QRG – How to add a student to multiple groups

When a student newly registered to your school, one easy way to add the student to all associated student groups is click 🗂 icon anywhere in ERN to go to the Student Centric Group Management screen.

This Student Centric Group placement could also used to manage student current year and future year student groups

You could go to student centric group placement every where when you click on this 🗂 icon, the options are:

- On student enquiry, and all student lists there is an icon 🗂 that allows you to float over and view the groups a student is currently in. This icon appears on ALL ERN student lists. We have activated this icon to allow you to now use a new screen that allows you to perform student centric group placement.

- Once you locate the student, 🗂 is also available next to the student family name in student details page, click 🗂 to access the student centric group management

- Locate the student in Place management ➔ registration offers tab. Click 🗂 to access the student centric group management
• Locate the student in **Place management → Student Group Offers** tab. Click to access the **student centric group management**

The **Group Management** screen is in two halves. The top half shows what the student is currently in. The bottom half shows what the student could be in, these are all the eligible groups for the selected calendar year and activity type that the student can be placed in (constrained by the students enrolment type and scholastic year). You can change the Calendar Year on either half to see previous years or next years (and different activity types)

**NOTE 1:** To REMOVE a student from a group they are in simply click on the check next to the groups in the top half of the screen and the student will be removed.

**NOTE 2:** To ADD the student to any groups simply click on the check box next to the groups in the bottom half of the screen and the student will be added.

**NOTE 3:** On the top half, the subgroup is not listed. For example: Primary school will not see the course class created under the roll class. High school will not see the course class created under the composite class

**NOTE 4:** On the bottom half. For scholastic year K-6 is default to the roll class. For scholastic year 7-12 is default to the course class

The changes happen instantly and there is no SAVE or GO button to click. If you make a mistake simply re-add or remove the erroneous entry.
Once the student is placed into the correct group, click the **Close** at the bottom of the screen.

Put the cursor next to the 🔄 icon to review groups the student current in.