

## Assigning a Student Group Step-By-Step Guide

We are also available for questions at [inform@mansfieldct.org](mailto:inform@mansfieldct.org)

There are multiple options for how to do this. Below are the choices:

**Method 1:** If you want to assign any student(s) to a particular student group.

**Method 2:** If you want to assign some or all of the students in a particular demographic (such as Title I) to a student group.

### Method 1:

- 1) Go to <http://mansfieldct.org/inform> and login.
- 2) Click on the tab for “Strategy” and then click on “Student Groups”.
- 3) On the left side, click the red icon that looks like an arrow in a target bull’s-eye next to the student group you want to work in. It will show you the current students in the group.
- 4) Next to that same group, you’ll see a blue icon that looks like an arrow curved to the left forming a circle. Click on that icon.
- 5) Click on the column heading called “student”. This will sort the list of all MMS students in alpha order. Put a check in the box next to the student(s) who you want to add to the group.
- 6) Click on the disk icon in the upper right to save it.

The above method requires that the student group has a “selection criteria” applied to it.

### Method 2:

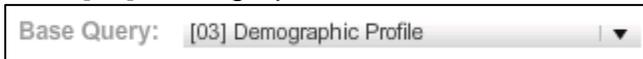
- 1) Go to <http://mansfieldct.org/inform> and login.
- 2) Click on the tab for “Reports”.



- 3) Click on the “Create” button.



- 4) Pick “[03] Demographic Profile” as the “Base Query”.



- 5) Pick “by Grade Level” as the “Display”.



- 6) Pick **one** of the following for the “Filter” (you don’t have to assign it to all of those students, but if you know you’re only working with student within a certain demographic):
- by CT\_ELL (if you want to assign interventions to only ELL students)
  - by CT\_Spec\_Ed (if you want to assign interventions to only special education students)
  - by CT\_TitleI\_Stu (if you want to assign interventions to only Title I students)

In each of the above, when you pick it, it should display: = Y (which tells it to only pull those students).



Display: by Grade Level | ▼  
Filter: by CT\_TitleI\_Stu | ▼ = | ▼ Y | ▼

- 7) Click on the “Create Report” button.



- 8) A bar graph will appear with a different color bar for each grade level. Left-click on the grade level that you want to work with and pick “Students in Grade Level: # (the grade level you picked)”.
- 9) Put a check in the box next to each student that you want to assign the intervention (the box is in the left most column). If you want to assign it to all, click on the check box at the top of the column.
- 10) Click on the pull down “Take Action on Selected” and pick “Assign to Student Group”.



Select Students, then choose an Action. Take Action on Selected ▼

- 11) A window will pop-up. Click on the circle next to the group you want the student(s) added to.
- 12) Click the “Save” button. You are now done.