# 

# Student Information System

Liverpool John Moores University

**Student Groups**

Version 1: 25th September 2012

Business Support Office

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# Summary of Changes

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| --- | --- | --- |
| **Version:** | **Changes:** | **Date:** |
| Version 1.0 | New Document | 25th Sept 2012 |
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# Introduction

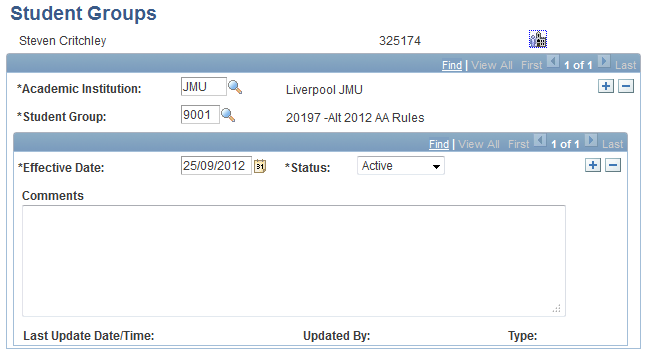
Student Groups are a method for grouping Students into areas of common characteristics. These groups can then be used throughout the system to aid with processing.

Student Groups are set up on request by PLN through Helpdesk. This is because there is security setting attached, which allows for potentially sensitive groups to be set up and used by specific departments.

## Adding Students to Groups

**Navigation: Main Menu>Records & Enrolment>Career & Programme Information>Student Groups**

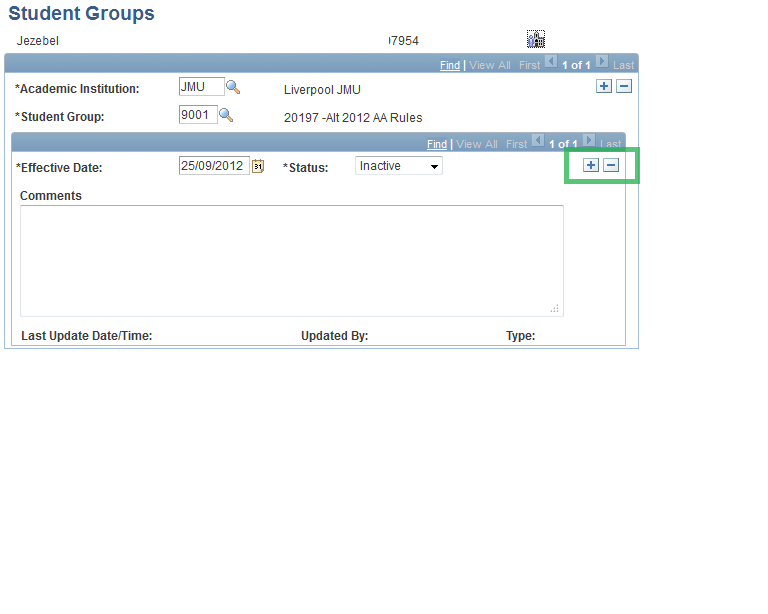
* Search for the student that is to be placed into a Group
* Enter the Academic Institution
* Select the required Student Group from the Look Up – only those groups that you have security access to will be visable.
* Enter the Effective date. This is the date that the student becomes part of the group
* Enter Comments as required
* Save



## Removing Students from Groups

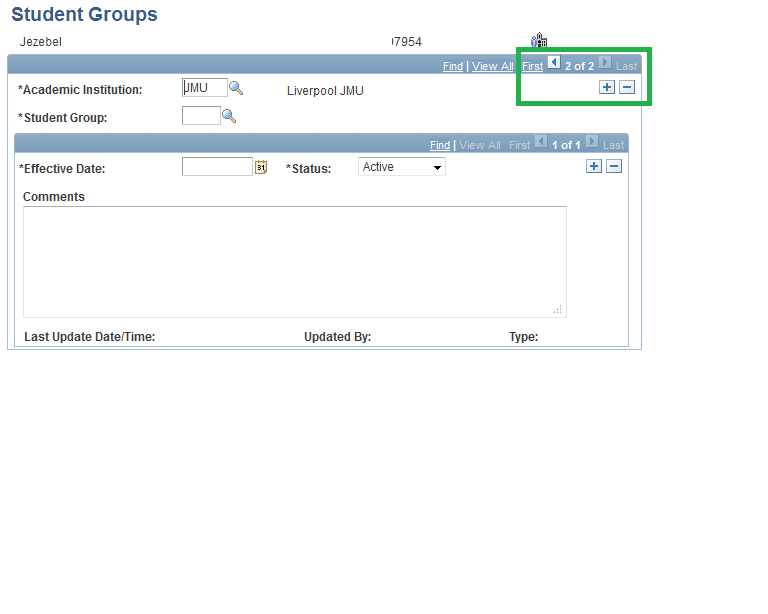
**Navigation: Main Menu>Records & Enrolment>Career & Programme Information>Student Groups**

* Search for the student
* Enter the Academic Institution
* Select the required Student Group from the Look Up – only those groups that you have security access to will be visible.
* Click the Effective Dated ‘Add a Row’ button – this is the lower set of buttons.
* Enter the Effective date. This is the date that the student leaves the Group
* Change the status date to Inactive
* Enter Comments as required
* Save



## Changing a Group

If you need to change the group that a student is a member of, you need to end date the old group and add the new one.

Follow section 2 first to end date the first group and then follow section 1 to add the new group – but PLEASE NOTE, you must Add a Row, the higher level in order to add the new Group.

## Viewing All Students in a Group

**Navigation: Main Menu>Records & Enrolment>Career & Programme Information>View Student Groups by Student**

* Enter the Academic Institution
* Enter the Student Group that you wish to view
* Click Search
* Change the Parameters if required
* Click ‘Get Results’
* The students that belong to that Group are now displayed.