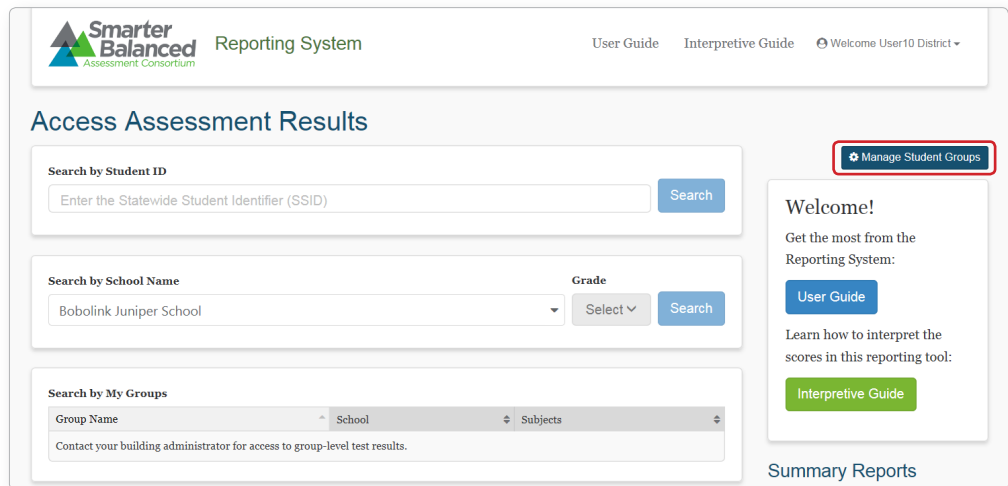


Goal: Create or revise student groups in the Reporting System using a CSV file.

STEP 1

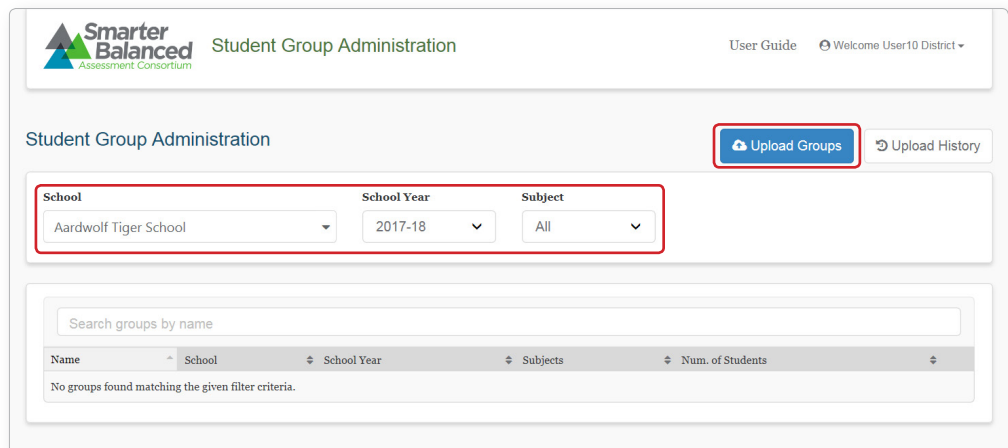
From the home page, select **Manage Student Groups**.



The screenshot shows the Smarter Balanced Reporting System home page. At the top, there is a navigation bar with the Smarter Balanced Assessment Consortium logo, the text 'Reporting System', and links for 'User Guide', 'Interpretive Guide', and 'Welcome User10 District'. Below the navigation bar, the main heading is 'Access Assessment Results'. There are three search sections: 'Search by Student ID' with a text input field and a 'Search' button; 'Search by School Name' with a dropdown menu showing 'Bobolink Juniper School', a 'Grade' dropdown menu with a 'Select' button, and a 'Search' button; and 'Search by My Groups' with a table header for 'Group Name', 'School', and 'Subjects', and a note to 'Contact your building administrator for access to group-level test results.' On the right side, there is a 'Welcome!' message with a 'User Guide' button and an 'Interpretive Guide' button. A red box highlights the 'Manage Student Groups' button in the top right corner.

STEP 2

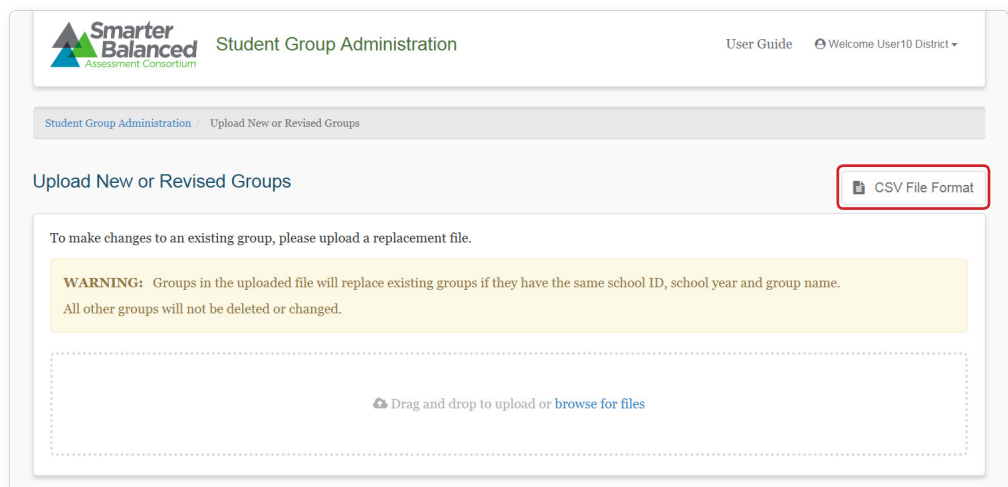
Select the school, school year and subjects, then **Upload Groups**.



The screenshot shows the Smarter Balanced Student Group Administration page. At the top, there is a navigation bar with the Smarter Balanced Assessment Consortium logo, the text 'Student Group Administration', and links for 'User Guide' and 'Welcome User10 District'. Below the navigation bar, the main heading is 'Student Group Administration'. There are two buttons: 'Upload Groups' and 'Upload History'. Below these buttons, there are three dropdown menus for 'School' (showing 'Aardwolf Tiger School'), 'School Year' (showing '2017-18'), and 'Subject' (showing 'All'). A red box highlights these three dropdown menus. Below the dropdown menus, there is a search bar labeled 'Search groups by name' and a table header for 'Name', 'School', 'School Year', 'Subjects', and 'Num. of Students'. The table content shows 'No groups found matching the given filter criteria.'

STEP 3

Create initial upload files by selecting the **CSV File Format** button.



The screenshot shows the Smarter Balanced Student Group Administration page, specifically the 'Upload New or Revised Groups' section. At the top, there is a navigation bar with the Smarter Balanced Assessment Consortium logo, the text 'Student Group Administration', and links for 'User Guide' and 'Welcome User10 District'. Below the navigation bar, there is a breadcrumb trail: 'Student Group Administration / Upload New or Revised Groups'. The main heading is 'Upload New or Revised Groups'. There is a 'CSV File Format' button highlighted with a red box. Below the button, there is a text box that says 'To make changes to an existing group, please upload a replacement file.' Below this text box, there is a yellow warning box that says 'WARNING: Groups in the uploaded file will replace existing groups if they have the same school ID, school year and group name. All other groups will not be deleted or changed.' Below the warning box, there is a dashed box containing a 'Drag and drop to upload or browse for files' button.

STEP 4

Review directions and download the **Template**.

Student Group Administration / Upload New or Revised Groups / CSV File Format

CSV File Format

How to write the CSV

1. The CSV file must include the headers found in the template file provided below.
2. Every row must include a valid `school_natural_id`, `school_year`, and `group_name`.
3. Groups for a particular school must be listed together and must not be separated by lists of groups for other schools.
4. Groups must be listed together and not separated by rows of other groups.
5. A group's subject must be listed as `Math`, `ELA` or `All`.
6. There is a limit of **200** students that may be assigned to a single group.
7. A user must have the `GROUP_ADMIN` role for a school in order to upload groups.

Template User Guide

STEP 5

When the file has been created or revised, upload the new file in the upload window.

Smarter Balanced Assessment Consortium Student Group Administration User Guide Welcome User10 District

Student Group Administration / Upload New or Revised Groups

Upload New or Revised Groups

[CSV File Format](#)

To make changes to an existing group, please upload a replacement file.

WARNING: Groups in the uploaded file will replace existing groups if they have the same school ID, school year and group name. All other groups will not be deleted or changed.

Drag and drop to upload or [browse for files](#)

STEP 6

Review the upload status section to check whether files have errors.

Refer to page 38 in the [Reporting System User Guide](#) for support correcting "Bad Data" files.

Smarter Balanced Assessment Consortium Student Group Administration User Guide Welcome User10 District

Student Group Administration / Upload History

Upload History

Upload Status	Upload ID	File Name	Date Created
Processed	42	edit_groups_user10.csv	Aug 25, 2017 10:12:52 AM
Processed	41	new_groups_user10.csv	Aug 25, 2017 10:12:33 AM
Bad Data View Errors	38	new_groups.csv	Aug 25, 2017 8:29:34 AM