

# Adjust Blended Learning Groups

Last Modified on 12/14/2025 8:45 pm CST

[Blended Learning Information in Ad hoc Query Wizard](#) | [Student Group Assignment](#) | [Group Day Assignment](#)

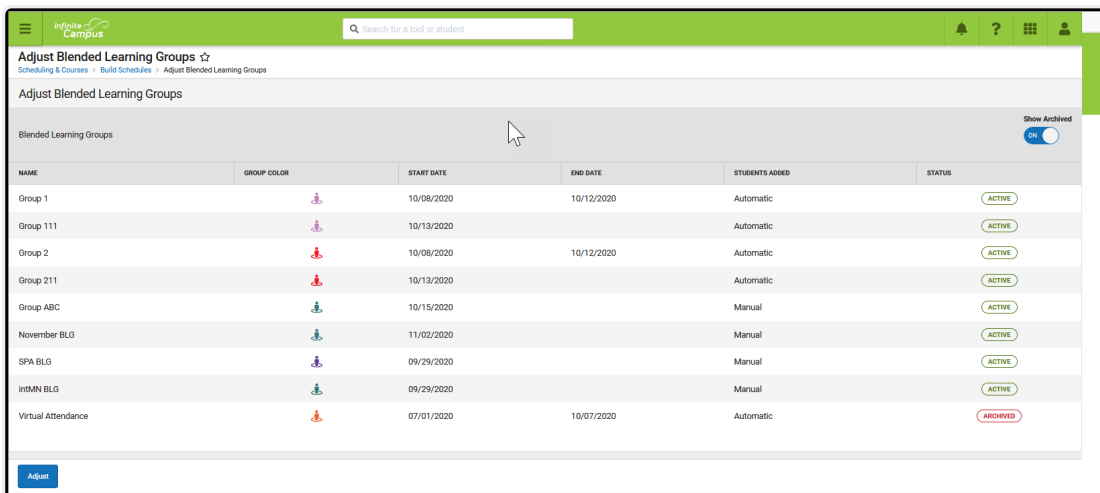
Tool Search: Adjust Blended Learning Groups

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.



The screenshot shows the 'Adjust Blended Learning Groups' tool interface. At the top, there is a search bar and a 'Show Archived' toggle. Below this is a table listing various learning groups. The table has columns for NAME, GROUP COLOR, START DATE, END DATE, STUDENTS ADDED, and STATUS. The groups listed include Group 1, Group 111, Group 2, Group 211, Group ABC, November BLG, SPA BLG, IntMIN BLG, and Virtual Attendance. Each group has a corresponding color icon, start and end dates, and a status (ACTIVE or ARCHIVED).

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
IntMIN 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.

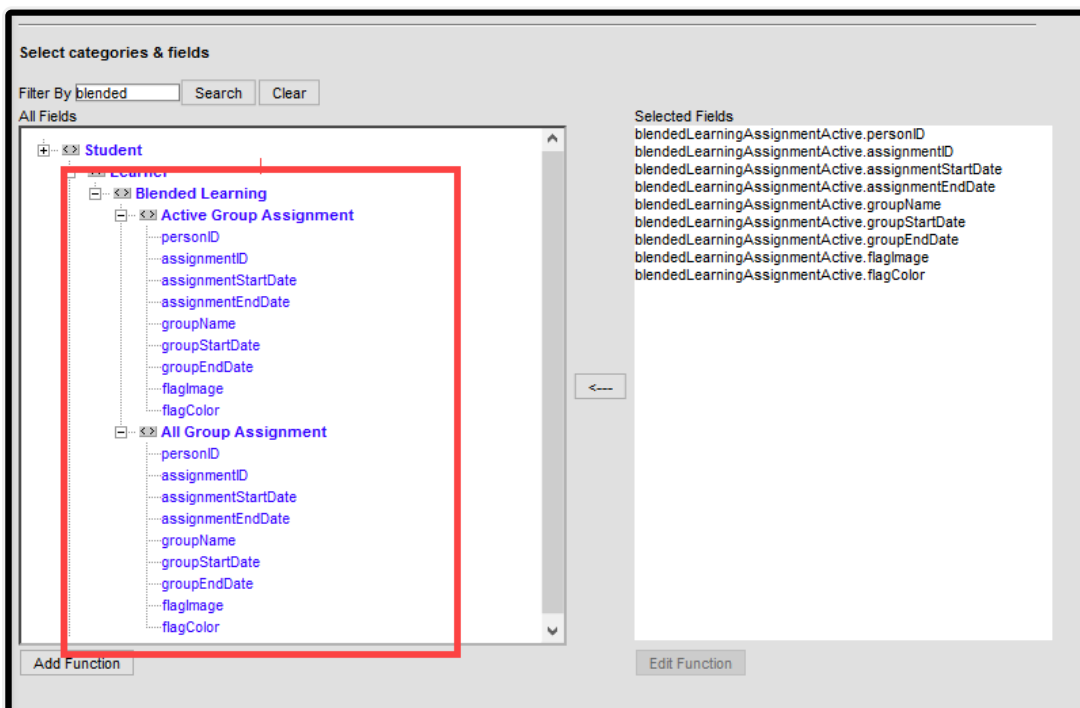
It also includes the status of each group - either Active or Archived. Archived groups are no longer in use, and can be hidden from this main view by moving the **Show Archived** toggle in the upper right corner from On to Off. When set to Off, only Active groups are listed.

## 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*

## 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 that have 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**.

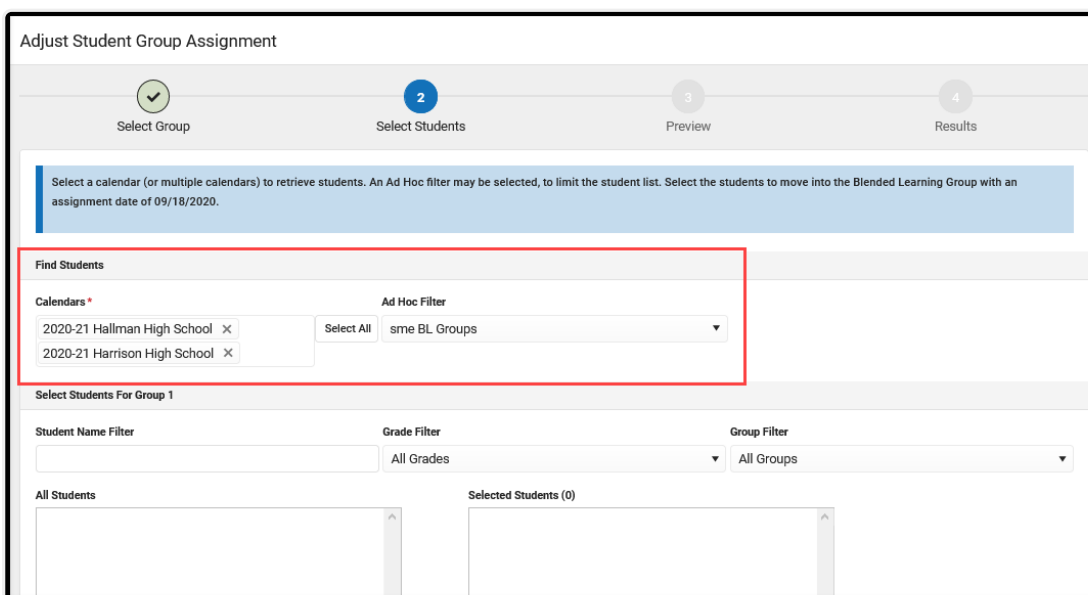
Adjust Student Group - Group and Date Selection

## 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 the adjustments to Blended Learning Groups are applied **ONLY** to the calendars to which the user has rights.



The screenshot shows the 'Adjust Student Group Assignment' interface. At the top, there are four steps: 1. Select Group, 2. Select Students (highlighted), 3. Preview, and 4. Results. Below the steps, a blue box contains instructions: '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. It contains a 'Calendars\*' field with two selected items: '2020-21 Hallman High School' and '2020-21 Harrison High School'. There is a 'Select All' button and an 'Ad Hoc Filter' dropdown menu currently set to 'sme BL Groups'. Below this, the 'Select Students For Group 1' section shows 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)'. The caption below the screenshot reads '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\* 2020-21 Hallman High School X 2020-21 Harrison High School X

Ad Hoc Filter Select All No Filter

Select Students For Group 1

Student Name Filter Grade Filter All Grades Group Filter All Groups

All Students

09 Student, Salvador 856841 (SME Group 1)	Add
10 Student, Jordan 856838 (Group TG)	Add
11 Student, Jennifer 856839 (Three Day Virtual)	Add

Selected Students (3)

09 Student, Michael 856843 (All Virtual)	Remove
09 Student, Allison 856840 (SME Group 1)	Remove
09 Student, Seth 856842 (Two Day Virtual)	Remove

Previous Cancel Next

Student Selection

## Step 3. Preview

1. Verify the desired Calendar, Group, Start Date, End Date and number of students is 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 begin the process again.

## 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 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	Start Date *	End Date *
Virtual Attendance	07/01/2020	10/07/2	10/13/2020	
Group 2	10/08/2020	10/12/2	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**.

### 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	
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Student Group Assignment         </div>	
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Group Day Assignment         </div>	

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.



Adjust Group Day Assignment

1 Select Calendar and Group 2 Dates for Adjustment 3 Preview 4 Results

Select a calendar and at least one Learning Group.

**Calendars \***

2020-21 Emerson High x 2020-21 Franklin High x Select All

**Group(s) \***

SME Group 1 x SME Group 2 x SME Group 3 x | Select All

Oh My's

SME A-D

SME Group 1


SME Group 2


SME Group 3

*Adjust Group Assignments*

## 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 *mmddyy* format.
2. Enter the new end date for the learning group(s) in the **Adjustment End Date** field. Dates are entered in *mmddyy* format. If necessary (a district-wide cleaning day, for example), 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 Blended Learning Groups ☆

[Scheduling & Courses](#) > [Build Schedules](#) > Adjust Blended Learning Groups


### Adjust Group Day Assignment




Select Calendar and Group



Dates for Adjustment




Preview




Results

Enter a Start Date for when the adjustment to the group begins. Then, enter an End Date for the adjustment. The selected group(s) will be assigned to all attendance days from the Start Date through the End Date. If more than one group is selected, group days will never be assigned before each group's start date or after each group's end date.

**Adjustment Start Date \***




**Adjustment End Date \***




**Adjust Group Rotation**

☒ Do Not Assign Group to Any Attendance Days (Always In School)  
☐ Assign Group to Every Attendance Day (Always Virtual)  
☐ Adjust Blended Group Rotation

*Adjust Group Assignment Date*







## Adjust Blended Learning Groups ☆

[Scheduling & Courses](#) > [Build Schedules](#) > Adjust Blended Learning Groups


### Adjust Group Day Assignment




Select Calendar and Group



Dates for Adjustment




Preview




Results

Enter a Start Date for when the adjustment to the group begins. Then, enter an End Date for the adjustment. The selected group(s) will be assigned to all attendance days from the Start Date through the End Date.

**Adjustment Start Date \***



**Adjustment End Date \***



**Adjust Group Rotation**

☒ Do Not Assign Group to Any Attendance Days (Always In School)  
☐ Assign Group to Every Attendance Day (Always Virtual)  
☐ Adjust Blended Group Rotation

*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

✓

✓

✓

4

Select Calendar and Group

Dates for Adjustment

Preview

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)

Previous

Cancel

Finish

*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 begin the process again.

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)

Close

Repeat

*Results for Group Day Assignment*