Student Lists and Teams

Overview

Lists are static, ad hoc groups of students. They can be used in data query and student search. These are meant to be used when you have a group of students you know you will need to work with multiple times. The criteria for their selection can be essentially anything.

Teams are also static groups, but they have two purposes – granting access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club) and for scheduling (for example, to break a grade up into different groups – e.g. blue, red, green – and then schedule within each group).

NOTE: Because both lists and teams are static, their members do not automatically update as students newly meet or no longer meet the original criteria. For example, if a list is created of students taking a certain course, students who later drop the course will not be removed and students who newly enroll in the course will not be added.

User Permissions

Lists

Based on student scope.

Gene	General Operations								
Р	С	F	Permission Description						
			Login only to 360						
			Block Login						
			Bypass Home Page and Go To User Defined						
			View Students District-Wide						
			Maintain Students District-Wide						
			Maintain All Students In This Site-Year						
			View All Students in This Site-Year						
			View All Students in Courses I Teach						

Teams

November 3, 2020

Based on Student Scope and then View/Maintain Ability

Gener	ral Op	eratio	ns
Р	С	F	Permission Description
			Login only to 360
			Block Login
			Bypass Home Page and Go To User Defined
			View Students District-Wide
			Maintain Students District-Wide
			Maintain All Students In This Site-Year
			View All Students in This Site-Year
			View All Students in Courses I Teach
			View All SpEd Students
			View Full Main Menu for Teachers
			View Student IEP Alert Icon
			Assign Group Access to Other Users
	Image: A start and a start		View Teams
			Maintain Teams



• Student Scope: What group of students a user is able to view and which school (or district wide).

Gene	General Operations								
Р	С	F	Permission Description						
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			Block Login						
			Bypass Home Page and Go To User Defined						
			View Students District-Wide						
			Maintain Students District-Wide						
			Maintain All Students In This Site-Year						
			View All Students in This Site-Year						
			View All Students in Courses I Teach						

- View This permission gives the user limited abilities
 - View team
 - View Selected Students on a Team
 - Filter Teams
 - Show Inactive Teams
- Maintain This permission gives the user several different abilities
 - Add Team
 - Take ownership of a Team
 - Edit Team
 - Manage Students
 - Delete Team

Add Lists

Student Lists can be created in multiple ways:

- The results of a Student Search can be turned into a list
- The results of a Data Query can be turned into a list
- A list can be created from scratch:

Path: Menu > Tools > Student Lists

$\equiv igcap$ Tyler SIS	🛔 ZZHS - Edwards High 🎽 🏢	2020-21	•) 🛄 🗗 ★ é	? 🗗 🤉 😒
				;	Student Lists
Name Y 1	Description Y	Status Y	Scope T	Owner 🍟	Actions
12 grade at Edwards HS	Active 12th graders at Edwards HS	Active	Selected Sites	sdmadmin, sdmadmin	:
Alt Enroll Edwards HS	Students with Alternate enrollment at Edwards HS	Active	Private	sdmadmin, sdmadmin	:
Add Student List					Show All Lists

1. Select Add List.

ast Na	ame	First Name	Ste	udent#	asv.	School Edwards High School *	Status Active	▼ Studer	t Filter 👻	Student List	~ Q
	Student#	First Name	Last Name 🛧	Alerts	Grade	Enrollment	Enroll Date	Birth date	School	§	itatus T
	9899445920	Daejera	Avoub	₩ 504 🚍 ***	09	Primary	08/06/20	02/13/06	Edwards High Scho		active
	9995231641	Michelle	Barker	() (ee) (free	11	Primary	08/06/20	04/29/04	Edwards High Scho	ol 4	Active
_	9992326421	Jeanne	Barker	1000	11	Primary	09/14/20	06/21/05	Edwards High Scho	ol A	Active
_	9899697552	Traci	Brescia		12	Primary	09/10/20	06/15/99	Edwards High Scho	ol A	Active
	9899414586	Levi	Bridger	**P 🔘 🔘	12	Primary	09/28/20	01/20/03	Edwards High Scho	ol A	Active
	6799393736	Coral	Bridger		10	Alternate	10/27/20	09/14/03	Edwards High Scho	ol F	uture
	9899873548	D'Sean	Britt		09	Primary	08/06/20	03/14/05	Edwards High Scho	ol 4	Active
	9899503364	Monteshia	Britt		11	Alternate	08/06/20	09/12/02	Edwards High Scho	ol A	Active
	9999147822	Storme	Broman	тер 🚳	10	Alternate	08/07/20	04/14/05	Edwards High Scho	ol A	Active
	9899399528	Tazshia	Brooks	1	09	Primary	08/06/20	08/12/04	Edwards High Scho	ol 🦨	Active
	9899457302	Meshelle	Brouillette		11	Primary	11/25/20	04/05/04	Edwards High Scho	ol F	future
	9899659123	Andrew	Browne	1	12	Primary	08/06/20	04/29/03	Edwards High Scho	ol A	Active
	9899681268	Victoria	Browne	(1)	10	Primary	08/06/20	02/08/05	Edwards High Scho	A lo	Active
	9899737675	Danielle	Brugger		11	Primary	08/06/20	01/14/04	Edwards High Scho	A lo	Active
	9899737046	Savana	Brvan	TEP 👔	11	Primary	08/06/20	12/05/02	Edwards High Scho	ol 4	Intive

- 2. By default, all students are displayed. Use the Search criteria to limit the list prior to selecting students.
 - Last Name/First Name/Student # may be used to select individuals or a range of students.
 - School may be used to limit to students enrolled in a particular school or All (defaults to school of current log-in).
 - Status may be used to select those with enrollments that are Active, Inactive, or All.
 - An existing Student Filter or Student List may be applied.
 - Select the **Search** icon to apply the criteria.
- 3. Click Student Filters in the bottom bar to apply additional filtering, if desired

Stude	ent Filters					
Current	Filter Modified					
Conditio	ns (Rows with the same group letter are join	ed with AND. Rows with	different group letters are joined with OR.)			
	Field	Operator	Value		Group ?	Actions
	Name - First	Starts With			A	:
	Name - Last	Starts With			A	:
	Birth Date	=	mm/dd/yyyyy	Curre	nt) A	:
	Grade	= *		-	А	:
×	Primary Enrollment Site Name	=	Midwest Regional Career Center	-	A	:
	Enrollment Date	= *		Curre	nt) A	:
	Enrollment Status		mmiddlyggy All	•	A	:

4. Select the **Check All** checkbox to select all the students that have satisfied the criteria or click to check/select individuals.

NOTE: Click **Selected Students** in the bottom bar to see all the students who have been checked.

5. Click **Select** in the bottom bar accept the selected students and proceed to set the list specifications.



Add Student List			
Name* Alt Enroll Edwards HS	Name 🍸 🛧	Student # Y	^
Description*	Barker, Jeanne Marie	141639	Delete
Students with Alternate enrollment at Edwards HS	Barker, Michelle Kay	197154	<u>Delete</u>
52 characters left	Bridger, Coral R	185113	<u>Delete</u>
Active	Britt, Monteshia N	152719	<u>Delete</u>
Scope *	Broman, Storme O	148692	Delete
Private Available to <u>Selected Sites</u>	Brugger, Quinton I	136624	Delete
O Available to District	Cody, Rajnay J	192934	<u>Delete</u>
sdmadmin, sdmadmin	Edelson, Cody D	174807	<u>Delete</u>
	Espey, Terran R	153945	Delete
	Follmer, Heidi I	101077	Delete
Change Students			Save Cancel

NOTE: Students may be removed from the list by selecting the **Delete** link to the right of their name or select **Change Students** in the bottom bar to return to Student Search and Select.

- Provide a Name and Description for the Student List.
- Status defaults to Active (available for use) but may be set to Inactive to save for future use.
- Set the **Scope** of the list to Private (creator's use only), Available to Selected Sites, or Available to District.
- If you have the appropriate permission, the option is available to **Take Ownership** of a list belonging to another user. This can be used when the user who created a list has moved on to a different role or is no longer with the district.
- 6. Click **Save** to create the Student List.

Add Teams

Path: Menu > Tools > Student Teams

Team records are associated with a school and year; make sure the team name is unique within that school/year. For teams created at the central office; make sure the name is unique across the entire district in the current year.

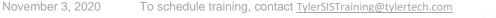
≡ त T	yler SIS	á Z	ZHS - Edwards High 🎙		2020-21	*			l d	* 8	ē	? ss
										Stud	lent 1	Teams
Team Name	Y 1	Associated S	taff	Stude	ent Count Y	Use For Stud	lent Acces	ss Y	Use Fo	or Scheduli	ng Y	Actions
SPED Teac	hers/Students-Active	Inman, Bridge ^e Strayhorn,Jr, Espy, Debra I <u>+11 More</u>	Emily Ingrid		<u>65</u>	<u>9</u>	Y			Y		:
Filter Add	Team									🗌 Sr	iow inact	tive teams

Click Add Team in the bottom bar.

Add Team		
Team Name*		ſ
	100 characters left	
Grant associated staff	access to the students on this team	
Use for schedulling		
SELECT STAFF	Associated staff	
SELECT STUDENTS	0	
Statuts		
Active	~	
	✓	X
	Save	Cancel

- Enter a Team Name
- Check Grant associated staff access on this team to give access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club).
- Check **Use for scheduling** to use this team in the scheduling process.
- Select Staff Use Staff Search and Select to choose the staff members who should have access to this team. Remember that if "Grant associated staff access.." is checked, the staff selected here will have access to the students on this team.
- Select Students Use Student Search and Select as described in Student Lists.
- Status defaults to **Active** (available for use) but may be set to Inactive to save for future use.

NOTE: A team must have both staff and students associated with it in order to be Active. When saving, if the team has no staff or no students associated, the status will automatically be set to Inactive.





Using Lists

Remember: The students associated with Lists/Teams are static. Even if the students were originally selected by filtering based on certain criteria, the members of the list/team will not update as things change. Running the same filter may result in different students being returned, but the existing list/team will not reflect those changes.

Student Lists can be used as criteria for Student Search.

Student Se	arch						Searching stu	dents available in <i>i</i>	Academic Year 2020-21	Recent Students
Last Name	First N	ame	Student #	csv	School Edwards High School	▼ Status Active	▼ Stu	ident Filter	Student List None	٩
									504	
Student#	First Name	Last Name 🛧	Alerts	Grade	Enrollment	Enroll Date	Birthdate	School		Status
T	Y	T		T	T	T	Y	T		Y
9899445920	Daejera	Ayoub	۰۰۰ 🚍 🥺 💼	09	Primary	08/06/20	02/13/06	Edwards Hig	h School	Active
9995231641	Michelle	Barker	🍞 🕺 💆 🥽	11	Primary	08/06/20	04/29/04	Edwards Hig	h School	Active

Both lists and teams can be used as filters in Data Query:

	Filter by Enrollment Date
	Add Roster Filter
	Add Student Filter
	Add Student List Filter
	Add Student Team Filter
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Queries	Add Quick Filter Legend

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