

# Creating Student Groups

Group management in PARS allows you to create and manage your own user defined groups as well as viewing SIMS groups and managing PARS special groups.

SIMS groups include SEN, Ethnicity, Meal Type, Academic Classes, Year Groups, etc. and can be seen listed in PARS Group management.

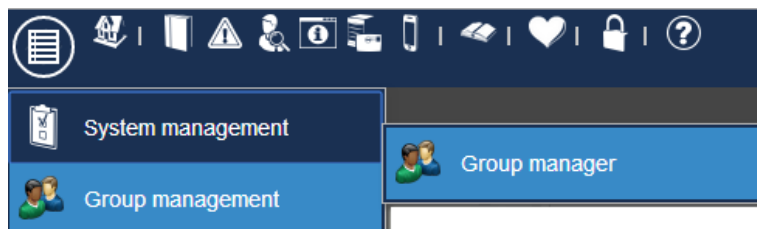
You may want to create your own groups for various reasons including persistent absentees, behaviour issues, sports clubs, focus groups, etc. – you can also create staff groups allowing for reports for teachers and emergency notices.

As well as using groups to update information (such as batch entering attendance marks), you can also run reports on groups of pupils including; who has the most merit points in a group, most unexplained absences, best grades in class, quantity of detentions, who's on report, etc.

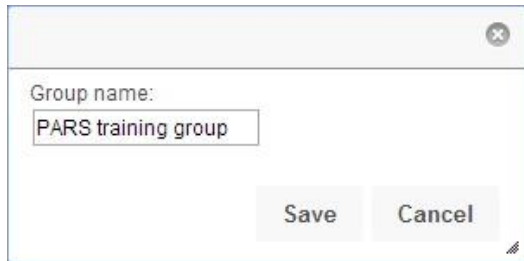
## Student Groups

To begin creating a student group, go to:

PARS main menu > Group Management > Group Manager

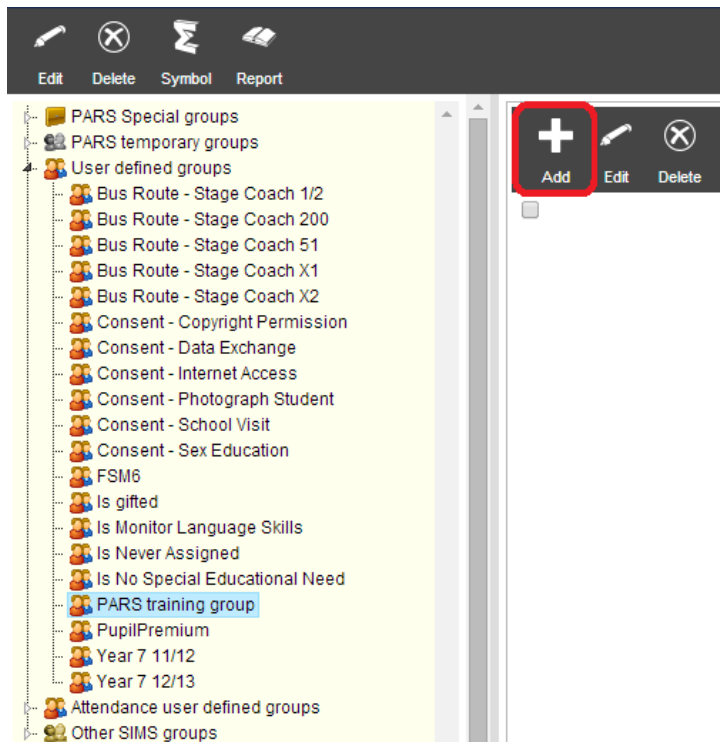


Click on “User defined groups” on the left side of the page. You will see an “Add” button on the top toolbar – click this to create a new group.



You need to give your group a name – call it “PARS training group”. Click “Save” once you have named your group and it will be created in the list of User defined groups to the left. Now single-click on the name of your group.

When you click on your group, a new section will appear in the middle of the page. In the bar at the top of this section, click the “Add” button.



The section in the middle of the page is used for managing the pupils in each group.

You have an Add button to add pupils to the group. The edit button will let you change the pupils’ membership dates in the group.

The delete button is used to remove pupils from groups.

After you click Add, you will need to select the membership dates for the pupils in your group. The pupils will **only** be in your group during the date range that you set.

You will first need to select the membership dates for pupils in your group. Click “Today” from the left side on the window.

The latest date you can use for the end date is the last day of the academic year. This means that pupils would be removed from your group at the beginning of next year.

If you do not want this to happen, delete the end date so that it is blank. The pupils will then be in this group until you remove them manually.

Now choose the pupils who are going to be in your group. You can select them by clicking the tick box next to the pupil’s name.

You can also find specific pupils by using the search bar at the top –right of this window.