.' A red box highlights the entire comments field. At the bottom, it shows 'Last Update Date/Time: 04/04/2017 5:58:42PM', 'Updated By: 5000251', and 'Type: Manual'.

6. To inactivate a student from a student group, click on the bottom plus (+) sign to the right of the effective date.

The screenshot shows the 'Student Groups' interface. At the top, it displays 'ImA Student' and '2642553'. Below this, there are search fields for '*Academic Institution:' (FSCJ1) and '*Student Group:' (ATHL). A red box highlights the '+ -' navigation buttons in the top right corner. Below the search fields, there are fields for '*Effective Date:' (04/03/2017) and '*Status:' (Active). A large text area labeled 'Comments' is empty. At the bottom, it shows 'Last Update Date/Time: 04/03/2017 2:00:23PM', 'Updated By: 5000251', and 'Type: Manual'.

7.

- Select the date that the student will no longer be identified in that student group.
- Change status from Active to Inactive (Note: To Activate a student again in a student group, you will add a new effective dated row and change status back to active once selecting your effective date.)

The screenshot displays a web application interface for managing student records. At the top right, there are navigation options: "Find | View All", "First", "1 of 3", and "Last". Below this, there are search filters: "*Academic Institution: FSCJ1" and "*Student Group: ATHL". A second section contains "*Effective Date: 08/01/2017" and "*Status: Inactive". A large empty text area is labeled "Comments". At the bottom, it shows "Last Update Date/Time: 04/03/2017 2:00:23PM", "Updated By: 5000251", and "Type: Manual".

Click the *Save* button at the bottom of the screen.

End Procedure