



Co-hort Tracking

1. On the **Student** Top Tab, *select* a group of students you wish to assign to a cohort.
 - a. Use **Options, Show Selected**, or
 - b. A query/filter, or
 - c. Manually selecting a selection of students

Make sure that you only have the group of students on your screen selected ...

Example: DIVISION 3 is going to be assigned to Learning Group 2.

Barriere Elementary 2020-2021

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List

Options Reports Help Search on Name [Icons]

0 of 24 selected

<input type="checkbox"/>	Name	Alerts	Gender	Pupil #	PEN	Photo	YOG	School > Name	QuickStatus	Homeroom	HR Teacher	Grade	Grade sub level
<input type="checkbox"/>		T	F			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		📄	F			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>			M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		T📄	F			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>		⚖️	F			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>		T	M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		⚖️	M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		T	F			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		⚖️T	F			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>		T	F			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>			M			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>			F			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>		T	M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>			M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>			M			View	2028	Barriere Elementary	🚩	DIV 003		05	
<input type="checkbox"/>			M			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		T	F			View	2027	Barriere Elementary	🚩	DIV 003		06	
<input type="checkbox"/>		T	F			View	2027	Barriere Elementary	🚩	DIV 003		06	

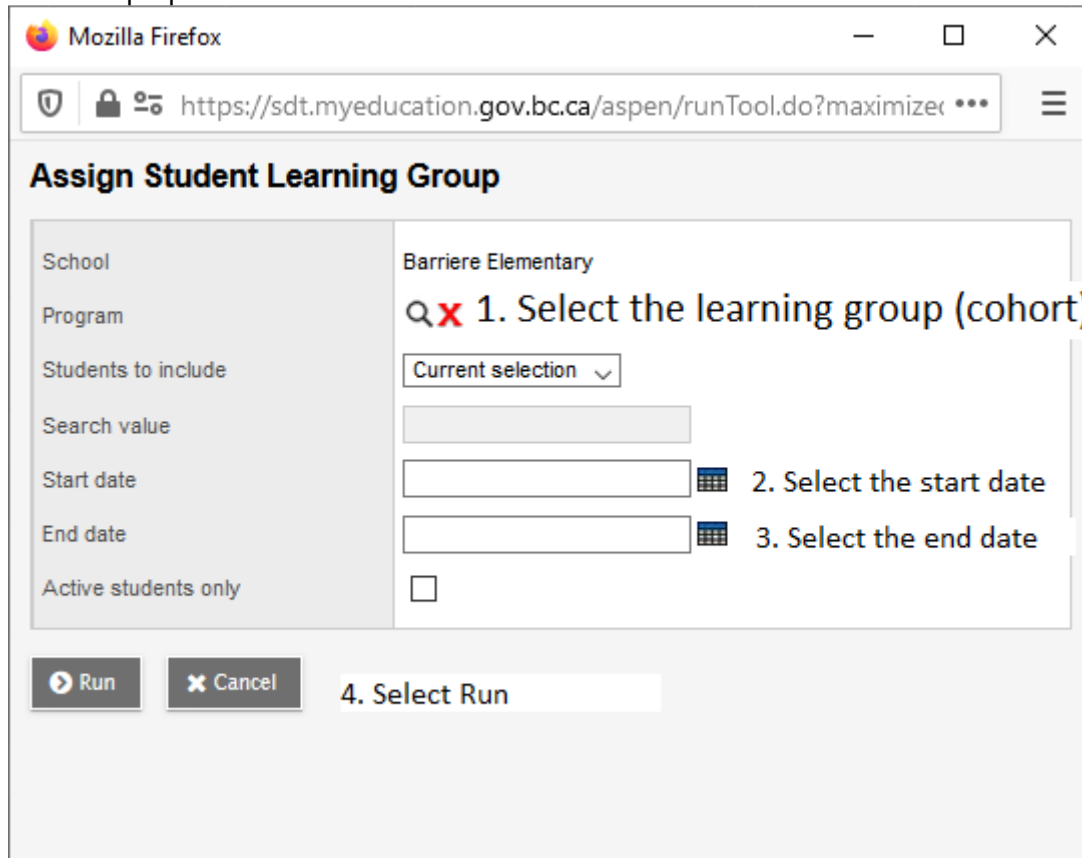
2. Options, Assign Student Learning Group

Options Reports Help Search on Name [Icons]

- Modify List
- Mass Update...
- Send Email...
- Analytics
- Assign Couriers
- Assign Student Learning Group**


Co-hort Tracking

3. In the Pop-up




Assign Student Learning Group


School: Barriere Elementary

Program:  1. Select the learning group (cohort)

Students to include: Current selection

Search value:

Start date:  2. Select the start date

End date:  3. Select the end date

Active students only:

4. Select Run

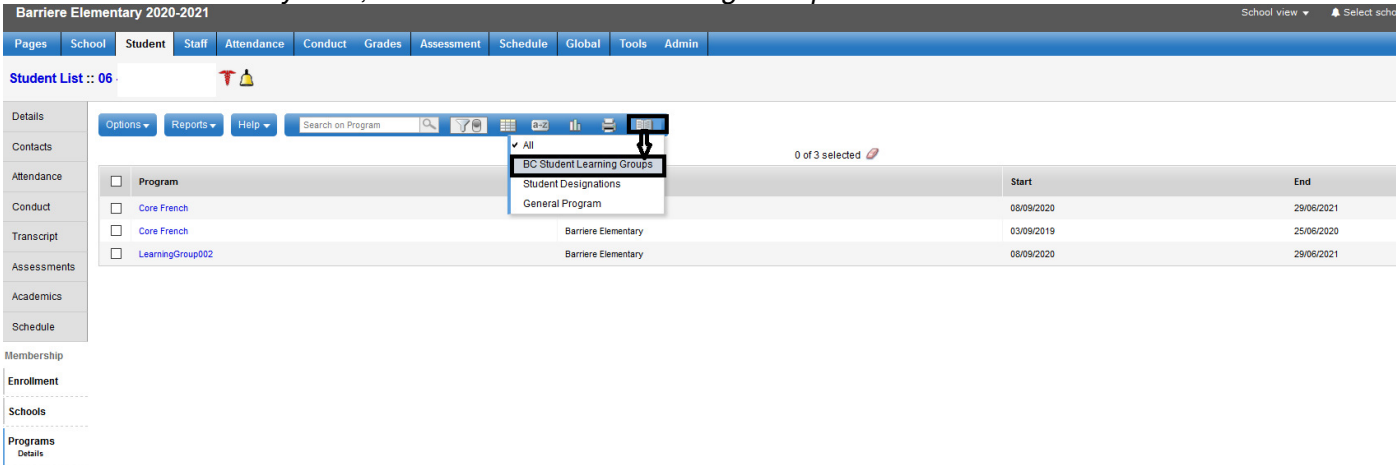
Notes:

1. In elementary schools, the end date is the end of the school year
2. In middle & small secondary schools, the end date is the end of the school year.
3. In large Secondary schools, where it is more likely that students may move at the end of the term. The end date could be the end of the term.
4. If a student transfers to another school in SD73 or withdraws from school. End date the Student Learning Group to the date the student left their current school (**Student** Top Tab > **Membership** Side Tab > **Programs** sub-Side Tab).

Co-hort Tracking

What to do if a student changes learning groups (cohorts).

1. Navigate to the **Student** Top Tab > **Membership** Side Tab > **Programs** sub-Side Tab
2. Click on the *Dictionary* Icon, Select *BC Student Learning Groups*



Barriere Elementary 2020-2021

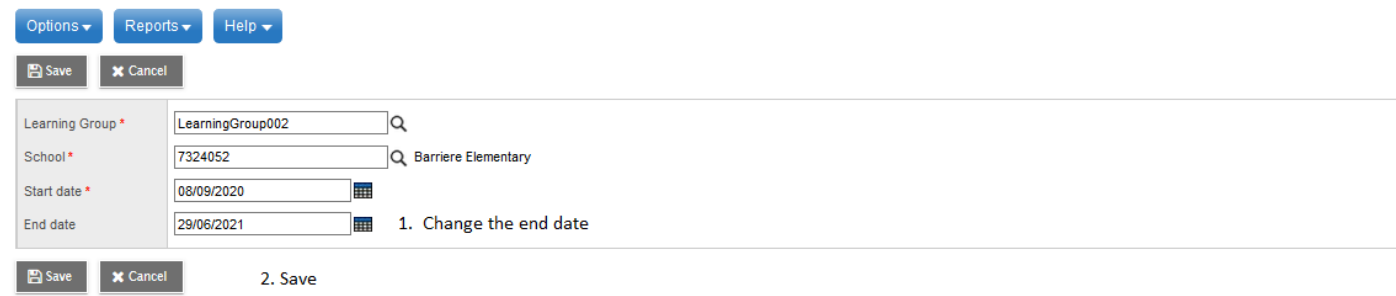
Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 06

Options Reports Help Search on Program

Program	Start	End
<input type="checkbox"/> Core French	08/09/2020	29/06/2021
<input type="checkbox"/> Core French	03/09/2019	25/06/2020
<input type="checkbox"/> LearningGroup002	08/09/2020	29/06/2021

3. Click into the Learning Group



Options Reports Help

Save Cancel

Learning Group * LearningGroup002

School * 7324052 Barriere Elementary

Start date * 08/09/2020

End date 29/06/2021 **1. Change the end date**

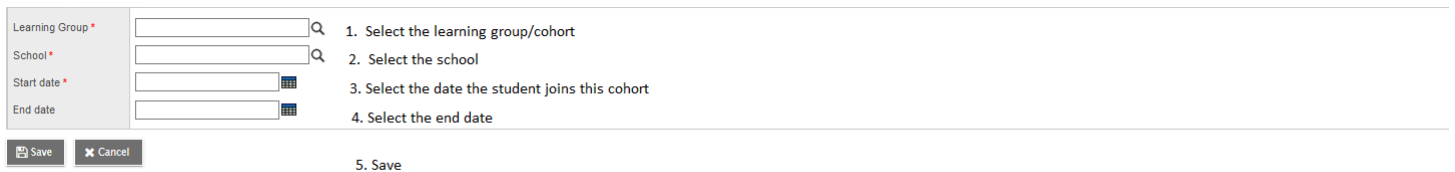
Save Cancel 2. Save

Learning Group	School	Start	End
<input type="checkbox"/> LearningGroup002	Barriere Elementary	08/09/2020	15/09/2020



The date the student left the co-hort

4. **Options, Add** to add the new learning group (cohort)



Learning Group * []

School * []

Start date * []

End date []

1. Select the learning group/cohort
2. Select the school
3. Select the date the student joins this cohort
4. Select the end date

Save Cancel 5. Save



Co-hort Tracking

The **day after** applying the learning group to students, the current learning group will appear.

This data can be seen using the Field Set: SD73 Default Fields w Learning Group

Students in a particular learning group can be queried using the filters:

No Learning Group

Learning Group=?

Note:

When withdrawing students, ensure that the end date of the current learning group is the date of withdraw.