

Admin Created Monitored Lists and Groups

Monitor Lists are typically created by teachers who need to be able to see students that are not in their current roster. For example, a teacher tutors students after school from another campus or from another class and needs to be able to see their profiles. By creating a monitor list and having the principal approve it, the teacher will be able to view all information on the students' profiles. Approving monitor lists is discussed in this section.

Monitor Groups are created by campus or district level administrators. Groups have two functions. When a monitor group of target students is created, the teachers who have students in the group will be able to automatically view the target group. The second function of groups gives staff members the ability to summarize on the target group and track student progress on assessments.

Creating a Group

There are two ways to create a monitor group.

Option #1

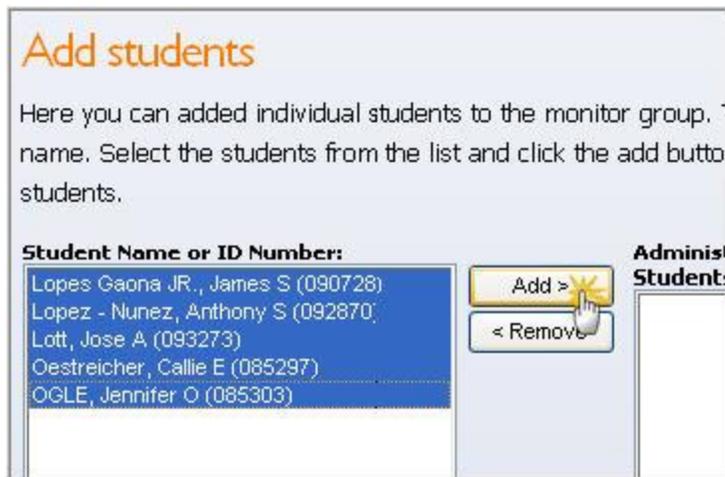
- Create a new data view or select a test from Quick Views
- Switch to **Individual Student Level** to view a list of students



- Edit the view to reflect the students that need to be in the monitor group (Example: Students with scale score < 2100)
- Click the **Add to Group** button



- Follow the instructions in the wizard to create the group
- On the fourth step, the students will need to be added to the group:
 - Choose individual students by clicking on the student's name and clicking the **Add** button
 - Choose multiple students by holding down the shift or control keys and clicking the **Add** button



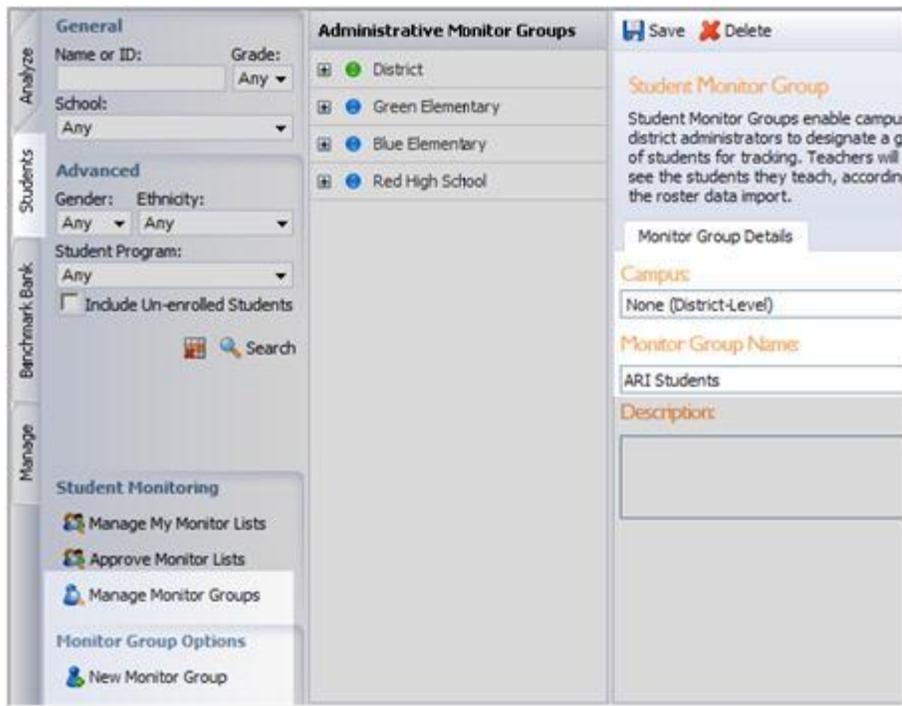
**Once created, teachers can only see a monitor group if they teach students in that group. And, they can only see the students they teach, not all students in the group. To view the monitor group from the Analyze Tab, click My Student Groups and select the monitor group. The students will be displayed in a list and can be selected to view their profiles.



Option #2

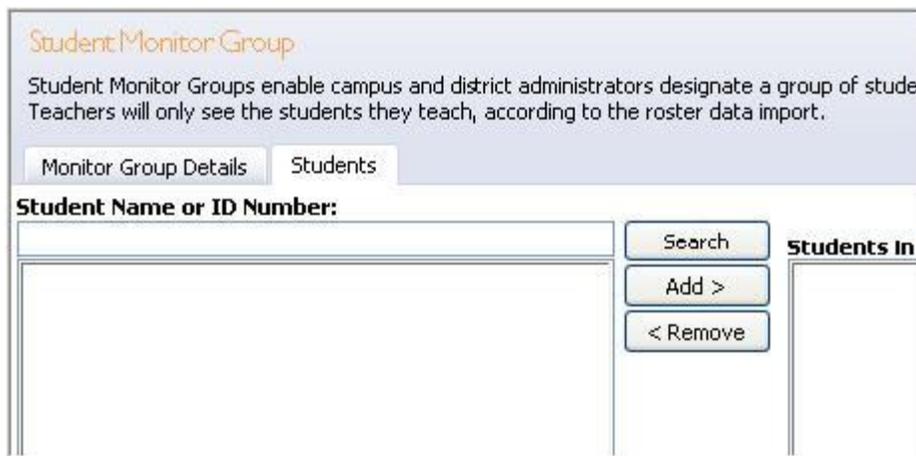
A monitor group can be created manually through the Students Tab.

- On the Students Tab, click Manage Monitor Groups (lower-left corner of screen)
- Click New Monitor Group
- Enter a name for the monitor group
- Click **Save**



- Click the Students Tab and enter students' names or ID numbers to search. Click **Add** to add the students to the monitor group.
- Click **Save**

**Teachers can only see a monitor group if they teach the students in that group. And, they can only see the students they teach, not all students in the group.



To Mass assign a group of students to a monitor group, simply upload a .txt file with only student local ID numbers. Note: There is a file size limitation of 4 MB per file.

Mass Assign Students

Here you can assign students to the monitor group with file upload. Upload a .TXT file with student local ID numbers below. The file should contain student local ID's that are line separated.

****Mass Assigning will NOT overwrite any students in the current list****

Student ID File:

Choose File

No file chosen

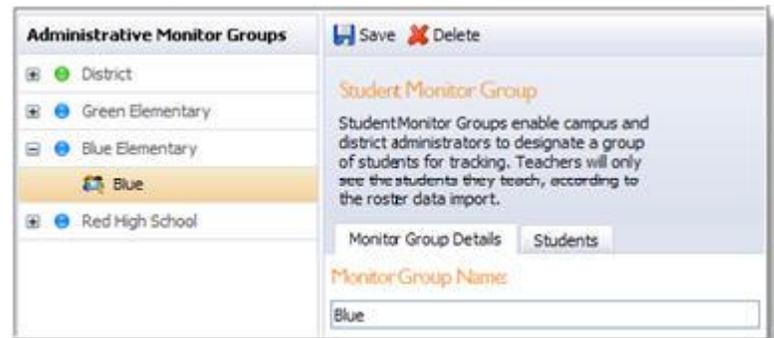
Upload

To view the monitor group from the Analyze Tab, click My Student Groups and select the monitor group. The students will be displayed in a list and can be selected to view their profiles.

Managing Groups

District Data Viewers are able to create, edit, and delete monitor groups for the district. Campus Administrators are able to create, edit, and delete monitor groups for their campuses.

- On the Students Tab, click Manage Monitor Groups in the lower-left corner
- Select the campus
- Click on the group and add/delete students, delete the group, etc.



Approving Monitor Lists

When a teacher creates a monitor list, the list must be approved by the teacher's Campus Administrator before the teacher can view the students.

- Click on the Students Tab
- Click Approve Monitor Lists



- Click on the monitor list
- Click **Approve List**

