

# Viewing and Managing Student Groups

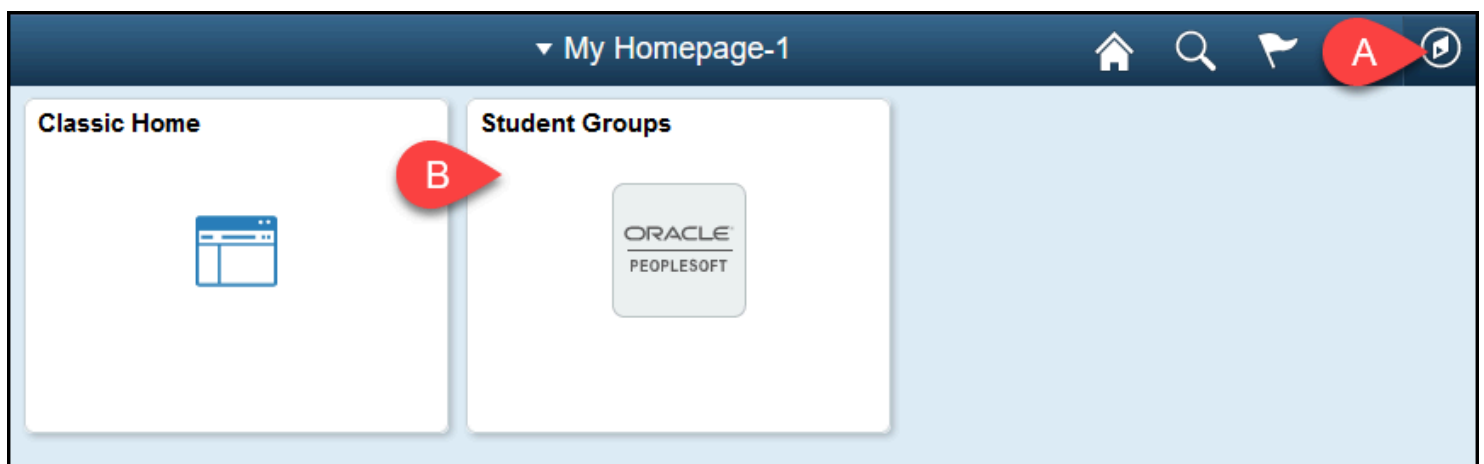
This article covers how authorized users can view and manage Student Groups for a student, including adding and inactivating a student group.

## 1. Log in to the campus portal and access Student Administration.

[View step-by-step instructions on accessing Student Administration/Campus Solutions.](#)

## 2. Use the NavBar to navigate to Navigator > Records and Enrollment > Career and Program Information > Student Groups.

💡 If you access this functionality often, consider [adding Student Groups as a navigation tile on your homepage.](#)



A. Click on the NavBar icon to navigate to Navigator > Records and Enrollment > Career and Program Information > Student Groups.

B. Or click on the **Student Groups** navigation tile if you have added it to your homepage.

### 3. Enter search criteria for the student you want to view, such as their Campus-Wide ID or First Name and Last Name. Then click on Search.

The screenshot shows the 'Student Groups' search page. At the top, there is a navigation bar with '< My Homepage-1' and 'Student Groups'. Below this, the title 'Student Groups' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. A section titled 'Search Criteria' contains several input fields, each with a 'begins with' dropdown menu. The first field, 'ID', contains the value '800000000' and is marked with a red callout 'A'. Below these fields are three checkboxes: 'Include History' (checked), 'Correct History', and 'Case Sensitive'. At the bottom, there is a 'Search' button (marked with a red callout 'C'), a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link.

- A. Enter search criteria for the student such as their Campus-Wide ID or First Name and Last Name.
- B. If available, check the **Include History** box to view any historical student group data for the student.
- C. Then click **Search**.

### 3.1. If you search by name, select the student from the search results.

**Student Groups**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

ID

Campus ID

Local Campus ID

National ID

Last Name

First Name

☒ Include History ☐ Correct History ☐ Case Sensitive


[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-4 of 4 Last

ID	Name	Gender	Date of Birth	Campus ID	Local Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
800000000	Titan, Jewel	Female		(blank)	(blank)		USA	SSN		TITAN	JEWEL
800000000	Titan, Milton	Male		(blank)	(blank)		USA	SSN		TITAN	MILTON
800000000	Titan, Mildred	Female		(blank)	(blank)		USA	SSN		TITAN	MILDRED
800000000	Titan, Tuffy	Male		(blank)	(blank)		USA	SSN		TITAN	TUFFY

### 4. You will see all of the student groups that the student belongs to.

 Note that you will only see Student Groups that you have permission to view.

Student Groups

Tuffy Titan

800000000

A

Academic Institution Details

Find | View All

First 1 of 3 Last

Academic Institution FLCMP

CSU Fullerton

B

Student Group CFS

Center for Scholars

Details

Find | View All

First 1 of 1 Last

C

Effective Date 01/22/2021

D

Status Active

Comments

E

Last Update Date/Time 01/22/2021 9:50:45AM

by 8000000001

Type SCC\_STD\_GRP

- The number of student groups for the student are listed at the top right.
- The code and description for the student group you are viewing is displayed.
- Effective Date indicates when the student was added to the student group.
- Status indicates if the student's membership in the student group is Active or Inactive.
- The CWID of the person who last updated this student's membership in the student group is displayed.

## Choose what you want to do

I want to add the student to a student group

**1. If the student already has other groups listed, click on the plus sign button in the Academic Institution Details section to add a new student group.**

Student Groups

Tuffy Titan

800000000

★

Academic Institution Details

Find | View All

First 1 of 2 Last

\*Academic Institution FLCMP

CSU Fullerton

\*Student Group CFS

Center for Scholars

Details

Find | View All

First 1 of 1 Last

\*Effective Date 01/22/2021

\*Status Active

Comments

Last Update Date/Time 01/22/2021 9:50:45AM

by 800000001

Type SCC\_STD\_GRP

Save

Return to Search

Notify

Update/Display

Include History

Correct History

**2. Type in the student group that you want to add the user to. Or use the magnifying glass to view the student groups that you have access to add.**

Student Groups

Tuffy Titan 800000000

Academic Institution Details Find | View All First 1 of 1 Last

\*Academic Institution FLCMP CSU Fullerton

\*Student Group

Details Find | View All First 1 of 1 Last


\*Effective Date \*Status Active

Comments

Last Update Date/Time by Type

Save Return to Search Notify Update/Display Include History Correct History

**3. Notice the Effective Date and Status have automatically populated to today's date and Active. Enter any comments and then click Save.**

 Please check with your department for any specific business processes for student groups as that may impact what information you put in these fields.

The screenshot shows the 'Academic Institution Details' form. At the top, there are search fields for '\*Academic Institution' (containing 'FLCMP') and '\*Student Group' (containing 'DSSR'). Below these are the values 'CSU Fullerton' and 'Disabled student support reade'. The 'Details' section contains:
 

- \*Effective Date: 04/15/2022 (with a calendar icon)
- \*Status: Active (dropdown menu)
- Comments: A text area with the placeholder text 'Check with your department about required comments for your student groups'.
- At the bottom of the details section, there are labels for 'Last Update Date/Time', 'by', and 'Type'.

 Callouts are placed as follows:
 

- A: Points to the \*Effective Date field.
- B: Points to the \*Status dropdown menu.
- C: Points to the Comments text area.
- D: Points to the 'Save' button at the bottom left of the form.

 The bottom of the form has buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Co'.

- A. Effective Date automatically populates to today's date. Typically you will leave this as is.
- B. Status automatically changes to Active.
- C. Enter any comments that are required for your student group.
- D. Then click **Save**.

## 4. Your changes are now saved.

The screenshot shows the 'Student Groups' page. At the top right, there is a 'Saved' message pop-up with a red 'A' callout. The 'Academic Institution Details' section is visible, showing the same information as the previous screenshot. The 'Details' section now shows:
 

- \*Effective Date: 04/15/2022
- \*Status: Active
- Comments: The same text area.
- At the bottom, the 'Last Update Date/Time' is now '04/15/2022 3:19:04PM', 'by' is '800000001', and 'Type' is 'Manual'.

 Callouts are placed as follows:
 

- A: Points to the 'Saved' message pop-up.
- B: Points to the 'Last Update Date/Time' field.

- A. You will see the Saved message pop up when the save is complete.

B. The Last Update Date/Time will also populate with the current date/time and your CWID.

I want to mark the student as inactive for a student group

**1. First, click on the plus sign icon in the Details panel to create a new row.**

The screenshot shows the 'Student Groups' interface. At the top, there's a header with 'Tuffy Titan' and '800000000'. Below this is the 'Academic Institution Details' section, which includes fields for '\*Academic Institution' (FLCMP) and '\*Student Group' (CFS). The 'Details' section below it has fields for '\*Effective Date' (01/22/2021) and '\*Status' (Active). A red arrow points to a plus sign icon in the top right corner of the 'Details' section. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

**2. The Effective Date is set to today's date. Change the Status to Inactive. Add any comments you want for the transaction. Then click Save.**

**!** Please check with your department for any specific business processes for student groups as that may impact what information you put in these fields.



**Student Groups**

Tuffy Titan 800000000

**Academic Institution Details** Find | View All First 1 of 2 Last

\*Academic Institution FLCMP CSU Fullerton

\*Student Group CFS Center for Scholars

**Details** Find | View All First 1 of 2 Last

\*Effective Date 04/15/2022

\*Status Inactive

Comments  
Inactive

Last Update Date/Time 01/22/2021 9:50:45AM by 800000001 Type SCC\_STD\_GRP

Save Return to Search Notify Update/Display Include History Cor

**Callouts:**

- A: \*Effective Date
- B: \*Status
- C: Comments
- D: Save button

- Effective Date automatically populates to today's date. Typically you will leave this as is.
- Change the Status to **Inactive**.
- Enter any comments about the transaction.
- Then click **Save**.

### 3. Your changes are now saved.

**Student Groups**

Tuffy Titan 800000000

**Academic Institution Details** Find | View All First 1 of 2 Last

\*Academic Institution FLCMP CSU Fullerton

\*Student Group CFS Center for Scholars

**Details** Find | View All First 1 of 2 Last

\*Effective Date 04/15/2022

\*Status Inactive

Comments  
Inactive User

Last Update Date/Time 04/15/2022 3:04:08PM by 800000001 Type Manual

**Callouts:**

- A: Saved message pop up
- B: Comments

- You will see the Saved message pop up when the save is complete.

B. The Last Update Date/Time will also populate with the current date/time and your CWID.

## Need Help?

For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).