

About custom groups

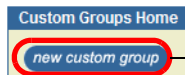
A custom group is a selection of students you want to track as a group for some reason. They might, for example, be participants in an after-school team or program. Or, they might be identified in an intervention group as being at risk in one or more subject areas. Once you define a custom group, you can use it to select students for analysis or reports.

Creating a custom group

One way to create a custom group is to select specific students using demographic or other criteria. For example, you might want to track students in an educational program or after school team.

To create a custom group:

- 1 Click the **Admin** tab. Click the **Custom Group** link or icon.
- 2 In the Custom Groups Home page, click **New Custom Group**.



Click to create a new custom group.

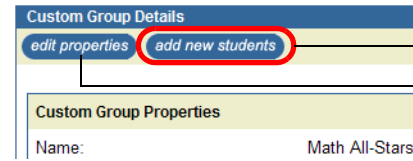
- 3 In the Create New Custom Group page, type a name for the group and a description.

Enter a name for the group.

Choose a privacy setting. If you have access to more than one school, choose a school.

- 4 If necessary, choose a privacy setting. Click **Continue**.
 - Choose Private to create a group for your own use.
 - Choose Public to create a group that others in your school or district can view. (They won't be able to make changes to the group.)

- 5 In the Custom Group Details page, click **Add New Students**.



Click to add students to the custom group.

Click to change the name, description, or privacy setting for the custom group.

- 6 Use the Select Students Based on options to select students based on demographic options. Click **Continue**.

Click links to select groups of students.

- 7 Click check boxes to choose specific students. Click **Add Students to Group**.

Select students you want to add to this custom group.

[Check All on Page](#) / [Clear Page](#)

Showing 13 students

	Student ID	Last Name	First Name	Date of Birth
	sort by	sort by	sort by	sort by
<input type="checkbox"/>	201000357980	A.	Alisa	07/24/94
<input type="checkbox"/>	201000357984	A.	Annie	11/30/93

This is the current number of students listed.

Click check boxes to select individual students.

- 8 When you've finished selecting students, click **Return to Custom Groups Home**.

Removing students from a custom group

Once you create a custom group, you can remove students as needed.

To remove students from a custom group:

- 1 In the Members area of the Custom Group Details page, click check boxes to select the students you want to remove from the group.

Members

Check All On Page / Clear Page Showing 13 students **remove selected**

Student ID	Last Name	First Name	Date of Birth
sort by	sort by	sort by	sort by
<input type="checkbox"/> 201000357980	A.	Alisa	07/24/94

Click check boxes to select individual students.

Click to remove the selected students from the group.

- 2 Click **Remove Selected**. Click **Yes** to confirm your choice.
- 3 When your changes are complete, click **Finish** at the top of the Custom Group Details page.

Managing custom groups

The custom groups you've created, as well as those that you have access to, appear in your Custom Groups Home page. From here, you can edit a custom group if you created it, change its privacy setting, or delete it.

To manage custom groups:

- 1 Click the **Admin** tab. Click the **Custom Group** link or icon.
- 2 To delete a custom group or change its privacy setting, click check boxes to select custom groups and click **Delete Selected** or **Make Selected Public**.

Custom Groups Home

new custom group **delete selected**

Tip: You can also create a new Custom Group from the results of an intervention group in [Benchmarks](#) or [State Analysis](#)

My Private Custom Groups

make selected public for --Please select a school

	Date Last Updated
<input type="checkbox"/> Math Title 1 Grades 3-4-5	10/01/04

Click to delete the selected custom group.

Click to make the selected custom group public.

Click a check box to select a custom group for editing.

- 3 To edit a custom group, click its link in the My Private Custom Groups list.

Note: You can only edit your own custom groups.

Creating a custom group from an intervention group

Another way to create a custom group is through an intervention group, where you start by selecting a group of students who are candidates for intervention based on their scores on state or benchmark exams.

To create a custom group from an intervention group:

- 1 From the State Analysis tab or from the Benchmark Exams tab, create an intervention group.
- 2 Click the **Create a Custom Group** link near the top of the intervention group page.

Currently Selected Options

Exam:	CAHSEE March 2003	Roster:	2003-2004 Spring, School Year
Schools:	Oak Hill High School	Grades:	11
Teachers:	All	Ethnicities:	All
Ed Programs:	ESEA Title I	Custom Groups:	All
Genders:	Female	Courses:	All

Create a Custom Group from this intervention group

Click this link to create a custom group based on this intervention group.

- 3 In the Create Custom Group page, type a name and description for the group.
- 4 Choose a privacy setting.
 - Choose **Private** to create a group for your own use.
 - Choose **Public** to create a group that others in your school or district can use. If necessary, select the school for this custom group.
- 5 Click **Continue**.
Edusoft confirms that the group has been created. You can add or remove students in the new custom group or return to the intervention group you were working with.
- 6 Click **Add or Remove Students from this Custom Group** to select different students for the group.