



Smarter Reporting System Quick Access Guide

Managing Student Groups

March 31, 2021

Smarter Reporting Student Groups

Manage Student Groups

Permissioned Administrators can create, view, and manage groups of students to allow users to easily view a collection of student assessment results. A student group could represent all the students in a teacher's classroom or a particular period of instruction, for example. The **Manage Student Groups** page is accessed by the selecting the **Student Groups** button on the Home Page.

The **Manage Student Groups** page provides the following features below:

1. **School** - Search for groups by school
2. **School Year** - Search for groups by school year
3. **Subject** - Search for groups by subject
4. **[Upload Groups]** button - Create or update one or more groups
5. **[View Uploads]** button - View the history of group data uploads
6. **Search groups by name** - Search for groups by name
7. **Student Groups List** - displays groups matching the filter conditions selected, including group and school name, school year, subject(s) and the number of students in the group
8. **Delete** – Link for option to delete the group

The screenshot shows the 'Manage Student Groups' interface. At the top right, there are two buttons: 'Upload Groups' (labeled 4) and 'View Uploads' (labeled 5). Below these are three filter dropdowns: 'School' (labeled 1) with the value 'Demo Elementary (99900010000001)', 'School Year' (labeled 2) with '2018-19', and 'Subject' (labeled 3) with 'All'. A search bar (labeled 6) is located below the filters. The main area contains a table (labeled 7) with columns: Name, School, School Year, Subjects, Num. of Students, and a 'Delete' link (labeled 8) for each row. The table lists six groups: Demo Elementary Grade 3 ELA (22 students), Demo Elementary Grade 3 Math (21 students), Demo Elementary Grade 4 ELA (26 students), Demo Elementary Grade 4 Math (34 students), Demo Elementary Grade 5 ELA (21 students), and Demo Elementary Grade 5 Latin (23 students).

Name	School	School Year	Subjects	Num. of Students	
Demo Elementary Grade 3 ELA	Demo Elementary	2018-19	ELA	22	Delete
Demo Elementary Grade 3 Math	Demo Elementary	2018-19	Math	21	Delete
Demo Elementary Grade 4 ELA	Demo Elementary	2018-19	ELA	26	Delete
Demo Elementary Grade 4 Math	Demo Elementary	2018-19	Math	34	Delete
Demo Elementary Grade 5 ELA	Demo Elementary	2018-19	ELA	21	Delete
Demo Elementary Grade 5 Latin	Demo Elementary	2018-19	Latin Proficiency	23	Delete

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Selecting a school, school year, or subject immediately updates the list of student groups displayed in the **Student Groups List**. If groups do not exist for the selected school, year, and subject filters, a message appears in the **Student Groups List** as shown below.

Name	School	School Year	Subjects
No groups found matching the given filter criteria.			

Figure 2

Smarter Reporting Student Groups

Create a Student Group File Using the Template

In addition to the column title requirements above, the following validation rules are applied to determine whether a file will be accepted:

- A group is defined by the combination of school, school year, and group name
- The administrator uploading the file must have permissions to the school listed in the file.
- Groups for a school must be listed together, and must not be separated by lists of groups for other schools
- No more than 200 students may be assigned to a single student group
- Each row must contain valid values for school_natural_id, school_year, and group_name
- The input file must be in CSV format



Note: If all rows for a group have a blank value for subject code, the system automatically assigns a subject of “ALL”.



Caution: Once a student group has been created for the first time, any subsequent file uploads for that same group will replace ALL of the student records assigned to the group.



Tip: To avoid Excel auto-formatting data in scientific notation, the school_natural_id and student_ssid columns must be formatted as a number with zero decimal places.



Warning: Excel may convert values to an alternative format. For example, the school_natural_id value is a long number (e.g., 12345671234567) that Excel may convert to scientific notation (e.g., 1.23457E+13). If saved in this format, the Reporting System will not be able to match it to a valid school identifier.

Here is an example of Excel making this change while creating a new CSV file:

	A	B	C	D	E	F
1	group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
2	New group	1.23457E+13	2018	ALL	12345678	test@example.com
3	New group	1.23457E+13	2018	ALL	12345679	test@example.com
4	New group	1.23457E+13	2018	ALL	12345680	test@example.com
5	New group	1.23457E+13	2018	ALL	12345678	test@example.com

Figure 5

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Create a Student Group File Using the Template

- Selecting the **CSV File Format** button will display the CSV File Format page, as shown in Figure 3.

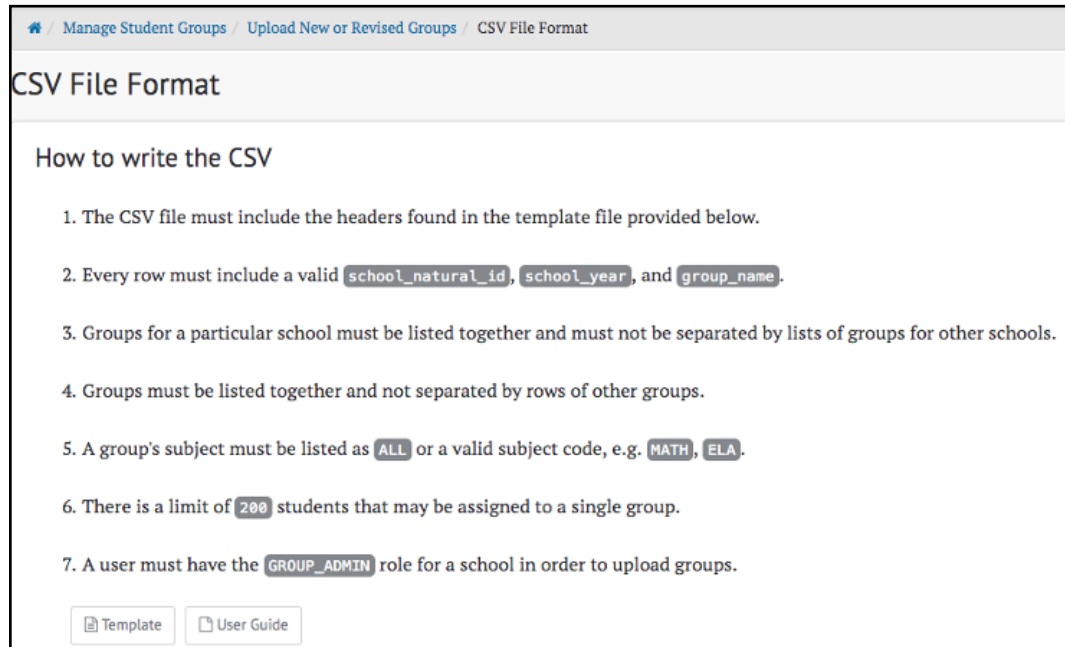


Figure 3

- This page gives instructions on how to create a CSV file to be uploaded. Selecting the **Template** button will download a CSV file with required column titles.

	A	B	C	D	E	F
1	group_name	school_natural_id	school_year	subject_code	student_ssId	group_user_login
2						
3						

Figure 4

Rules for Student Group Files

The uploaded file must contain these column titles in the first row (column order must match exactly):

- `group_name`: name of the group (must be unique per school)
- `school_natural_id`: the school identifier (must match identifier used in state entity file)
- `school_year`: four-digit school year (2021 represents 2020-21 school year)
- `subject_code`: ALL or a valid subject code, e.g. ELA, MATH
- `student_ssId`: statewide student identifier
- `group_user_login`: email address of a user(s) with permission to access the group's assessment results

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Upload a Student Group File

Selecting the **Upload Groups** button on the **Manage Student Groups** page opens the **Upload Groups** page shown below. Here, administrators can upload comma-separated value (CSV) files of student group information by dragging the file(s) from a file system, and dropping it into the dotted box, or by browsing for files on a computer. The Upload Results list at the bottom will update the status of files after they are uploaded. In the example below, no files have been uploaded yet.

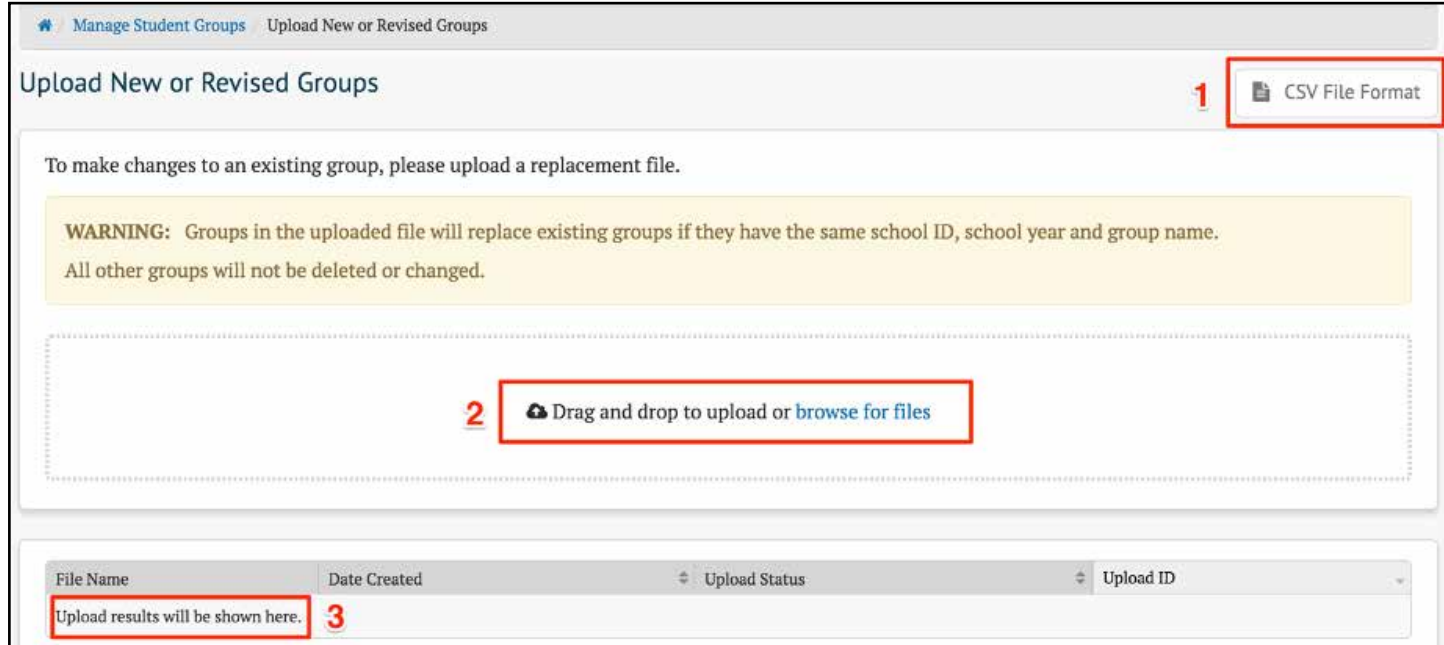


Figure 8

1. Selecting the [CSV File Format] button will display the CSV File Format page, which describes how to set up a CSV file to upload or revise student groups.
2. To upload a file, either drag it to this entry, or select “browse for files” to select one from the file system
3. Results of uploads will be shown in *Figure 9*.
 - a. Accepted – file was properly formatted and passed all validation rules
 - b. Bad Data – there is a formatting error or it failed validation

Upload a Student Group File

File Name	Date Created	Upload Status	Upload ID
Example_Group_File_2.csv	Oct 1, 2020, 4:46:33 PM	Accepted	31094
Example_Group_File_1.csv	Oct 1, 2020, 4:44:18 PM	Bad Data	31093

Figure 9

View Prior Uploads

Selecting the [View Uploads] button on the Manage Student Groups page opens the View Uploads page, shown in Figure 10.

File Name	Date Created	Upload Status	Upload ID
Example_Group_File_1.csv	Oct 1, 2020, 5:08:26 PM	Processed	30858

Figure 10

This page shows the results of all of the student group file uploads, from most recent to oldest. If there are no uploaded student group files, the system displays the message “Upload results will be shown here.”.

File Name	Date Created	Upload Status	Upload ID
Upload results will be shown here.			

Figure 11



Tip: Although you can't explicitly delete a group through an upload, you can effectively delete any group by creating a file that has the group with no students or users. Use a single row with just the school_natural_id, school_year and group_name columns filled.

Troubleshooting Common Issues

Upload CSV “Bad Data”

The “Bad Data” status informs the user that there was a problem with the uploaded CSV file. Select the **View Errors** button to see more information.

Incorrect Headers

The system will display an error message if the order of the column headers does not match the expected order exactly:

Message: Row: 0 Failure: Invalid headers. Headers must be in order: [group_name,school_natural_id,school_year,subject_code,student_ssid,group_user_login]

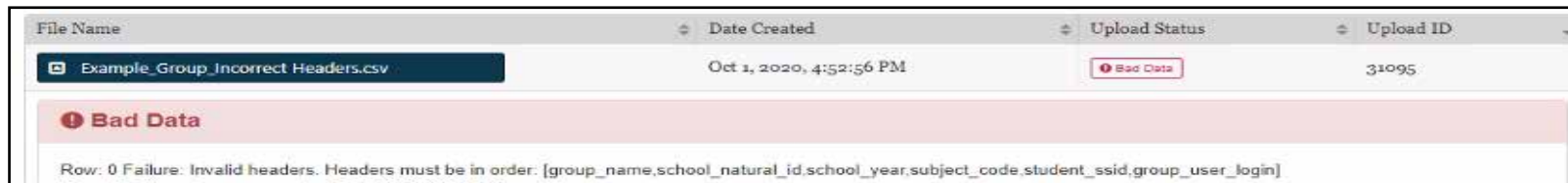


Figure 12

To resolve this error, update the CSV file to ensure the column header names in the first row match the expected names, in the correct order, or use the **CSV File Format** button to download a template.

School Cannot Be Found

The system will display an error message if it cannot find a school associated with the uploaded school_natural_id value:

Message: Row: 1 Failure: School [1.23457E+13] cannot be found

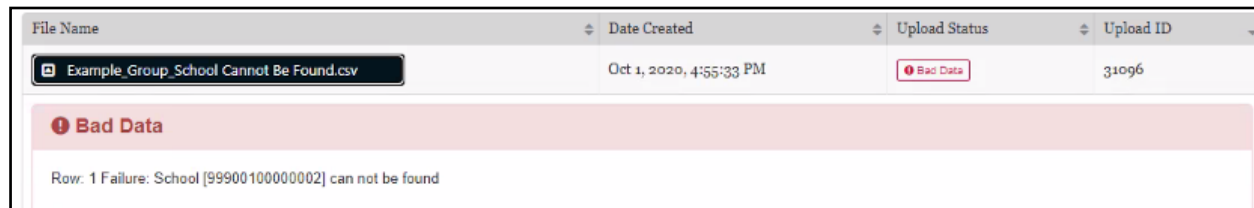


Figure 13

To resolve this error, update the CSV file to include a valid school identifier. If the school listed in the error message is in scientific notation (e.g. 1.23457E+13) it is likely that Excel was used to create or view the file, and the column value was automatically formatted by Excel. This error will also be displayed if the school is not included in the user’s assigned institution(s).