

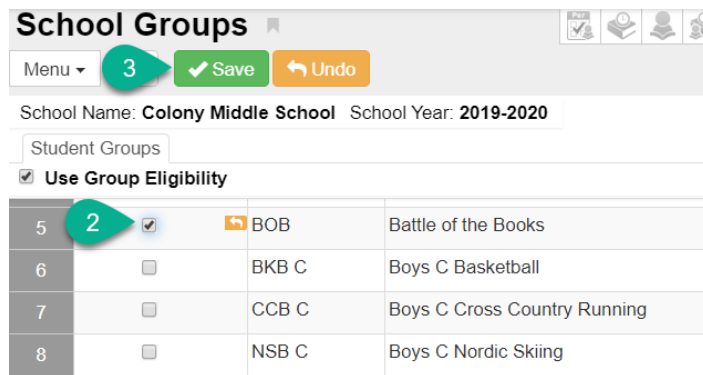
## STUDENT GROUPS

Student groups in Synergy track student participation and eligibility in athletics or clubs. It is also a tool that is utilized for rostering students for various purposes (TVUE Special Ed Rosters (SSS Roster), Clever, Advisors, Printing Reports, etc.). Groups can also be used to track a student's attendance, discipline and grades. Groups are managed at the district level and schools choose which groups to use at their site. There are several Clever and Generic Groups that can be utilized for rostering or any purpose deemed necessary.

**SE GROUPS for CASE MANAGERS:** Please use the groups labeled: Roster01-15: SSS Roster.

## OPTING IN TO SCHOOL GROUPS

1. Navigate to: Synergy SIS > Student > Setup > **School Groups**
2. To Opt-In to a group, Click on the checkbox: **Used in School** for all groups needed
3. Click **Save**



**School Groups**

Menu ▾ 3 ✓ Save ↶ Undo

School Name: **Colony Middle School** School Year: **2019-2020**

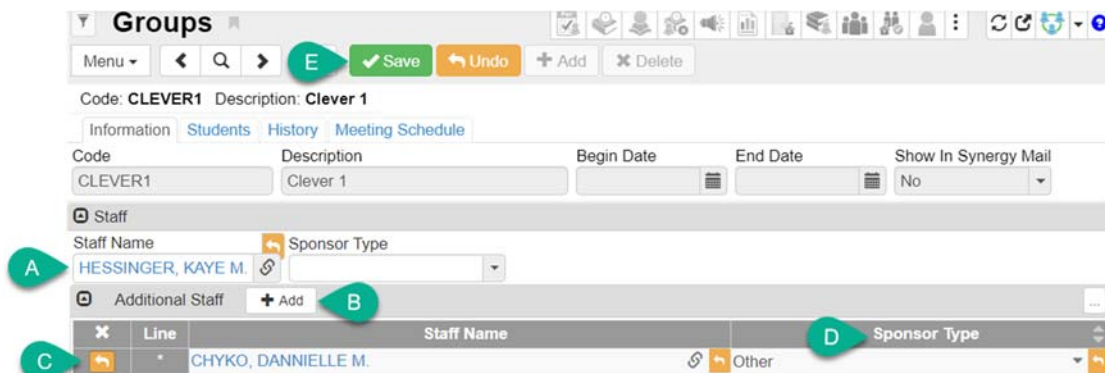
Student Groups

**Use Group Eligibility**

|   |                                     |       |                              |
|---|-------------------------------------|-------|------------------------------|
| 5 | <input checked="" type="checkbox"/> | BOB   | Battle of the Books          |
| 6 | <input type="checkbox"/>            | BKB C | Boys C Basketball            |
| 7 | <input type="checkbox"/>            | CCB C | Boys C Cross Country Running |
| 8 | <input type="checkbox"/>            | NSB C | Boys C Nordic Skiing         |

## ADDING STAFF/STUDENTS TO GROUPS

1. Navigate to: Synergy SIS > Student > Groups
2. Locate the Group you are adding Staff/Students to by paging through with the arrows or doing a FIND
3. **TO ADD STAFF:**
  - A. On the Information Tab, under the **Staff Name** selection locate the staff name
  - B. If there are additional Staff to add, under the Additional Staff, click **Add**
  - C. Input all the necessary Staff members
  - D. **Sponsor Type** is a label used to designate a Staff Role
  - E. When all staff are added, click **Save**



**Groups**

Menu ▾ ◀ 🔍 ▶ E ✓ Save ↶ Undo + Add ✕ Delete

Code: **CLEVER1** Description: **Clever 1**

Information **Students** History Meeting Schedule

| Code    | Description | Begin Date | End Date | Show In Synergy Mail |
|---------|-------------|------------|----------|----------------------|
| CLEVER1 | Clever 1    |            |          | No                   |

Staff

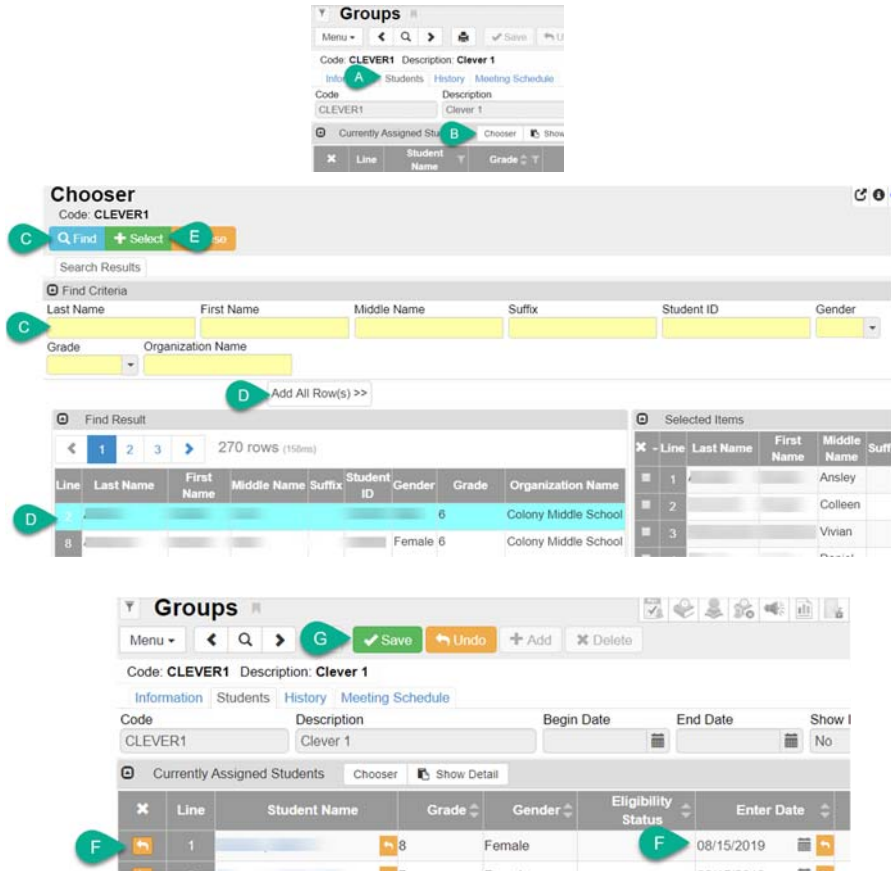
Staff Name  Sponsor Type

Additional Staff + Add B

| Line | Staff Name          | Sponsor Type |
|------|---------------------|--------------|
| C    | CHYKO, DANNIELLE M. | D Other      |

**TO ADD STUDENTS:**

- A. Click on the **Students Tab**
- B. Click on: **Chooser**
- C. Use the Yellow Fields to input data and click: **Find** to locate students with the criteria entered
- D. Click on the *Names of the Students* to add them to the **Selected Items** column
  - i. OR you can Select: **Add All Row(s)** to add all students showing in the *Find Result column*
- E. Once all students are selected, Click: **Select**
- F. You can Undo any student that was selected on accident, or input an Enter Date at this time
- G. Once all data is correct, Click: **Save**



**TO REMOVE STUDENTS:**

1. **Individually:** On the **Students Tab**, Input a **Leave Date**
2. Click: **Save**
  - i. Student moves to the **History Tab**
3. **In Mass:** Click on Menu: **Mass assign Group End Date**
  - i. Follow the prompts

