Creating Demographic Groups

This guide illustrates how to create demographic groups, which are groups formed by giving the system a specific combination of demographic criteria (e.g., gender, ethnicity, proficiency levels, FRL status, test score) and telling it to find and make a group out of all the students or data records that meet those criteria. Like any group, demographic groups can be used to filter your view—when you pull one into your view, it tells the system to only display students included in your selected group throughout the site (e.g., browsing menus, multi-student data entry forms, reports, rosters, and Quick Graphs). Demographic groups are dynamic, and group membership will be updated as additional students and data are entered or loaded into the system.

CREATE A NEW DEMOGRAPHIC GROUP

Find the specific measure's group home page by starting at the Demographic Groups Home page > selecting the green plus icon at the bottom of the group table > selecting the measure you want to use the demographic group for from the drop down > selecting "Go" > complete the form that opens > select "Save."

Name: Be as descriptive as possible: which students, what criteria.

Used to identify: Tell the system what you need it to find.

- Students: Tells the system to identify all students who currently meet the criteria you'll specify, and to filter out any students who do not meet your criteria (e.g., Identify females who are enrolled in Gifted / Talented). This type of demographic group can be applied to any measure in the system, because it does not use fields that are specific to a measure.

- Student by year: Tells the system to identify all students who met your criteria during the anchor year you've selected in your view, even if they do not meet your criteria in the current year (e.g., students flagged as ELL for a specific year or years), and filters out all other students. After you've created your group, you can change the anchor year in your view to filter for different years—the same students may be coded or flagged differently from one year to the next.

- Data records: Tells the system to identify all of the specific data records within a specific measure that meet your criteria, and filters out all data records that do not meet your criteria (e.g., Identify all females enrolled in Gifted / Talented that scored within the 80-90 %ile on STAR Math). If one student has multiple records that meet your criteria, the system will include each of those in your group (e.g., identifies a Fall record and a Winter record), as opposed to finding...
the students that meet the criteria (e.g., Samantha Allen). Because this type of demographic group uses fields that are specific to a measure, it can only be used within the measure you created it in.

The rest of the form will vary from measure to measure, because every measure is comprised of different fields. However, every form uses the same types of fields, and once you’ve built a demographic group for one measure, you’re ready to build groups in other measures as well.

**Option Lists:** Select the filter mode from the first drop down > check the box next to the value(s) you want the system to find from the second drop down > select "Update." Filter modes are:
- **Is:** Find any student or record with this exact value in this field.
- **Is not:** Find any student or record without this exact value in this field.
- **Is blank:** Find any student or record without a value in this field.
- **Is not blank:** Find any student or record with any value in this field.

To remove a selection, uncheck the box, or select "Clear" to remove all selections.

**Text Fields:** Select the filter mode from the drop down > type the value you want the system to search for into the text box. Filter modes are:
- **Contains:** Find any student or record with this specific value somewhere in this field.
- **Is blank:** Find any student or record without a value in this field.
- **Is not blank:** Find any student or record with any value in this field.

**Number Fields:** Select the filter mode from the first drop down > select the minimum and maximum number settings in the second drop down > type the
appropriate value in the text boxes. Filter modes are the same as in option lists. Number settings are:

- **Minimum number >=**: For the lowest value, find all values greater than or equal to this value (e.g., 10).
- **Minimum number >**: For the lowest value, find all values greater than this value (e.g., 9)
- **Maximum number <=**: For the highest value, find all values lesser than or equal to this value (e.g., 75).
- **Minimum number <**: For the highest value, find all values lesser than this value (e.g., 76).

**Date Fields**: Select the filter mode from the first drop down > select the minimum and maximum date settings in the second drop down > type the appropriate dates in the text boxes (mm/dd/yyyy format). Filter modes are the same as in option lists. Date settings are:

- **Minimum date >=**: For the earliest date, find all dates after or on this date (e.g., 09/15/2013).
- **Minimum date >**: For the earliest date, find all dates after this date (e.g., 09/14/2013).
- **Maximum date <=**: For the latest date, find all dates before or on this date (e.g., 12/15/2013).
- **Maximum date <**: For the latest date, find all dates before this date (e.g., 12/16/2013).

Review the form > enter all the criteria you're interested in > select "Save" when you are finished working.

The system will take you the specific measure's demographic groups home page, showing all the demographic groups created or shared into your account for this specific measure. The group will also be added to the Demographic Group Home page itself.
From this table, you can view the group's summary details, edit or delete it, or pull the group into your view and jump to the measure's home page with the Grab n Go icon.

Select the blue summary icon to display the criteria (or filters) you've selected for the group and how many students and data records the system found that meet your criteria.