This guide describes the different types of groups you can use in Alpine and illustrates how to manage, share, and pull existing groups in your view (creating new groups is covered by other guides in this series). All groups can be used as powerful filters—pulling one into your view tells the system to filter out students not included in the group and to only display included students throughout the site, including browsing menus, multi-student data entry forms, reports, rosters, and Quick Graphs.

THE GROUPS TAB

Find the Groups Tab by starting at the myAlpine home page > selecting the Groups Tab.

Types of Groups

- **Student Groups**: Created when you hand-pick students from a list, either by name or by ID number (e.g., students in specific program, club, or instructional group). Student groups are not dynamic, and will only be changed by the system if the student relocates and is no longer visible by your permission profile.

- **Demographic Groups**: Created by giving the system any combination of demographic criteria, and telling it find and form a group of all the students or data records that meet the criteria that you specified (e.g., gender, ethnicity, proficiency levels, FRL status, test score). Demographic groups are dynamic, and group membership will be automatically updated by the system as additional students and data are entered or loaded into the system.

- **Classes/Schedules**: Created and updated according to an imported data file from your student information system, typically including term, teacher, department, course names and numbers, and/or class periods information. Most users will not create their own Classes/Schedules groups, but most will use them.
- **Validated List**: A non-dynamic, frozen list of students, typically used in conjunction with the Evaluation tool. Most users will not use Validated List groups.

From the Group Tab, you can pull an existing group into your view and jump to a measure, or jump to any type of group’s home page to manage existing groups or create new ones.

**FILTERING MY VIEW WITH A GROUP**

There are three methods of pulling a group into My View:

- **Grab n Go**: Find the group home page > select the Grab n Go icon for the group you want to use from the table > select the measure you want to use in the window that appears > select "Go."

- **My View Flyout**: Find the My View flyout by selecting the "Change" link under the My View section of the left sidebar > select the Groups drop down > select appropriate group type > select the group you'd like to use (the system will display all of the groups created or shared into your account as options in the drop down) > select "Change My View Settings."

- **Group Tab**: Find the Group Tab by selecting the home page icon from the main menu bar > selecting the Group Tab > selecting the group you want to use in the Group drop down > selecting the measure you want to use in the Measure drop down > selecting "Go."

The group will be pulled into your view and will follow you in your view settings throughout the site until you change your view settings again.
Find any group type’s home page by starting at the **Group Tab** > selecting the blue “**Group Home”** link on the appropriate group type’s tile.

On the home page, the groups table displays all the groups that have been created or shared into your account for this group type. Groups are listed in alphabetical order by default, and the table displays the perspective, student count, owner, and date of last modification for each. A group you’ve created belongs only to you unless you share it, and will remain in your account until you delete it.

Use the **Actions** section of the table to view, edit, copy, share, or delete the group, or use the **Grab n Go** icon to take the group into your view and select a specific measure to jump to.