

# Adjust Blended Learning Groups

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Tool Search: Adjust Blended Learning Groups

The Adjust Blended Learning allows users to assign students manually to learning groups created in the [Blended Learning Group](#) process.

Blended learning allows districts to create and assign learning groups to students to manage classes and attendance for students in a setting that is adaptable for students who are physically in a building for learning, for students who are virtually attendance classes, or a combination of both.

Blended Learning groups provides the first step in reducing in-person class sizes.

See the [Blended Learning Groups](#) article for an overview of the entire Blended Learning Group process.

NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
Group 1		10/08/2020	10/12/2020	Automatic	ACTIVE
Group 111		10/13/2020		Automatic	ACTIVE
Group 2		10/08/2020	10/12/2020	Automatic	ACTIVE
Group 211		10/13/2020		Automatic	ACTIVE
Group ABC		10/15/2020		Manual	ACTIVE
November BLG		11/02/2020		Manual	ACTIVE
SPA BLG		09/29/2020		Manual	ACTIVE
IntMN BLG		09/29/2020		Manual	ACTIVE
Virtual Attendance		07/01/2020	10/07/2020	Automatic	ARCHIVED

*Adjust Blended Learning Groups*

See the [Adjust Blended Learning Groups Tool Rights](#) article for information about rights needed to use this tool.

The main view of the Adjust Learning Groups tool lists existing groups, their assigned color, their start and end dates, and how students are added to the group.

It also includes the status of each group - either Active or Archived. Archived groups are no longer in use, and can be hidden from this main view by moving the **Show Archived** toggle in the upper

right corner from On to Off. When set to Off, only Active groups are listed.

## Date logic for Blended Learning Groups

Note the following logic for dates as they related to Blended Learning Groups.

- Date fields are auto-populated from the next future date to the last instructional date in the selected calendar.
- When creating a blended learning group, the end date entered in the New Blended Learning Group tool is also added to the database and displays for all student group assignment end dates associated with the group.
- End dates can only be entered for a current or future date.
- End dates are required when editing or adjusting groups.
- Extending a future group end date does not update the student group assignment end date.
- Shortening a future group end date does update or delete any group assignment or day rotation necessary.

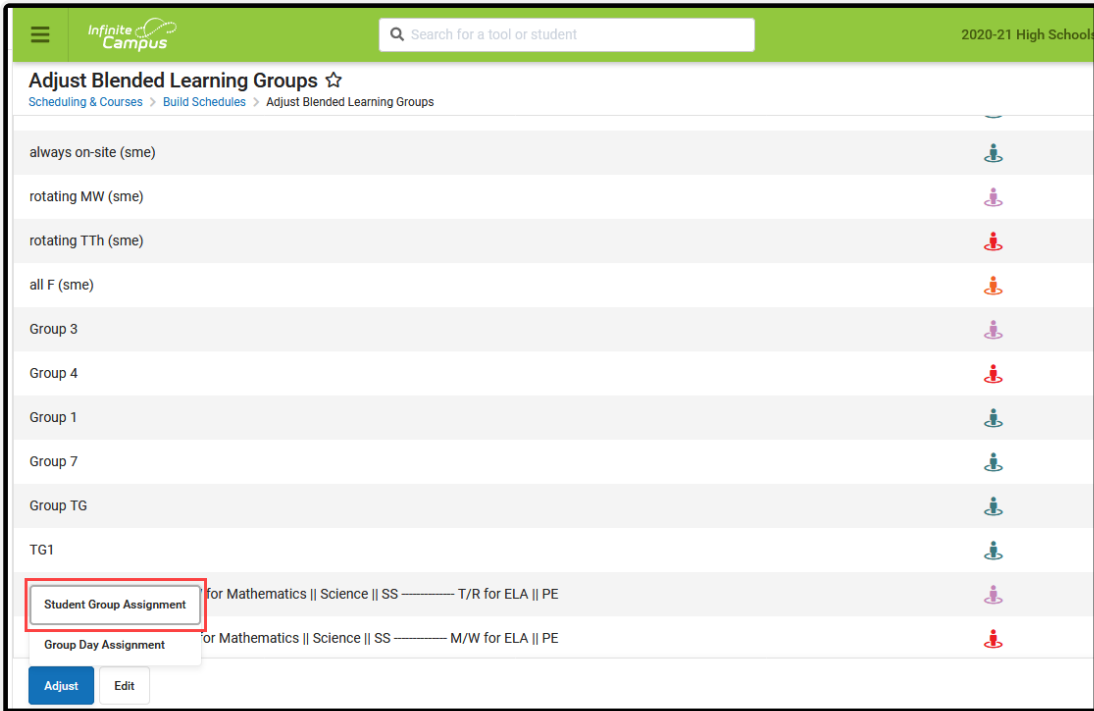
## Student Group Assignment

A list of existing student groups created in the New Blended Learning Groups tool displays. This list includes active groups with both a past start date and a future start date. Adjustments can be made to any group listed here.

Verify the correct School Year is selected in the Campus toolbar.

At any time during this process, use the **Previous** button to return to the previous step or **Cancel** to end the process completely.

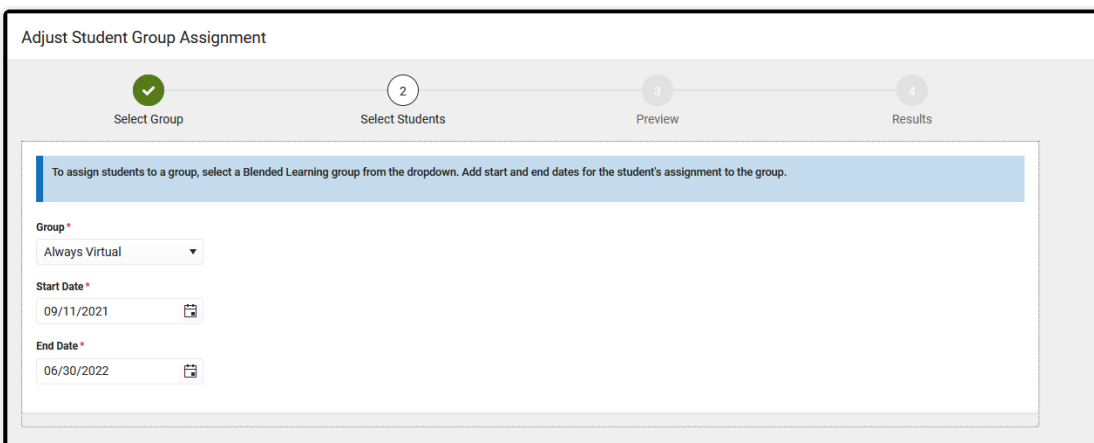
Click the **Adjust** button and choose the **Student Group Assignment** option.



Adjust Student Group Assignment

## Step 1. Adjust Group and Start Date

1. Select the desired **Group** from the list. Only groups that have a Start Date on or after the Adjust Start Date are available for selection.
2. Enter the desired **Start Date**. This date must be on or after the Group Start Date.
3. Enter the desired **End Date**. This date must be on or before the Group End Date.
4. Click **Next**.



Adjust Student Group - Group and Date Selection

## Step 2. Find Students

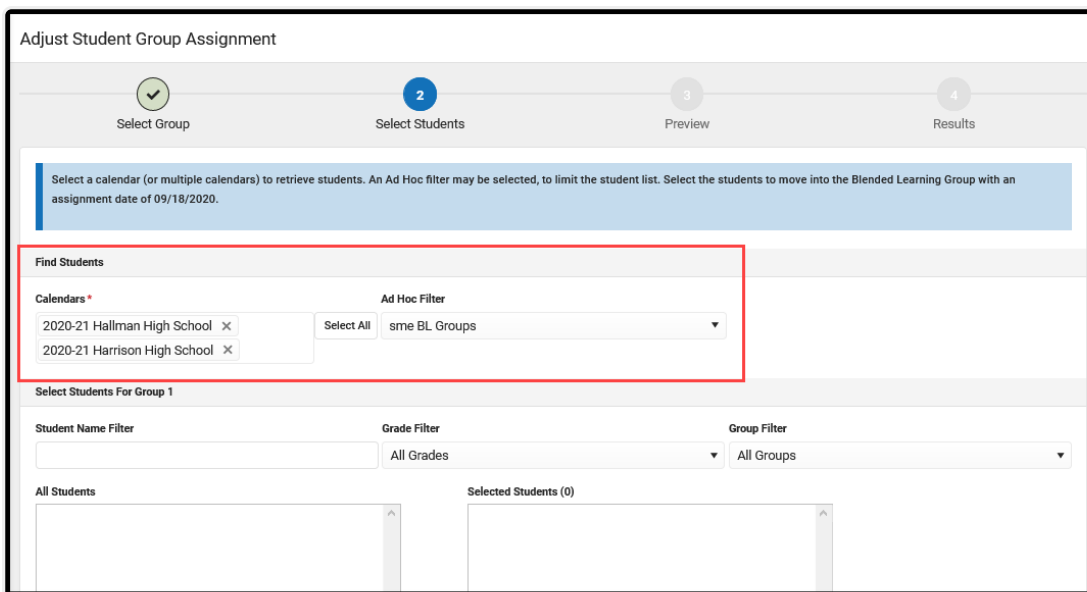
### Calendar and Ad hoc Selection

1. Select at least one **Calendar** from the dropdown list. This field automatically displays results

based on what is entered - enter "high" to see the list of high schools, or enter any part of the school name to see results.

2. Click the **Select All** button to add ALL calendars in the district (clear them by clicking the x in the right corner).
3. If an **Ad hoc Filter** exists that includes the desired students, select that filter. Selecting a filter narrows the list of available students to assign to the group.

Users who have rights to specific calendars may be able to select All Calendars, but adjustments to Blended Learning Groups are applied ONLY to the calendars to which they have rights.



The screenshot shows the 'Adjust Student Group Assignment' interface. At the top, there are four steps: 'Select Group' (1), 'Select Students' (2), 'Preview' (3), and 'Results' (4). Below the steps is a blue instruction box: 'Select a calendar (or multiple calendars) to retrieve students. An Ad Hoc filter may be selected, to limit the student list. Select the students to move into the Blended Learning Group with an assignment date of 09/18/2020.' The 'Find Students' section is highlighted with a red box and contains:
 

- Calendars\***: A list of selected calendars: '2020-21 Hallman High School' and '2020-21 Harrison High School', each with an 'x' to remove it.
- Ad Hoc Filter**: A dropdown menu currently showing 'sme BL Groups' and a 'Select All' button.

 Below this, there are filters for 'Student Name Filter', 'Grade Filter' (set to 'All Grades'), and 'Group Filter' (set to 'All Groups'). At the bottom, there are two columns: 'All Students' and 'Selected Students (0)'.

*Calendars and Ad hoc Filter Selection*

## Student Selection

1. Filter the list of students by entering the last name or the start of a last name in the **Student Name Filter**.
2. Further filter the list of students by selecting a **Grade Level**. Students already assigned to a group are still listed with that group in parentheses after their name.
3. Click **Add** in the **Students** column to add that student to the group. That name moves to the **Selected Student** column. Remove them by clicking **Remove**.
4. Once finished adding students to the group, click **Next**.

Adjust Student Group Assignment

Select Group    
  Select Students    
  Preview    
  4 Results

Select a calendar (or multiple calendars) to retrieve students. An Ad Hoc filter may be selected, to limit the student list. Select the students to move into the Blended Learning Group with an assignment date of 09/18/2020.

Find Students

Calendars\*     Ad Hoc Filter

2020-21 Hallman High School      
 Select All     No Filter

Select Students For Group 1

Student Name Filter     
 Grade Filter: All Grades     
 Group Filter: All Groups

All Students		Selected Students (3)	
09 Student, Salvador 856841 (SME Group 1)	<input type="button" value="Add"/>	09 Student, Michael 856843 (All Virtual)	<input type="button" value="Remove"/>
10 Student, Jordan 856838 (Group TG)	<input type="button" value="Add"/>	09 Student, Allison 856840 (SME Group 1)	<input type="button" value="Remove"/>
11 Student, Jennifer 856839 (Three Day Virtual)	<input type="button" value="Add"/>	09 Student, Seth 856842 (Two Day Virtual)	<input type="button" value="Remove"/>

*Student Selection*

### Step 3. Preview

1. Verify that the desired Calendar, Group, Start Date, End Date, and number of students are listed.
2. Click the **Finish** button to assign students to the selected group.

Adjust Student Group Assignment

Select Group    
  Select Students    
 Preview    
 4 Results

Preview selections prior to changing student group assignments.

Calendars  
2021-22 Hallman High School

Group  
Always Virtual

Start Date  
09/11/2021

End Date  
06/30/2022

Total Students to be Assigned  
3

*Adjust Student Groups Preview*

### Step 4. Results

A summary of the selected calendar, assigned groups, start date, and total students assigned displays.

Click **Close** or **Repeat** to restart the process.

Adjust Student Group Assignment

Select Group      Select Students      Preview      Results

A summary of the Blended Learning Groups and calendar, along with the number of students assigned to the groups is listed below.

**Calendars**  
2021-22 Hallman High School

**Group**  
Always Virtual

**Start Date**  
09/11/2021

**End Date**  
06/30/2022

**Total Students Assigned**  
3

*Summary of Manually Assigned Groups*

Student group information displays in the Student Information tools. The student's group assignment can be updated from the [Student Blended Learning Group Assignments](#) tool.

Blended Learning Group Assignments			Edit Group 211 Assignment
GROUP	START DATE	END DATE	
Virtual Attendance	07/01/2020	10/07/2	Start Date * <input type="text" value="10/13/2020"/>
Group 2	10/08/2020	10/12/2	End Date * <input type="text" value="11/11/2020"/>
Group 211	10/13/2020	11/11/2	
Group 1234 S	11/12/2020	03/31/2	
Group ABC	04/01/2021	04/30/2	
Group 1234 S	05/01/2021	06/30/2	

*Edit Student Blended Learning Group Assignment*

## Group Day Assignment

Group Day Assignment allows users to modify which days a group is scheduled to be virtual or on-site and to change the rotation of those groups accordingly.

Click the **Adjust** button and choose **Group Day Assignment**.

Search for a tool or student

### Adjust Blended Learning Groups ☆

Scheduling & Courses > Build Schedules > Adjust Blended Learning Groups

#### Adjust Blended Learning Groups

Blended Learning Groups

NAME	GROUP COLOR
eee	
www	
Test Future	
always on-site (sme)	
rotating MW (sme)	
rotating TTh (sme)	
all F (sme)	
Group 3	
Student Group Assignment	
Group Day Assignment	

Adjust Edit

*Adjust Group Day Assignments*

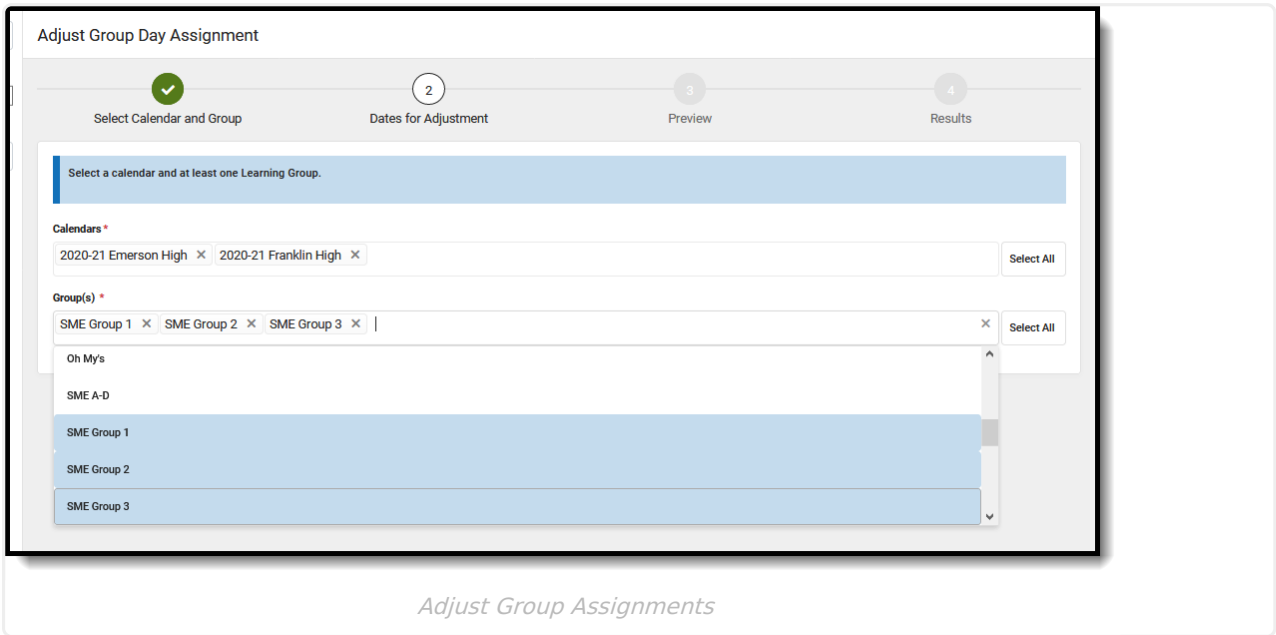
Verify the correct School Year is selected in the Campus toolbar.

## Step 1. Calendar and Group Selection

Select at least one **Calendar** and at least one **Learning Group** to adjust. Use the **Select All** button to add ALL calendars in the district and ALL groups. Or search for particular calendars and groups.

When searching for calendars, enter part of the calendar name (like "High" or "Middle") to return matching calendars. Or, enter just a letter or two.

Clear the selection by clicking the X in the corner.



## Step 2. Adjustment Dates

1. Enter the new start date for the learning group(s) in the **Adjustment Start Date** field. Dates are entered in *mmdyy* format.
2. Enter the new end date for the learning group(s) in the **Adjustment End Date** field. Dates are entered in *mmdyy* format. If necessary (e.g., a district-wide cleaning day), the Adjustment Start Date and the Adjustment End Date can be the same date.
3. Choose the appropriate **Adjust Group Rotation** option:
  - **Do Not Assign Group to Any Attendance Days** - choose this option to change groups that are currently all virtual or blended to always on-site.
  - **Assign Group to Every Attendance Day** - choose this option to change groups that are currently on-site or blended to always virtual.
  - **Adjust Blended Group Rotation** - choose this option to restore or modify a blended learning rotation.
4. Click the **Next** button.

*Adjust Group Assignment Date*

*Adjust Group Assignment Dates*

### Step 3. Preview

1. Verify the desired Calendar, Group(s), Start and End Dates, and Rotation option is correct.
2. Click the **Finish** button to adjust the group assignment.

Adjust Group Day Assignment

✓ Select Calendar and Group    
 ✓ Dates for Adjustment    
 ✓ Preview    
 4 Results

Preview selections prior to adjusting day assignments.

**Calendar**  
 2020-21 High School

**Group(s)**  
 Group 7  
 Group TG

**Adjustment Start Date**  
 07/22/2020

**Adjustment End Date**  
 08/31/2020

**Adjustment Group Rotation**  
 Assign Group to Every Attendance Day (Always Virtual)

*Preview of Adjust Group Day Assignments*

## Step 4. Results

A summary of the selected calendar, assigned groups, and total students assigned displays.

Click **Close** or **Repeat** to restart the process.

Adjust Group Day Assignment

✓ Select Calendar and Group    
 ✓ Dates for Adjustment    
 ✓ Preview    
 ✓ Results

Group day assignments adjusted successfully.

**Calendar**  
 2020-21 High School

**Group(s)**  
 Group 7  
 Group TG

**Adjustment Start Date**  
 07/22/2020

**Adjustment End Date**  
 08/31/2020

**Adjustment Group Rotation**  
 Assign Group to Every Attendance Day (Always Virtual)

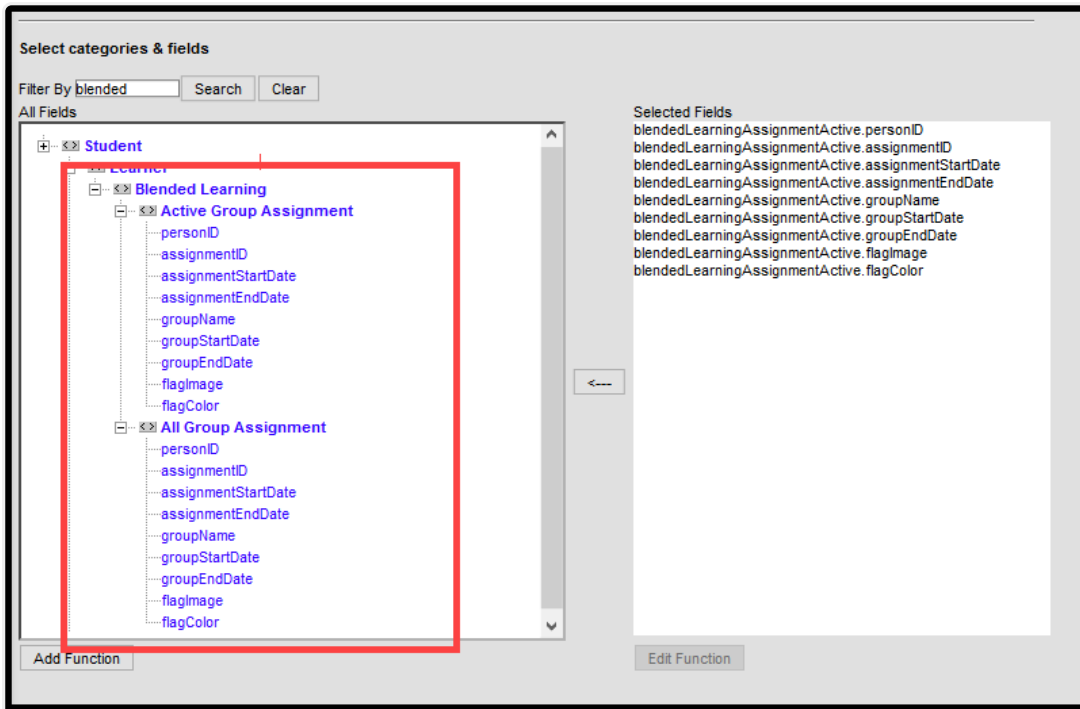
*Results for Group Day Assignment*

## Blended Learning Information in Ad hoc Query Wizard

Blended learning information is available in the Query Wizard for **Student Data Type**. Fields are available in the **Learner > Blended Learning** folder. Fields exist for the student's **Active Group Assignment** and **All Group Assignment**.

See the [Blended Learning Groups article](#) for more detailed information on Ad hoc information for Blended Learning, including:

- Virtual Today and Virtual Tomorrow logic
- Term Summary and Participation Detail
- Course/Section Data Type and Blended Learning Fields



*Blended Learning Ad hoc Fields*