

Uploading Students to a Student Group

How to add or remove multiple names/ID's to a student group in a single transaction

Navigation: Records and Enrollment → Career and Program Information → Process Student Groups

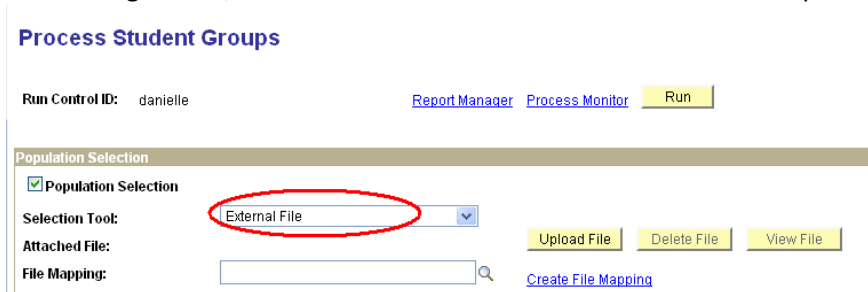
1. Save the list with student IDs in Excel as a .csv file. Student IDs should be in column A and student names should be in column B.



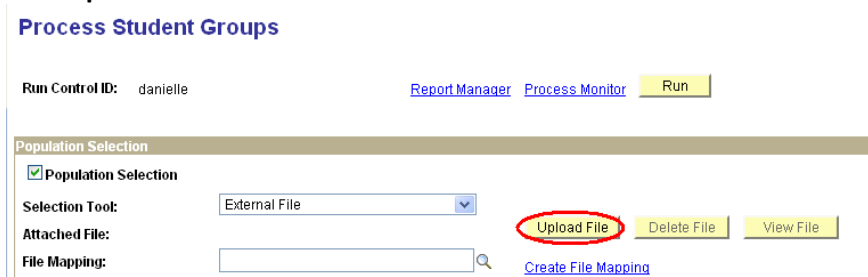
2. On the Process Student Groups screen, enter your Run Control ID and select Search. (If you don't have a Run Control, create one by clicking the Add a New Value tab, entering a name for your Run Control and clicking Save. (You may want to use your name as your Run Control.) You can use the Run Control you create for processing future transcript requests.)



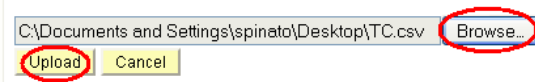
2. On the following screen, select External File from the Selection Tool drop-down menu.



3. Select the Upload File button.



4. Select **Browse** to locate the file for upload and select the **Upload** button.



5. Enter **MATHPLACEMENT** in the **File Mapping** field.

**Use MATHPLACEMENT
for everything, not just
Math-related uploads!**

6. To verify that the uploaded file has mapped correctly, select the **Preview Selection Results** hyperlink.

7. Enter **Student Group**, **Effective Date**, **Effective Status**, and **Comment** in the **Student Group Data** section.

Student Group = the group to which you are adding the students

Effective Date = the date on which the membership in the student group will be active or will become inactive, depending on what you set in the Effective Status field

Effective Status = Active for adding to the group or Inactive for removing from the group

Comment = not required but good practice to add one; use to describe why student is being added or removed from group

8. Select the **Save** button at the bottom left of the screen.



9. Select the **Run** button at the top right of the screen.

Run Control ID: danielle

[Report Manager](#)

[Process Monitor](#)

Run

10. On the Process Scheduler Request screen, ensure that **Server Name** is set to **PSNT**, **Type** is set to **Web** and **Format** is set to **TXT** and select the **OK** button.

Process Scheduler Request

User ID: SPINATO Run Control ID: danielle

Server Name: PSNT Run Date: 05/19/2011

Recurrence: Run Time: 2:03:25PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SCC_STD_GRP	SCC_STD_GRP	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

11. Select the **Process Monitor** hyperlink to check the status of the process.

Process Student Groups

Run Control ID: danielle

[Report Manage](#) [Process Monitor](#) [Run](#)

Process Instance: 2173744

Selecting the hyperlink will take you to this page. You'll want to select the Refresh button until the Run Status says "Success" and the Distribution Status says "Posted."

[Process List](#) [Server List](#)

View Process Request For

User ID: SPINATO Type: Last: 40 Minutes [Refresh](#)

Server: Name: Instance: to: Save On Refresh

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4221404		Application Engine	SCC_STD_GRP	SPINATO	02/23/2018 9:48:58AM EST	Success	Posted	Details

12. If you've just added students to your group and the membership in that group is not meant to be permanent, repeat steps 1-11 with the following changes to step 7:

- *Effective Date* – enter the future date on which you wish membership in the group to end
- *Effective Status* – enter Inactive instead of Active

To view the complete membership in the student group, navigate to Records and Enrollment > Career and Program Information > View Student Groups by Student. Search for your group in the Student Group field. On the next page, select Get Results to view a complete listing of all students in the group. If you wish to export the list to Excel, select the icon circled below.

View Student Groups by Student

Academic Institution: CRDNL The Catholic Univ of America

Effective Date: 01/01/1901

Student Group: SPRG Special Registration

Effective Status: Active

Select Effective Dates: Most Current Active

Get Results

Range Selection: No Range Selection

Personalize Find View 100  First 1-100 of 323 Last					
Name	ID	Effective Date	Effective Status	Comment	Details