Custom Groups

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.
3. In the Create New Custom Group page, type a name for the group and a description.
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.
6. Use the Select Students Based on options to select students based on demographic options. Click Continue.
7. Click check boxes to choose specific students. Click Add Students to Group.
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.
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 it’s 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.
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.
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.