Using Classes/Schedules Groups

This guide shows how to use Classes/Schedules groups, and how to create and manage new Classes/Schedules groups within your account. Classes/Schedules groups are groups that are created based on Classes/Schedules criteria (e.g., teacher, class, department, term), and can be pulled in your view to help you filter down to only view the students you’re interested in.

Classes/Schedules groups help you filter down to only view the students you care about.
By pulling a Classes/Schedules group into your view, you tell the system to only display the students included in that group throughout the site, including data entry forms, student portfolio loop prints, Quick Graphs, Data Dashboards, rosters, and summary graphical reports. This can make your work in Alpine much faster and more efficient.

Classes/Schedules can be shared into your account, pre-created by the system, or created and shared by someone within your organization.
- **Shared into your account:** When your organization uploads a Classes/Schedules file, any of the classes that are coded to your username and teacher identification information will be automatically shared into your account, where you can pick it and pull it into your view (or, another user can manually create a new group and share it with you). Most users will primarily use this type of Classes/Schedules group.
- **Pre-created by the system:** The system provides several pre-created “loop groups,” which allow you to switch between several groups without picking each one into your view individually. These types of groups are especially helpful for administrative users.
- **Created within your account:** If you need to use a group that has not already been shared into your account or provided by the system, you can manually create your own Classes/Schedules group. Groups created within your account can be loop groups or non-loop groups, and can be shared with others.

Classes/Schedules groups can be selected on the Group Tab, the My View flyout, and on the Data Dashboards Tab view bar.
The groups that are available in your account will be available everywhere on the site. You can add them into your view anytime you adjust your My View settings.

Access to other teachers’ Classes/Schedules groups is restricted.
Classes/Schedules groups that are shared from a file upload are only visible to the teacher to whom the group belongs (e.g., Mr. Stark cannot view Mrs. Peyton’s Classes/Schedules...
groups). Users who need to see Classes/Schedules groups for all teachers in their school(s) and not just their own groups (e.g., principals), can be given this visibility through the "Teacher" Restricted Field Visibility setting in either Permission Profile or Individual Profile settings (this process is addressed in the Managing Profile & Individual Permissions guide). Once this visibility permission is given, those users will be able to see and select Classes/Schedules groups for all teachers’ in their school(s) in loop groups—not just their own groups.

**USE A CLASSES/SCHEDULES GROUP**

Start on the Groups Tab of the myAlpine home page > on the Classes/Schedules Groups tile, select your class in the “Group” dropdown > select your measure in the “Measure” dropdown > select "Go."

The system will jump to the measure you selected, with the Classes/Schedules group you selected already pulled into your view. Keep in mind that the group will stay in your view as you navigate the site until you remove it.

**USE A CLASSES/SCHEDULES LOOP GROUP**

Loop groups are a special feature of Classes/Schedules groups and Demographic groups. Loop groups allow you to flip between several different groups without picking each group into your view individually.

To use a loop group, start on the Groups Tab of the myAlpine home page > on the
Classes/Schedules Groups tile, **select your loop group** in the "Group" dropdown > **select your measure** in the "Measure" dropdown > select "Go."

All loop groups are denoted by the [u] icon.

The system provides several pre-created loop groups—select the loop group that describes how you want to filter and flip through the Classes/Schedules groups available in your account, so you can see the data.

- **By Class:** Flip through your Classes/Schedules groups by class (e.g., Algebra I Period 2, Algebra I Period 3, Algebra II Period 4).
- **By Department within School:** Filter your groups by department, and then *flip through* them by school (e.g., Earth Elementary English Department, Earth Elementary Math Department).
- **By Grade:** Flip through your groups by grade (e.g., all 7th Grade groups display at once, all 8th Grade groups display at once).
- **By Grade within School:** Filter your groups by school, and then *flip through* them by grade (e.g., Earth Elementary 3rd Grade, Earth Elementary 4th Grade).
- **By School:** Flip through your groups by school (e.g., all Earth Elementary groups display at once, all Jupiter Middle School groups display at once).
- **By Teacher within Department:** Filter your groups by department, and then *flip through* them by grade (e.g., English Department teacher Mr. Stark, English Department teacher Mrs. Peyton).
- **By Teacher within School:** Filter your groups by school, and then *flip through* them by grade (e.g., Earth Elementary teacher Mr. Stark, Earth Elementary teacher Mrs. Peyton).
- **By Term, School, Grade, Teacher:** Filter your groups by Term, then School, then Grade, and then *flip through* them by Teacher (e.g., Semester 1 Earth Elementary Grade 3 teacher Mr. Stark, Semester 1 Earth Elementary Grade 3 teacher Mrs. Peyton). You do not need to use each of the filter fields.
When you select the loop group into your view, the appropriate loop group filter/flip bars will appear in the My View section. Use the drop downs to make filter selections, and then use the arrows to flip through selections for any field. You do not need to use each of the filter fields, and you can still flip through fields you are filtering on.

Find the Classes/Schedules Groups Home page by starting on the Groups Tab > select the "Classes/Schedules Home" link. All existing Classes/Schedules groups in your account are organized onto two tabs: the My Groups Tab (groups you created within your account, shared into your account from a file upload, and all pre-created loop groups) and Others' Groups Tab (the user-created groups that other users have shared with you).

On the My Groups Tab, use the Actions section of the table to view, edit, copy, or delete a group, or select Grab and Go to pull a group into your view and jump to a measure or plan home page. Use the filter and sort icons at the top of each column to help you quickly find the group you’re looking for.

Toggle the active (yellow sun) or inactive (purple moon) to either show or hide a specific group on site. Active groups will appear as options when you pull a Classes/Schedules group into your view. Inactive groups will not.

Use the sharing icon to share a specific group with others. Either select an existing recipient group from the drop down, or select the green plus icon to create a new recipient group to share with (if you’ll want to use the same group in the future, be sure to check the "Save for Later Use?" box).
Others' Groups Tab

On the Others' Groups Tab, use the Action section of the table to view or copy the group (received groups cannot be deleted). You can also toggle whether the group is active or inactive in your account, or select Grab and Go to pull the group into your view and jump to a measure or plan home page.

When others share items with you, they will almost always be inactive. You can choose to activate them by toggling to the sun and moon icon.
CREATE A NEW CLASSES/SCHEDULES GROUP

Start on the Groups Tab of the myAlpine home page > on the Classes/Schedules Groups tile, select the "Classes/Schedules Groups Home" link > select the green plus icon at the bottom of the table > complete the form that appears > select "Save."

**Demographic Group Name:** Enter a descriptive name (e.g., which fields are included).

**Reporting Period:** Decide which school year of Classes/Schedules information you care about.
- *Reporting Period Selected in View:* Select this if you want the group to be flexible, and take on the settings selected in your view as they change. You will be able to reuse this group year after year with this selection.
- *Specific Reporting Period(s):* If you know you only want to use this group in a specific year (or years) of Classes/Schedules data, select the year(s) in the drop down.

**Grade, Term, School, Teacher, Department/Content Area, and Class fields:** Select the criteria that you want the system to include in your group by using the "is/is not" drop down to tell the system how to treat your selected criteria > use the second drop down to make your criteria selections. The system will display all of the options from the groups available in your account in the appropriate drop downs.

The green loop icon will be highlighted for all loop fields, and will display the order in which they loop. Re-select the icons to change the order.

If you do not want to loop on all available options in a specific field, use the drop downs to only select the ones you care about. All other options will be left out of the filter/flip bar.

Use the search bar to make selections quickly.

Select "Update" to keep your selections or "Clear" to start over.
Looping: If you would like the group to loop on a field, toggle the green loop icon. This will tell the system that you want to be able to filter and/or flip through the different groups using these selected fields (e.g., rather than making a group that simply includes all Math Classes for all Middle Schools, you can toggle the loop icon on your "School" and "Grade" selections, so you can also filter on the different schools and flip through the different classes).

Your saved group will immediately appear on your My Groups Tab of the Classes/Schedules Home page.