Creating a User Defined Group

Version 1.0

At the heart of everything we do is joined up thinking.



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REVISION HISTORY

Version	Change Description	Date
1.0	Updated to 1.768	



Identify the Pupils

If <u>all</u> pupils taking the tests are in the correct year group, <u>this can be ignored</u>. If, however, there are pupils assigned to other year groups taking the tests, then a **User-Defined Group** must be created for use in the Wizard.

Creating a User Defined Group

In SIMS.net:

- 1. Select Focus | Groups | User Defined Groups.
- 2. Click the **New** button to create a new group.
- 3. Insert a suitable name and code for the group.
- 4. Make the group **Active** in the **Active Status** box.

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🐝 Maintain User Defi	ned Groups
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User Group Details:	
💾 Save 🎒 Undo 🚍	Print
1 Group Details 2 Memb	vership
1 Group Details	
Group Description	Key Stage 1 Active State
Short Name	KS1 Current Main Supervisor
Notes	
Include in Discover	
2 Membership	
Effective Date Range	01/09/2014 · 31/08/2015 Academic Year Academic Year 2014/2015 🔹
Cursor Day	Wednesday
Cursor Date	18/02/2015
Zoom Action	
Member	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

The Current Main Supervisor section can be ignored or added if you wish to assign one.

- 5. Move on to the **Membership** section.
- 6. Click Action and Add Member to add pupils to the group.
- 7. Choose the **Group Type** and **Group** from which you want to select and click **Search**.



•									
Search								🕘 Links 🕚	- 📀 He
Surname			Forename			Role	Student	•	
Group Type	Year Group	•	Group	Year 1	×	Effective Date	18/02/2015	5	
lame					Gender	Year and Reg Gro	up Current I	âroup	
Abdullah, Tam	war				Male	1ELM	Year 1		
Slater, Peter					Male	1PINE	Year 1		
simmonds, Da	vid				Male	1ELM	Year 1		
Aoligno, Aless	andro				Male	1ASH 10AK	Year 1		
iurin, Kazmer					Male	10AK	Year I		
tope, John Vildensee, Cili					Male	10AK	Tear I Year 1		
Aortimer, Jane	varia				Female	1 DINE	Year 1		
Portinier, Jane Reid Rosie					Female	1 PINE	Year 1		
Richards Laur	en				Female	145H	Year 1		
ituart Philippa	9				Female	1ASH	Year 1		
Polino. Vadim	-				Male	1ELM	Year 1		
funeer. Tario					Male	1ASH	Year 1		
assidy, Micha	ael				Male	1ASH	Year 1		
evnon, Harve	ev				Male	1PINE	Year 1		
Peterson, Emily	ý				Female	10AK	Year 1		
Vestings, Amy	,				Female	1ELM	Year 1		
Aorris, Kate					Female	10AK	Year 1		
Vard, Lucy					Female	10AK	Year 1		
							0	ок (Cancel

8. Choose the pupils you require by selecting individuals or in multiples. (Click on the Ctrl button to select individual pupils or use the Control + Shift button to select a range of pupils).

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*			
M Search			🕘 Links 👻 😨 Help
Surname Forename		Role	Student
Group Type Year Group Group Year 1		Effective Date	18/02/2015
Name	Gender	Year and Reg Gro	up Current Group 🔺
Abdullah, Tamwar	Male	1ELM	Year 1
Slater, Peter	Male	1PINE	Year 1
Simmonds, David	Male	1ELM	Year 1
Moligno, Alessandro	Male	1ASH	Year 1
Hulin, Kazmer	Male	1UAK	Year 1
Hope, John	Male	1PINE 104K	Year 1
DiMonaco, Silvana	Female	TUAK	Year I
Mortimer, Jane	Female	TPINE	Year
Reid, Hosie	Female	1 PINE	Year I
Hichards, Lauren	Female	TASH	rear I
Stuart, Philippa	Female	IASH 10114	Year I Mara 4
Polino, vadim	Male	TELM 1AOU	Tear I
Muneer, Lariq	Male	TASH 1ACU	Year I Mara 4
Lassidy, Michael	Male	1ASH 1DINE	Year 1
Belavar Enily	Familia		Year 1
Peterson, ciniiy	Female	1ELM	Year 1
Westings, Amy Marin, Kata	Female	1044	Year 1
Mullis, Nate	Female		Yor 1
I walo, Lucy	remale	TUAN	
			DK Cancel
60 matches found			

Click **OK**. The names of these pupils will appear in the box below.



	Maintain User Defined Groups
	User Group Details: Seve i 🐑 Undo 📥 Print 1 Group Details 2 Membership
	1 Group Details Group Description Key Stage 1 Active State Active Short Name KS1 Current Main Supervisor Q Notes Image: Contract of the state of the stat
Action	Include in Discover
	Cursor Date 18/02/2015
	ICQ Zoom Gg Action Member Addullah, Tamwar - 1ELM Beynon, Harvey - 1PINE
	Cassidy, Michael - 1ASH DiMonaeo, Silvana - 10AK Hope, John - 1PINE Molizon - Asesandro - 1ASH
	Morris, Kate - 10AK Mortimer, Jane - 1PINE

10. If there are other pupils who will have assessments but are allocated to other years then choose the appropriate year again and select those children to add to the group.

Once you have created the User Defined Group – continue with the instructions for the relevant Key Stage Wizard you were working on and which you created this group to enter the results for.

SCOMIS Your ICT Partner