Enter a student’s information on the search page and click on Search (or press the Enter key) to go to the **Student Groups** page.

- **ID:** the student’s PeopleSoft identification number (7-digit number).
- **Campus ID:** the former system student’s ID or KUID number (6-digit number).
- **National ID:** the student’s social security number. Be sure to change the drop down from ‘begins with’ to ‘=’ if using this field for your search.
• **Student Groups** allow for the tracking of students based on a group or classification they belong to. Student Groups are used campus-wide to facilitate different offices tracking the same group of students.
  
  • The effective date will default to today’s date but can be changed to reflect the actual date the student’s status in that group became effective.
  
  • The Academic Institution field is required and the only valid value is UKANS of which will default from your User Defaults.
  
  • To add a student group to a student’s record when he/she does not already have a student group on their record (the student group field will be blank), just either type in the student group field the value or use the magnifying glass to do a look up of the values available of which is controlled by security of those you can either place or remove and then be sure to click on the Save button.
  
  • Students may belong to multiple **Groups**. To manually add additional Groups, click on the blue + box just below the first navigational bar. That’s only if there’s already a value in the student groups field. If that field is blank, you will just simply need to type in the student group value or use the magnifying glass to do a look up of available values. These are controlled by security of those you can either place or remove. Be sure to click on the Save button.
  
  • A Group may also have multiple effective dated rows with different statuses and comments. To change the status of a Group or add a new comment, scroll to the appropriate Group and use the blue + box located directly across from the Effective Date field (or just below the second navigational bar). This will create a new effective dated row within a specific Group and you can either change the status and/or add comments.
• A student stays in a **Student Group** until removed – or made inactive – from that group. Most students will stay in a Student Group and then when they no longer need to be in that student groups, will be made inactive in the student group instead of actually removing the student group from their record. All Student Groups must be maintained by the office assigning the Group to the student’s record.

• If a student actually needs to be removed from a Student Group, this is done by using the blue – box directly across from the Academic Institution field (or just below the first navigational bar). By doing, this there will be no history of that student ever being in that Student Group, so this is the reason most of the time the student becomes Inactive in a Student Group instead. This is done by first finding the Student Group needing to be made inactive using the first navigational bar by either using the View All or the arrow buttons. Once you have located the Student Group to be made inactive, use the blue + box directly across from the Status field (or just below the second navigational bar). This will add a new effective dated row (with today’s date) and then you will need to use the drop down of the Status field and change the status to Inactive and then be sure to click on the Save button.

• The Last Update Date/Time, Update By and Type data listed just below the comments box reflects when, whom and how the row you see was last updated of which is tracked on the View Student Groups by Student page.

### View Student Groups by Student

Main Menu>Records and Enrollment>Career and Program Information>View Student Groups by Student

This page allows you to view all students by a student group. When doing your search, be sure that the value of UKANS is in the Academic Institution field and then either type in or use the magnifying glass to the right of the Student Group field the student group.
Below is a sample of the results when the student group of VA was put in the Student Group field on the search window. Notice the different values you can choose from in the drop down for the Select Effective Dates (defaults to Most Current Active) field prior to clicking on the Get Results button. You can also change the value using the drop down for the Range Selection (defaults to No Range Select).

Be sure to watch for total number of rows you get once you have clicked on the Get Results button. The screen shot above has a total of 407 rows in the navigational bar.

You can change the sorting of the results by simply clicking on any of the column headers (i.e. wanting to sort your results in name order, simply click on Name column header).

Clicking on the Details link will take you to the Student Groups page where you can make any needed changes. Once you made the changes, click on the Apply button and then click on the OK button. This will take you back to the View Student Groups by Student page and if you did make changes, you will then need to click on the Get Results button to refresh your list of results.