

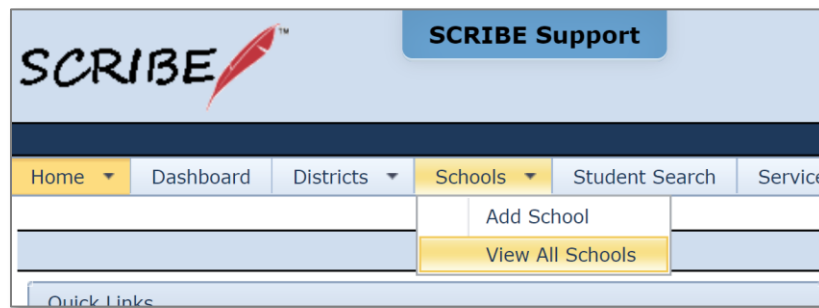
## How to Add or Remove Students from a Student Group

Student groups are useful for informally grouping students from the same school (e.g., tutoring groups, mentoring groups, clubs, F list, students to watch, etc.). Using [a student group to add participation](#) saves time because participation can be added to the entire Student Group or a subsection of group members. Filtering reports using Student Groups allows users to monitor data more closely for targeted groups.

Before group members can be added, however, you must create the group in SCRIBE. See [How to Create a Student Group Manually](#). You can [add students to a group via import](#) and manually. This tutorial covers how to add students to a group manually and how to remove students from a group manually.

### Add Students to a Student Group

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the school where the group is that you want to add students to.

**SCRIBE Home > School List**

The following are all the available schools.  
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.  
Click the Add button to add a new school.

**Search** Add

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary

5 Items Pages: 1 - 1 (5 items) Page size: All

## How to Add or Remove Students from a Student Group

- Click on the **Student Groups** tab. Click **View** next to the group you want to add students to.

**SCRIBE Home > School List > School Details**

★ **School Number:** 2    **School Name:** West Beverly High School

School Record   School Year Details   Staff   Students   Courses   Services   **Student Groups**   A

The following are the student groups associated to this school.  
Click the add button to add a student group to the school.

🔍 **Search** Add

	Student Group Name
View	Spanish Club
View	Thursday Tutoring Group
View	Time Travelers

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- Click on the **Group Membership** tab.

Existing students in the group, if any, will be displayed. Click **Add** to add new students to the group.

**SCRIBE Home > School List > School Details > Student Group Details**

**Group Name:** Time Travelers

Student Group Details   **Group Membership**

The following students are members of the student group.  
Click Add to add students to the group.  
To remove student from the student group, click the delete button.

🔍 **Search** Add   Delete Selected Students

Student ID	School Student Id	First Name	Middle Name	Last Name	Grade Level	
432124		Bruce	Hulk	Banner	12	<input type="checkbox"/>
108644		James	Bucky	Barnes	11	<input type="checkbox"/>
789101		Luke		Cage	11	<input type="checkbox"/>
108643		Peggy		Carter	10	<input type="checkbox"/>
789789		Mike		Colter	12	<input type="checkbox"/>

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## How to Add or Remove Students from a Student Group

- Check the box next to each student you want to add to the group.

[SCRIBE Home](#) > [School List](#) > [School Details](#) > **Student Group Details**

**Group Name:** Time Travelers

Student Group Details | Group Membership

Click Save to add the selected students to the student group for displayed school year.

**School Year:** 2019 - 2020

Search

<input type="checkbox"/>	Student ID	School Student Id	First Name	Middle Name	Last Name	Grade Level
<input checked="" type="checkbox"/>	123456		Carol	Susan Jane	Danvers	12
<input type="checkbox"/>	123458		Nick		Fury	10
<input checked="" type="checkbox"/>	987654		Jean		Grey	12
<input type="checkbox"/>	321012		Jessica		Jones	10
<input checked="" type="checkbox"/>	456788		Erik		Kilmonger	9
<input type="checkbox"/>	654321		Scott		Lang	11

Note: Students you have checked are cleared when you switch between pages of students. Either click **Save and Add More** when switching pages or change the **Students Per Page** to All to display all students on the same page and eliminate the need to change pages.

<input type="checkbox"/>	070912		Pepper	Jarvis	Potts	10
<input type="checkbox"/>	975310		Peter	Jason	Quill	11
<input type="checkbox"/>	123459		Maria		Rambeau	11
<input type="checkbox"/>	852058		James	Rupert Rhodney	Rhodes	9
<input type="checkbox"/>	108642		Steve		Rogers	9
<input type="checkbox"/>	432123		Natalia	Alianovna	Romanova	11
<input type="checkbox"/>	678911		Anthony	Edward	Stark	9
<input type="checkbox"/>	951159		Stephen	Vincent	Strange	11
<input type="checkbox"/>	654322		Hope	Wasp	van Dyne	12

21 Items

Page 1 of 2

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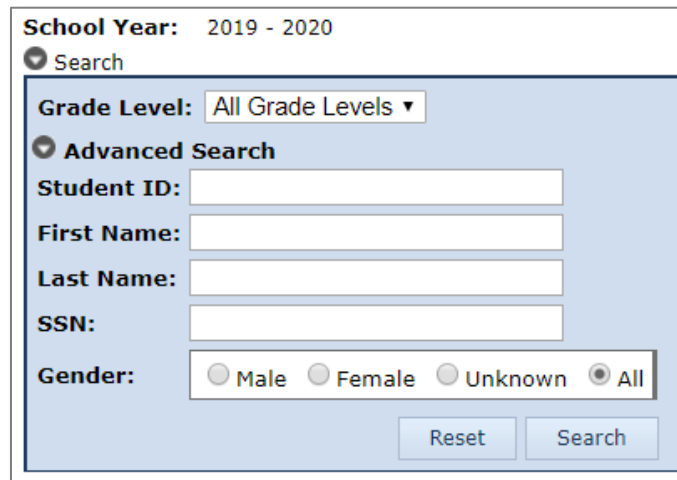
Save and Add More | Save and Close | Cancel

## How to Add or Remove Students from a Student Group

Click the grey circle next to **Search** to reveal the Search Box. This will allow you to narrow the students who are displayed in the student list by **Grade Level**.

Click the grey circle next to **Advanced Search** to reveal the Advanced Search Box. The Advanced Search will allow you to further narrow the student list or search for individual students by StudentID, name, gender, etc.

Click **Search** to filter results.

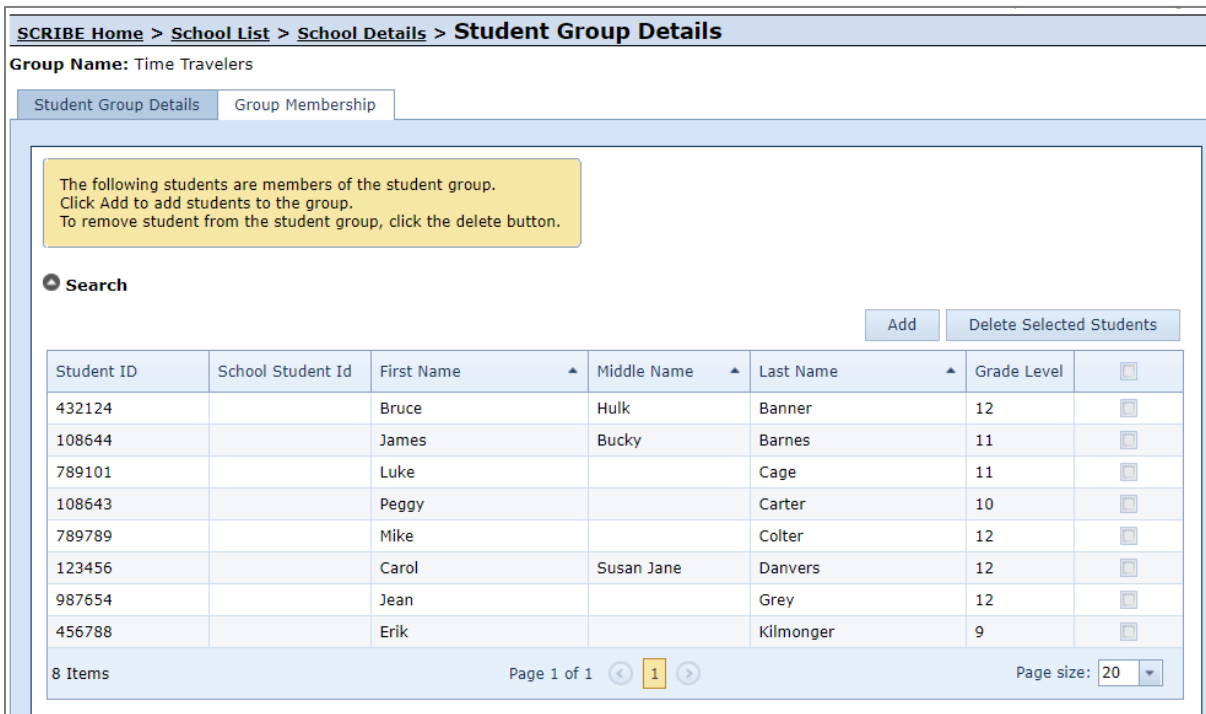


The image shows a search interface with the following elements:

- School Year:** 2019 - 2020
- Search** (toggle)
- Grade Level:** All Grade Levels (dropdown)
- Advanced Search** (toggle)
- Student ID:** (text input)
- First Name:** (text input)
- Last Name:** (text input)
- SSN:** (text input)
- Gender:** Radio buttons for Male, Female, Unknown, and All (All is selected)
- Reset** and **Search** buttons

- Once you have checked all the students to add to the group, click **Save and Close**.

Now the newly added students will appear in the group list under the Group Membership tab.



The image shows the 'Student Group Details' page for the group 'Time Travelers'. It includes a breadcrumb trail, tabs for 'Student Group Details' and 'Group Membership', and a table of group members.

**SCRIBE Home > School List > School Details > Student Group Details**

**Group Name:** Time Travelers

**Student Group Details** | **Group Membership**

The following students are members of the student group.  
Click Add to add students to the group.  
To remove student from the student group, click the delete button.

**Search**

**Add** **Delete Selected Students**

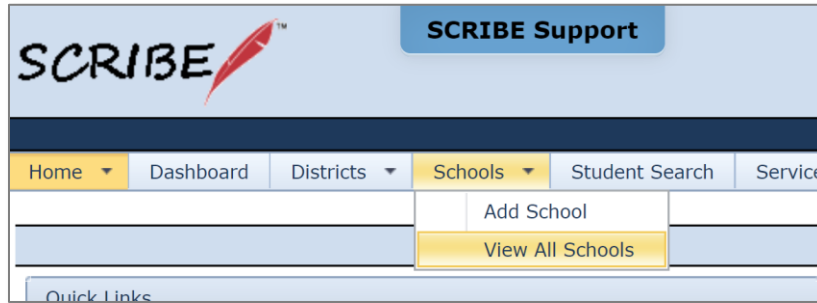
Student ID	School Student Id	First Name	Middle Name	Last Name	Grade Level	
432124		Bruce	Hulk	Banner	12	<input type="checkbox"/>
108644		James	Bucky	Barnes	11	<input type="checkbox"/>
789101		Luke		Cage	11	<input type="checkbox"/>
108643		Peggy		Carter	10	<input type="checkbox"/>
789789		Mike		Colter	12	<input type="checkbox"/>
123456		Carol	Susan Jane	Danvers	12	<input type="checkbox"/>
987654		Jean		Grey	12	<input type="checkbox"/>
456788		Erik		Kilmonger	9	<input type="checkbox"/>

8 Items Page 1 of 1 Page size: 20

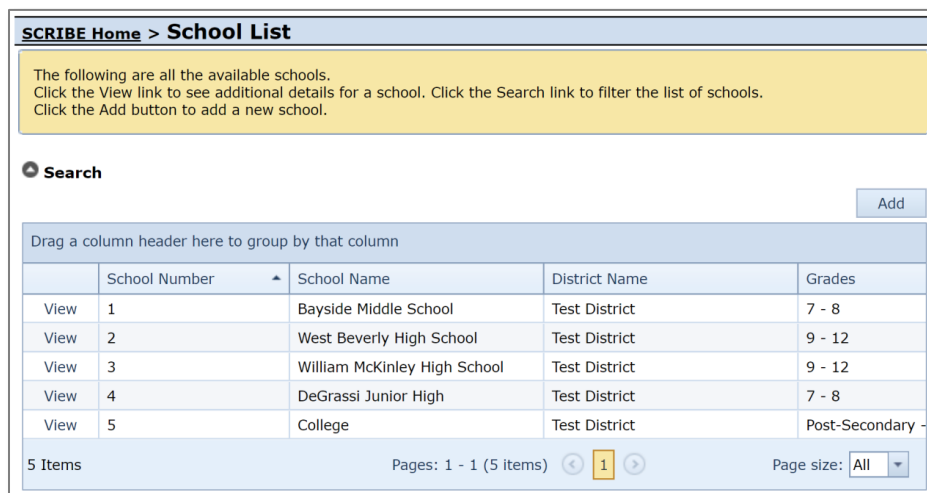
## How to Add or Remove Students from a Student Group

### Delete Students from a Student Group

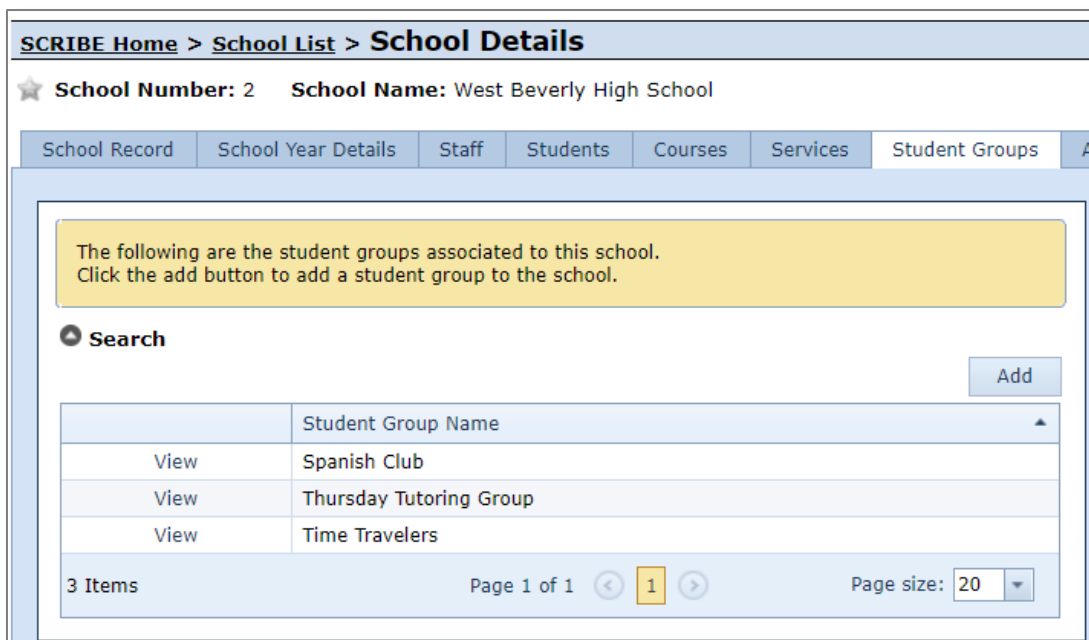
1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the school where the group is that you want to delete students from.



3. Click on the **Student Groups** tab. Click **View** next to the group you want to delete students from.



## How to Add or Remove Students from a Student Group

- Click on the **Group Membership** tab.

Existing students in the group will be displayed. Check the box next to the students you want to delete from the group.

SCRIBE Home > School List > School Details > Student Group Details

Group Name: Time Travelers

Student Group Details Group Membership

The following students are members of the student group.  
Click Add to add students to the group.  
To remove student from the student group, click the delete button.

Search

Add Delete Selected Students

Student ID	School Student Id	First Name	Middle Name	Last Name	Grade Level	
432124		Bruce	Hulk	Banner	12	<input checked="" type="checkbox"/>
108644		James	Bucky	Barnes	11	<input checked="" type="checkbox"/>
789101		Luke		Cage	11	<input type="checkbox"/>
108643		Peggy		Carter	10	<input type="checkbox"/>
789789		Mike		Colter	12	<input type="checkbox"/>
123456		Carol	Susan Jane	Danvers	12	<input type="checkbox"/>
987654		Jean		Grey	12	<input type="checkbox"/>
456788		Erik		Kilmonger	9	<input type="checkbox"/>

8 Items Page 1 of 1 Page size: 20

Click the grey circle next to **Search** to reveal the Search Box. This will allow you to narrow the students who are displayed in the student list by **Grade Level**.

Click the grey circle next to **Advanced Search** to reveal the Advanced Search Box. The Advanced Search will allow you to further narrow the student list or search for individual students by StudentID, name, gender, etc.

Click **Search** to filter results.

Search

School Year: 2019 - 2020

Grade Level: All Grade Levels

Advanced Search

Student ID:

First Name:

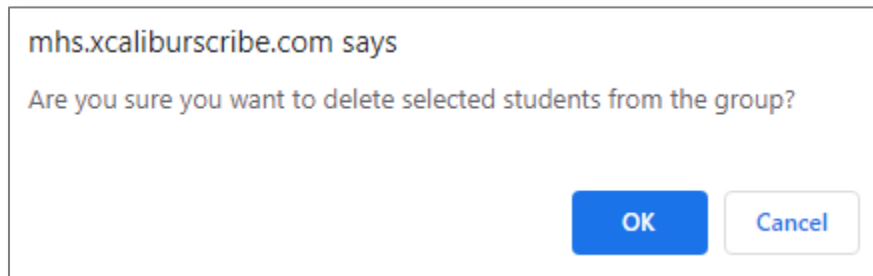
Last Name:

Gender: ☐ Male ☐ Female ☐ Unknown ☐ All

Reset Search

## How to Add or Remove Students from a Student Group

- Once you have selected all students to delete from the group, click **Delete Selected Students**.
- A pop-up box will appear asking if you are sure you want to delete the students. Click **OK** to delete the students from the group. Click **Cancel** to return to the group membership tab.

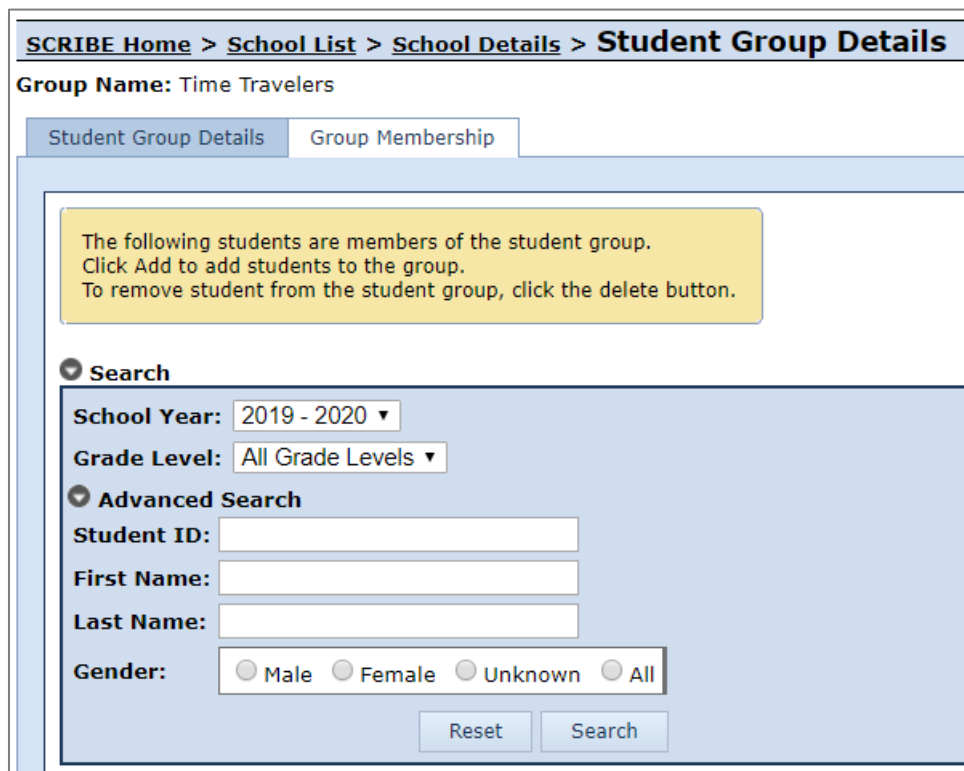


### Change the school year

To view group membership or to edit group membership for a school year other than the current school year, click on the **Search** triangle to uncover the search parameters in the Group Membership tab. Change the **School Year** from the dropdown menu. Click **Search**.

Now student membership displayed in the student list will display student group members from the school year selected.

See How to Add Students to a Student Group or How to Delete Students from a Student Group above.

The screenshot shows a web interface for managing student groups. The breadcrumb trail at the top is "SCRIBE Home > School List > School Details > Student Group Details". Below this, the "Group Name" is "Time Travelers". There are two tabs: "Student Group Details" (which is active) and "Group Membership". A yellow instructional box states: "The following students are members of the student group. Click Add to add students to the group. To remove student from the student group, click the delete button." Below the box is a "Search" section with a downward arrow icon. It contains a "School Year" dropdown menu set to "2019 - 2020", a "Grade Level" dropdown menu set to "All Grade Levels", and an "Advanced Search" section with input fields for "Student ID", "First Name", and "Last Name". The "Gender" section has four radio buttons: "Male", "Female", "Unknown", and "All". At the bottom of the search section are "Reset" and "Search" buttons.

## How to Add or Remove Students from a Student Group

### Notes on Group Membership

- a. You can change the group membership, adding or deleting students, at any time. Group membership **does not** affect a student's data recorded in SCRIBE. For example, if you added participation using a student group and then later remove some students from that group, the participation remains in the Service and in the students' records. If you add students to a group that you have used to add participation in the past, the new students will NOT have any participation added to their student record just because they have been added to the group.
- b. Best practice recommends creating new groups for every term or school year (versus adding and deleting students in one group over multiple terms or school years). This is to maintain a record of past group membership.

For example, if the grant tracks students who are earning Fs in math by creating a student group, it is helpful to create a new group every quarter/semester with all of the students who need to be tracked for that specific term (instead of creating one Math F group and continually adding and deleting students every term). This way, the grant can easily see which students have come out of the group (they are no longer earning an F in math), which students remain in the group over time (they keep earning Fs in math), and if a student has come off the list and then come back on the list at a later term (they stopped earning Fs then got an F again).

Creating new groups each term also allows for easy tracking of students from a former group by running reports for a specific group (e.g., grades, participation) to check on past group students' current progress. For example, you may want to see what grades students who were earning Fs last term are earning in math now.

Note: This best practice may be unnecessary for informal groups (e.g., club memberships, tutoring groups, a field trip group, etc.) where you may not need to track the change in group membership over time and/or you may not need to run reports tracking former group members.

### Additional Resources

[How to Create a Student Group Manually](#)

[How to Add Students to a Student Group via Import](#)

[Which Reports Can Be Filtered by Student Group?](#)

[How to Run a Student Group Export](#)

[How to Add Participation Manually using a Student Group](#)