

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.

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in Courses I Teach

Teams

Based on Student Scope and then View/Maintain Ability

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in Courses I Teach
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All SpEd Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Full Main Menu for Teachers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Student IEP Alert Icon
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Group Access to Other Users
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Teams
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintain Teams

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

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in Courses I Teach

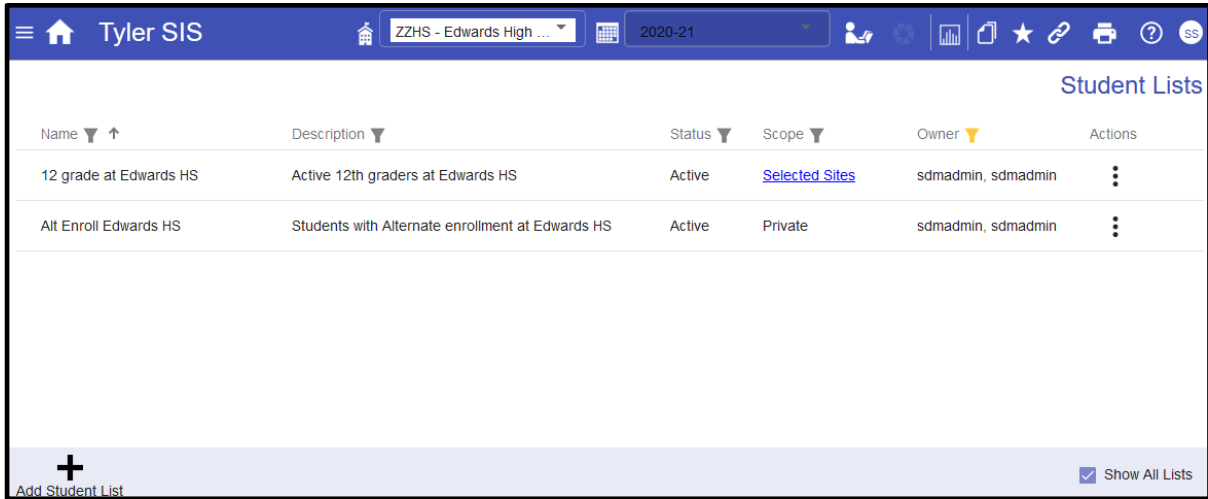
- **View** – This permission gives the user limited abilities
 - View team
 - View Selected Students on a Team
 - Filter Teams
 - Show Inactive Teams
- **Maintain** – This permission gives the user several different abilities
 - Add Team
 - Take ownership of a Team
 - Edit Team
 - Manage Students
 -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

Add Lists

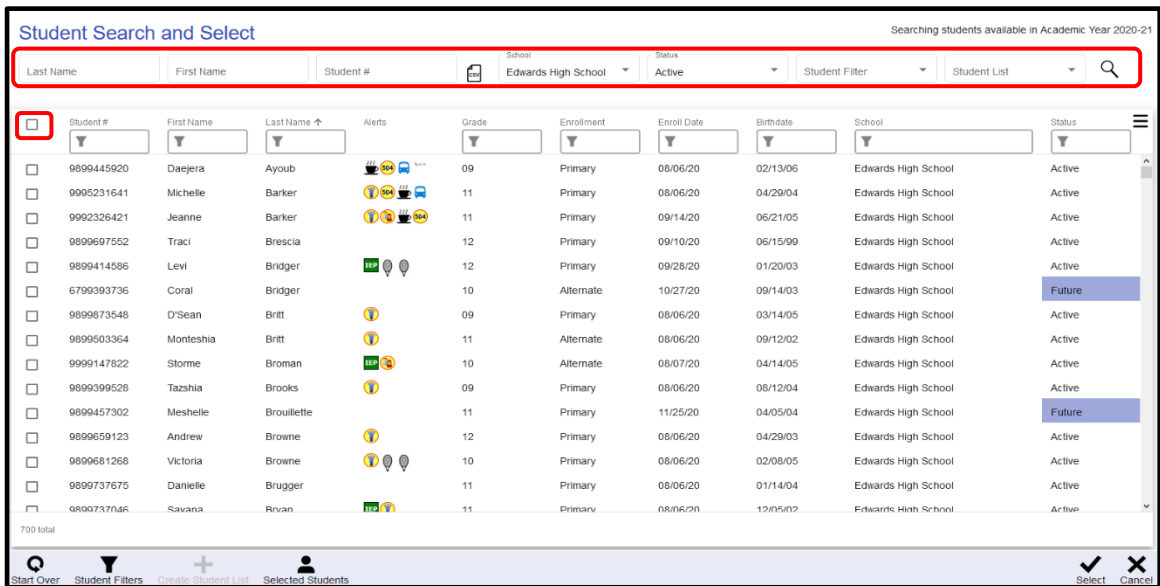
Student Lists can be created in multiple ways:


- 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



1. Select **Add List**.



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

Student Filters

Current Filter

Modified

Conditions (Rows with the same group letter are joined with AND. Rows with different group letters are joined with OR.)

Field	Operator	Value	Group	Actions
<input type="checkbox"/> Name - First	Starts With	<input type="text"/>	A	⋮
<input type="checkbox"/> Name - Last	Starts With	<input type="text"/>	A	⋮
<input type="checkbox"/> Birth Date	=	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Current	A	⋮
<input type="checkbox"/> Grade	=	<input type="text"/>	A	⋮
<input checked="" type="checkbox"/> Primary Enrollment Site Name	=	Midwest Regional Career Center	A	⋮
<input type="checkbox"/> Enrollment Date	=	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Current	A	⋮
<input type="checkbox"/> Enrollment Status	=	All	A	⋮

SQL Translation
(Primary Enrollment Site Name = 'Midwest Regional Career Center')

+
+
✓
✗

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

Description* 29 characters left
Students with Alternate enrollment at Edwards HS

Status*
Active

Scope *
 Private
 Available to [Selected Sites](#)
 Available to District

Owner*
sdmadmin, sdmadmin [Take Ownership](#)

Name ▼ ↑	Student # ▼	
Barker, Jeanne Marie	141639	Delete
Barker, Michelle Kay	197154	Delete
Bridger, Coral R	185113	Delete
Britt, Monteshia N	152719	Delete
Broman, Storme O	148692	Delete
Brugger, Quinton I	136624	Delete
Cody, Rajnay J	192934	Delete
Edelson, Cody D	174807	Delete
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.

Team Name	Associated Staff	Student Count	Use For Student Access	Use For Scheduling	Actions
SPED Teachers/Students-Active	Inman, Bridget I Strayhorn, Jr, Emily Ingrid Espy, Debra B +11 More	659	Y	Y	⋮

Click **Add Team** in the bottom bar.

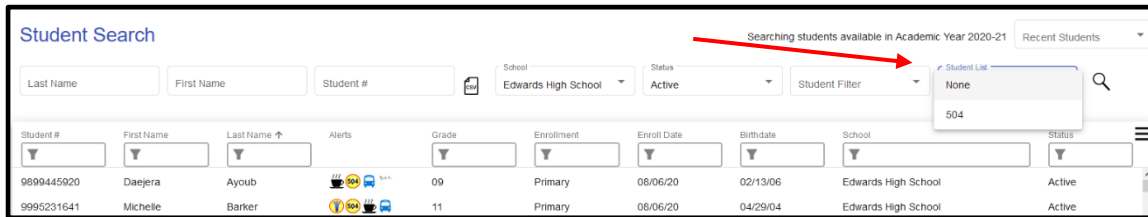
- Enter a Team Name
- Check **Grant associated staff access on this team** to give access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club).
- Check **Use for scheduling** to use 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.

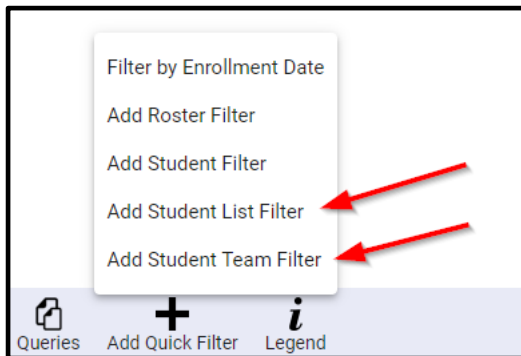
Using Lists

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.



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



© 2020 Tyler Technologies, Inc. All rights reserved