

Manage Blended Learning Groups

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Tool Search: Manage Blended Learning Groups

The Manage Blended Learning Groups tool allows users to update certain aspects of Blended Learning Groups, like change the start date of a group to a date in the past (backdating) and redistribute students assigned to learning groups to other learning groups.

To modify a specific student's start date in a learning group to an earlier date, use the available options on the Student Blended Learning Group Assignments tool.

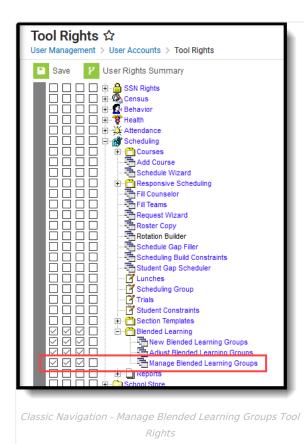
Manage Blended Learning Groups ☆ Schedung & Course > Build Schedule > Marage Blendet Learning Groups								
Manage Blended Learning Groups								
Blended Learning Groups					Show Archiv			
NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS			
Group 1234S	d.	11/12/2020	06/30/2021	Automatic	ACTIVE			
Group 2	÷	10/08/2020	10/12/2020	Automatic	ACTIVE			
Group 211	å.	10/13/2020	11/11/2020	Automatic	ACTIVE			
Group 2234 S	å.	11/12/2020	06/30/2021	Automatic	ACTIVE			
Group ABC	4	10/15/2020	06/30/2021	Manual	ACTIVE			
NWS Group	Ł	03/26/2021	06/30/2021	Manual	ACTIVE			
November BLG	غ.	11/02/2020	06/30/2021	Manual	ACTIVE			
SME Virtual	÷	03/31/2021	06/30/2021	Manual	ACTIVE			
Backdate Blended Learning Groups	Ł	09/29/2020	06/30/2021	Manual	(ACTIVE)			
Redistribute Blended Learning Groups	٨	09/29/2020	06/30/2021	Manual	ACTIVE			
Manage								

Blended Learning tools were first released in the Campus.2028 Release Pack (July 2020). See the Blended Learning Groups article for an overview of the entire Blended Learning Group process.

Tool Rights for Manage Blended Learning Groups

Full access to Manage Blended Learning Groups requires **RWA** to **Scheduling > Blended Learning > Manage Blended Learning Groups.**

- **Read** rights and **Write** rights allow users to navigate to and view the Manage Blended Learning tool, but does not allow users to backdate or redistribute learning groups.
- **Add** rights allow users to navigate to and view the Manage Blended Learning tool, backdate Blended Learning Groups and redistribute Blended Learning Groups.
- **Delete** rights provide no additional functionality.



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Search Campus Tools	Select Tag Filters
	Non Admin ×
Instruction	D Off
 Student Information Sector 	None Read Write Add Delete
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 Behavior Office Set 	None Read Write Add Delete
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 Communication 	None Read Write Add Delete
 Data Integrity Tools Service 	None Read Write Add Delete
🕨 Fees 🖴	None Read Write Add Delete
FRAM 🚔	None Read Write Add Delete
 Grading & Standards Standards 	None Read Write Add Delete
 Health Office Set 	None Read Write Add Delete
 My Account Set 	None Read Write Add Delete
 Reporting 	None Read Write Add Delete
 Scheduling & Courses Section 2018 	None Read Write Add Delete
 Courses 	None Read Write Add Delete
▼ Build Schedules	None Read Write Add Delete
Adjust Blended Learning Groups	None Read Write Add Delete
Lunch Setup	None Read Write Add Delete
Manage Blended Learning Groups	None Read Write Add Delete
New Blended Learning Groups	None Read Write Add Delete
Request Wizard	None Read Write Add Delete
Scheduling Build Constraints Wizard	None Read Write Add Delete
Student Constraints Setup	None Read Write Add Delete
Team (Scheduling Group) Setup	None Read Write Add Delete
Trials	None Read Write Add Delete
 Load Schedules 	None Read Write Add Delete

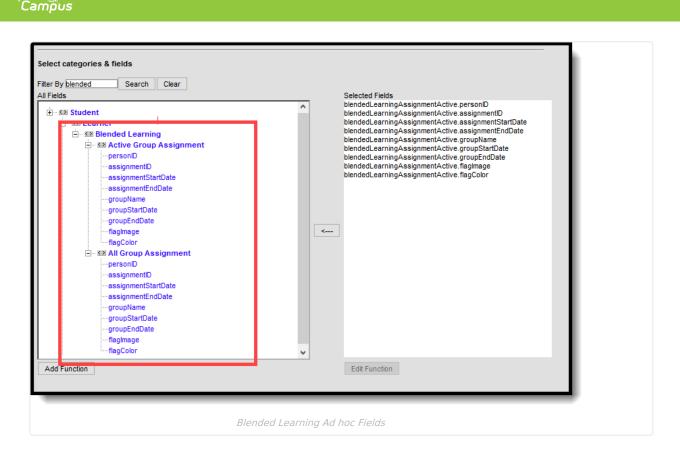
New Navigation - Manage Blended Learning Tool Rights

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



Backdate Blended Learning Groups

This tool allows the changing of a start date of a learning group and the updating of all students assigned to that group.

- When backdating a group, all participation records (student attendance records for virtual courses) for each student enrollment in the selected date range are updated.
- When the date range of a group includes a student's assignment for a future group assignment, that future group assignment is removed.
- Student attendance participation records are inserted upon the completion of the backdating process even when Virtual Attendance Preferences are NOT enabled.

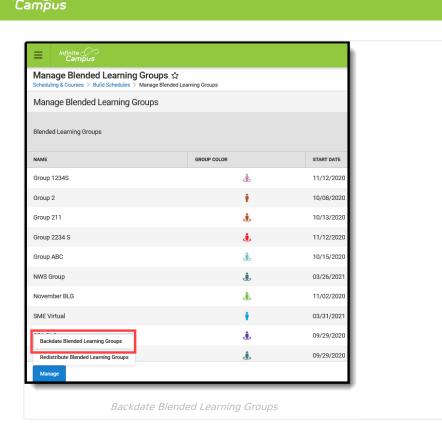
Like other Blended Learning tools, use the progress tracker across the top to see where you are in the process and to return to the previous step.

Backdating can be done for groups that currently have student assignments and for groups that do not have student assignments.

When a student is moved from being Physical to Virtual for a particular period (Override option via Teacher Attendance, Classroom Monitor or Section Attendance), the backdating process does not delete or overwrite the participation records for those students.

Due to performance issues, backdating is currently limited to one month at a time.

To begin, click the Manage button and choose Backdate Blended Learning Groups



Backdating Attendance Logic

Click here to expand...

The following logic applies to backdating student attendance when using the Manage Blended Learning Groups tool to backdate groups and when backdating a single student's Blended Learning Group assignment.

Backdating is processed by calendar, not by student. If there are failures on the calendar, the backdatingrelated data is rolled back to the state it was in prior to when the backdating process began.

For the entered date range:

- Moving from a Virtual Group to a Physical Group **DELETES** any existing participation records for that day.
- Moving from a Physical Group to a Virtual Group and a student has ABSENT attendance records for a period (whether entered by the teacher or by the office staff) on the affected day, **NO CHANGES ARE MADE**.
- Moving from a Physical Group to a Virtual Group and a student has PRESENT attendance records for a period (e.g., no attendance records, or attendance records marked as Present, Early Release or Tardy for that day) on the affected day, a participation record is CREATED for that course with participation marked as CONFIRMED. The modified by information for this participation confirmation is the individual who backdated the learning group.

If the student is scheduled into any form of a block section where the student is not marked absent for all of the periods in which that section meets, participation records are **CREATED** for all periods linked to the section on that day.

Note the following:

- Participation records are NOT inserted when the Calendar Day is not marked for Attendance.
- Participation records are NOT inserted when the Course is not marked for recording Attendance.



Date logic for Backdating Blended Learning Groups

Click here to expand...

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.

Backdate with Student Assignment

Step 1. Select Group

- 1. Select the name of the **Group** to modify. A list of calendars and the number of students in that group displays, and includes whether Virtual Attendance Preferences have been enabled.
- 2. Choose the Backdate with Student Assignments option.
- 3. Click the **Next** button.

Backdate Blended Learning Groups				
O		\checkmark		
Select Group	Backdate	Preview	Results	
You selected blended learning group Hybrid A This will affect 7 calendars: 20-21 Aldrich Elementary (Students: 114 Virtual Attendar 20-21 Bryan Elementary (Students: 115 Virtual Attendanc 20-21 Colrac Middle (Students: 29 Virtual Attendance E 20-21 Elemenon High (Students: 428 Virtual Attendance E 20-21 Ernenon High (Students: 112 Virtual Attendance E 20-21 Franklin High (Students: 112 Virtual Attendance E Student attendance participation records will be inserted o	ice Enabled: N) abled: N) Enabled: N) inabled: N) aabled: N)	sce is not enabled.		
Group *				
Hybrid A Backdate Type				
Backdate Type Backdate With Student Assignments Backdate Without Student Assignments				
		Cancel Next		
	Backdate wit	h Student Assignments		

Step 2. Backdate

The information box at the top of the editor provides some logic on the dates for the selected group.

- Enter a start date for the Backdating Range Start Date. The Backdating Range End Date cannot be modified, as it is the last attendance day prior to the current group start date. Enter a new start date in mm/dd/yyyy format or use the calendar icon to select a date.
- 2. Choose a Day Rotation for Backdating Range:
 - For groups where the students are always in school, choose the first option of **Do Not Assign Group to** Any Attendance Days in the Backdating Range.
 - For groups where the students are always virtual, choose the second option of **Assign Group to Every Attendance Day in the Backdating Range**.



- For groups where students are sometimes in school and sometimes virtual (hybrid approach), choose the third option of **Assign Group to Selected Attendance Days in the Backdating Range**. This option also requires the selection of which days to assign the group to that are included in the backdating range. For example, if the students are virtual every Tuesday, place a checkbox next to all of the Tuesday dates. There's also a search field that returns all matching days for easy selection.
- 3. Click the **Next** button.

Backdat	e Blended Le	arning Group	s				
	Select Grou	p		Backdate	Preview	Results	
				dating Range ends on the last attendance da ess is complete Hybrid A will start on 06/30/2	y prior to the current group Start Date 09/01/2020. 2020 and end on 10/12/2020.	Select a day rotation for the Backdating Range	
06/30/ BackDatis 08/31/2 Day Rotat Do N Assig Assig Search At tue	ng Range End Date 020 tion for Backdating I iot Assign Group t gn Group to Every	tange o Any Attendance Attendance Day ted Attendance D	In the Ba	t the Backdating Range (Always In Schoo ckdating Range (Always Virtua) e Backdating Range (Selected Days Are			
	Date	Day of the Weel	κ				
	06/30/2020	Tue Tue	Â				
	07/14/2020	Tue					
					Previous Cancel	Next	
				Backda	ate Range Options		

The Preview screen provides a summary of the options selected in the previous steps.

A list of calendars and the total number of students affected by this backdating process is included. Click the **Finish** button.

As another reminder, a confirmation of what is about to occur displays: students, attendance data and group assignment records will be modified. To continue, click the **Backdate** button to begin the process of backdating the selected group and updating the group assignment for the students.

ackdate Blended Learning Group	ps		
Select Group	Backdate	Preview	Results
Preview selections prior to backdating bler This process may take significant time ar The following changes will be made.	nded learning groups. nd system resources to run. The process continues to run	even when you navigate away from this page.	
Calendars Affected 7 calendar(s) will be affected, including: 20-21 Alndoh Elementary will have studen 20-21 Bryant Elementary will have studen 20-21 Coffax Middle will have student pa 20-21 Elementon High will have student part 20-21 Franklin High will have student part Assigned Group Rotation	9/01/2020 to 06/30/2020. Hybrid A will start on 06 It participation records inserted or removed for 114 participation records inserted or removed for 195 ticipation records inserted or removed for 299 stu- ticipation records inserted or removed for 299 stu- clipation records inserted or removed for 211 stude isipation records inserted or removed for 112 stude isipation records inserted or removed for 112 stude is in the Backdating Range (Selected Days Are Virtue		
		Previous Cancel	Finish
	Backdating Pr	eview Summary	

Step 4. Results

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A status bar displays that indicates the percentage complete. This process may take a while to complete. To backdate additional groups, click the **Repeat** button to return to Step 1, or click **Close**.

Backdat	e Blended Learning Groups					
	Select Group	Backdate	Preview		4 Results	
Processi	ing: Hybrid A group updated with new virtual day as	signments:				
					10	n.
				Close Repeat		
_			_			
		Backdate Res	ults			

Backdate without Student Assignment

Step 1. Select Group

- 1. Select the name of the **Group** to modify. A list of calendars and the number of students in that group displays, and includes whether Virtual Attendance Preferences have been enabled.
- 2. Choose the Backdate without Student Assignments option.
- 3. Click the **Next** button.

ckdate Blended Learning Groups				
Select Group	Backdate	Preview	Results	
You selected blended learning group Hybrid B This will affect 3 calendars: 2020-21 Abbott Elementary 2020-21 Chowen Middle 2020-21 Ewing High				
Group * Hybrid B Backdate Type Backdate With Student Assignments Backdate Without Student Assignments				
		Cancel Next		

Step 2. Backdate

The information box at the top of the editor provides some logic on the dates for the selected group.

- Enter a start date for the **Backdating Range Start Date**. The Backdating Range End Date cannot be modified, as it is the last attendance day prior to the current group start date. Enter a new start date in mm/dd/yyyy format or use the calendar icon to select a date.
- 2. Choose a Day Rotation for Backdating Range:
 - For groups where the students are always in school, choose the first option of **Do Not Assign Group to Any Attendance Days in the Backdating Range**.
 - For groups where the students are always virtual, choose the second option of **Assign Group to Every Attendance Day in the Backdating Range**.
 - For groups where students are sometimes in school and sometimes virtual (hybrid approach), choose
 the third option of **Assign Group to Selected Attendance Days in the Backdating Range**. This
 option also requires the selection of which days to assign the group to that are included in the
 backdating range. For example, if the students are virtual every Tuesday, place a checkbox next to all of
 the Tuesday dates. There's also a search field that returns all matching days for easy selection.
- 3. Click the **Next** button.

						_
kdate	e Blended Le	arning Groups	3			
	\checkmark			(\bullet)		
	Select Grou	qu	Backdate	Preview	Results	
Enter a date to start the Backdating Range. The Backdating Range ends on the last attendance day prior to the current group Start Date 07/01/2020. Select a day rotation for the Backdating Range (hybrid B is virtual on selected days). When the process is complete Hybrid B will start on 06/08/2020 and end on 10/07/2020.						
	g Range Start Date					
06/08/2		:				
ackDating 6/30/20	g Range End Date					
	ion for Backdating I	D				
			Days In the Backdating Range (Always I	a Sahaal)		
			n the Backdating Range (Always Virtual)			
			ays In the Backdating Range (Selected Da			
earch Att	tendance Dates					
wed						
ybrid B D	ays in Backdating I	Range *				
	Date	Day of the Week				
	06/17/2020	Wed	^			
	06/24/2020	Wed				
				Previous Cancel	l Next	
_	_			rievious Galicer		
			Baci	kdate Range Options		

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The Preview screen provides a summary of the options selected in the previous steps.

A list of calendars and the total number of students affected by this backdating process is included. Click the **Finish** button.

As another reminder, a confirmation of what is about to occur displays: students, attendance data and group assignment records will be modified. To continue, click the **Backdate** button to begin the process of backdating the selected group and updating the group assignment for the students.

Step 4. Results

A status bar displays that indicates the percentage complete. This process may take a while to complete. To backdate additional groups, click the **Repeat** button to return to Step 1, or click **Close**.

Backdate Blended Learning Groups				
Select Group	2 Backdate	3 Preview	4 Results	
Processing: Updating student group assignm	ents: 330 of 1502 processed.			
			20%	
		Close Repeat		
	Bac	kdate Results		

Redistribute Blended Learning Groups

Redistributing existing learning groups moves students assigned to a certain group to be re-assigned to other groups. This option can be used to move students to new cohort groups at the start of a new semester, or to assign temporary groups to students on weather days or other situations when students are not learning in a traditional location.

Users can choose to **redistribute selected groups**, which reassigns students assigned to the selected groups across the list of selected groups only, or **redistribute groups into other groups**, which reassigns students currently assigned to one of the selected source groups to a specific destination group.

To begin, click the Manage button and choose Redistribute Blended Learning Groups.

Manage Blended Learning Groups 🏠 Scheduling & Courses 🗦 Build Schedules 🗦 Manage Blended Lea	cheduling & Courses > Build Schedules > Manage Blended Learning Groups						
Manage Blended Learning Groups							
Blended Learning Groups							
NAME	GROUP COLOR	START DATE					
Group 1234S	ġ.	11/12/2020					
Group 2	÷	10/08/2020					
Group 211	Ł	10/13/2020					
Group 2234 S	ġ	11/12/2020					
Group ABC	ė	10/15/2020					
NWS Group	ġ.	03/26/2021					
November BLG	ė	11/02/2020					
SME Virtual	÷	03/31/2021					
Backdate Blended Learning Groups	ġ.	09/29/2020					
Redistribute Blended Learning Groups	Ł	09/29/2020					
Manage							
Redistribute Blen	ded Learning Groups						

Redistribute Selected Groups

Redistributing selected groups reassigns students amongst the selected groups, and also includes any students who are not currently assigned to any group. To be included, students must meet the following:

- Have an active group assignments to the selected groups as of the current date OR
- Be assigned to the selected groups on the Redistribution Start Date OR
- Have no group assigned on the Redistribution Start Date.

For example, three groups exist at a school - Group A, Group B and Group C. Only Group A and Group B is selected to be redistributed, which means only those students currently assigned to Group A and Group B will be part of the redistribution, plus any student who is not currently assigned to ANY group.

Who's Considered for Redistribution?

The following table (select the Click here to expand link) details which students are considered for redistribution based on their status of enrollment, whether they are enrolled on the redistribution date and to which group they may be assigned.

Click here to expand...



This pool of students are currently assigned to Groups A and Group B - the same groups that are chosen for redistribution. The Redistribution Start Date is in one week from the current date. The highlighted field determines whether the student is included in the redistribution.

Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution				
Groups Assignments are NOT locked Lock Existing Blended Learning Group Student Assignments Checkbox Not Marked									
Abraham Student	Current enrollment in High School ended today	No			No - no current enrollment record				
Bethany Student	Yes	No			No - Enrollment ended prior to the Redistribution Date				
Charles Student	Yes	Yes	Group A	None	Yes - will be reassigned to either Group A or Group B				
Daphne Student	Yes	Yes	Group B	None	Yes - will be reassigned to either Group A or Group B				
Erik Student	Yes	Yes	None	None	Yes - will be reassigned to either Group A or Group B				
Francine Student	Yes	Yes	Group A	Group C	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.				
George Student	Yes	Yes	None	Group C	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.				



Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution				
Heather Student	Yes	Yes	None	None, but is assigned to Group A after the redistribution start date	Yes - will be assigned to Group A or Group B; future Group A may be kept.				
Groups Assignments are locked Lock Existing Blended Learning Group Student Assignments Checkbox Marked									
Abbey Student	Current enrollment in High School ended today	No			No - no current enrollment record				
Ben Student	Yes	No			No - Enrollment ended prior to the Redistribution Date				
Cassandra Student	Yes	Yes	Group A	None	Yes - Stays in Group A				
David Student	Yes	Yes	Group B	None	Yes - Stays in Group B				
Eve Student	Yes	Yes	Blank	Blank	Yes - assigned to Group A or Group B				
Franklin Student	Yes	Yes	Group A	Group C	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.				
Ginger Student	Yes	Yes	None	Group C	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.				



Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
Henry Student	Yes	Yes	None	No, but is assigned to Group A after the redistribution start date.	Yes - will be assigned to Group A or Group A; future Group A may be kept.

Step 1. Select Dates and Calendars

- 1. Enter a **Redistribution Start Date** in *mmddyy* format or use the calendar icon to select a date. This is the start date for the new Blended Learning Group assignment. This field auto-populates with tomorrow's date the earliest students can be assigned to new groups, and current groups are ended as of today.
- 2. Enter a **Redistribution End Date** in *mmddyy* format or use the calendar icon to select a date. This is the end date for the new Blended Learning Group assignment. This field auto-populates with the last date of the calendar.
- Determine of summer school calendars should be included in the redistribution. If no, mark the Exclude Summer School Calendars checkbox. A calendar is marked as a Summer School calendar on the Calendar Details editor.
- 4. Select which Calendars should be Excluded from the Student Redistribution process. Any student enrolled in the calendars listed here are not part of the redistribution. Begin typing the name of the calendar in the field, or click to scroll the list and select calendars, or click the Select All button to list all calendars.
- 5. Click the **Next** button to select the groups to redistribute.

Redistribute Blended Learning Group	08			
Select Dates and Calendars	Select Groups	Preview	4 Results	
Enter a start and end date to redistribute existi	ng student group assignments. Select which calend	lars to exclude from the Redistribution process.		
Redistribution Start Date * 06/22/2021 Compared Start Date *				
06/30/2021				
Calendars Excluded from Student Redistribution				
2020-21 2/3 Day Preschool - Abbott × 20	20-21 2/3 Day Preschool - Bryant 🗙 2020-21	5 Day Preschool - Colfax ×	Select All	
	Redistribute - Sele	ect Dates and Calenda	ars	_

Step 2. Select Groups

- 1. Select **Redistribute Selected Groups** for the Redistribution Type. This reassigns students currently assigned to the selected groups into the selected groups.
- 2. Select which **Groups** to include. Click in the field to scroll through the available groups, or click the **Select All** button.
- 3. If students in the selected groups should NOT be redistributed, mark the Lock Existing Blended Learning Group Student Assignments checkbox. When marked, only students who are currently not assigned to any learning group are redistributed into the selected group, and the students currently in the selected groups remain in their current groups.
- 4. Click the **Next** button to preview the redistribution.

Select Dates and Calendars Select Groups Preview Results Choose a Redistribution Type to determine how group assignments are redistributed. Students who are assigned to one of the selected groups(a) as of today and those not assigned to any group(a) a Redistribute Selected Groups reassigns students assigned to the selected groups, across the list of selected groups, across the list of selected groups, selected in the Redistribute from field to groups selected in the Redistribute from field to groups selected in the Redistribute into field. Results Results Redistribute Selected Groups Results Results Redistribute Selected Groups reassigns students who have current group assignments selected in the Redistribute from field to groups selected in the Redistribute into field. Results Results<	edistribute Blended Learning Groups			\bigcirc	
are included in the redistribution, unless the Lock Existing Blended Learning Group Student Assignments checkbox is marked. Redistribute Selected Groups reassigns students assigned to the selected groups, across the list of selected groups only. Redistribute Selected Groups reassigns students who have current group assignments selected in the Redistribute From field to groups selected in the Redistribute Into field. Redistribute Selected Groups Registribute Selected Groups Group ABC × MWS Group × SME Virtual × Select AI Lock Existing Blended Learning Group Student Assignments	Select Dates and Calendars	Select Groups	Preview	(4) Results	
Group ABC X NWS Group X SME Virtual X Select AII Lock Existing Blended Learning Group Student Assignments Image: Comparison of Co	Redistribute Selected Groups reassigns at Redistribute Groups into Other Groups rea Redistribution Type	udents assigned to the selected groups, across th	ne list of selected groups only.	ups selected in the Redistribute Into field.	
		al ×		Select Al	
		ignments			

Review the selections made for the redistribution process. This step summarizes the selections made. If satisfied, click the **Finish** button. This may take some time to complete, depending on the number of groups selected, the number of calendars included, the number of students assigned to groups, etc. Please be patient.

Redistribute Bl	ended Learning Groups							
Select Dat	tes and Calendars	Select Groups	Preview	4 Results				
This process r	Preview the following selections prior to redistributing blended learning groups. This process may take significant time and system resources to run. The process continues to run even when you navigate away from this page. The following changes will be made:							
Group 1234S, Gru Students will not Group 1, Group 1 Lock Student Assig Students with cu Excluded Calendard	redistributed in the following groups: oup 2234 S, November BLG be redistributed in the following groups: 11, Group 2, Group 211, Group ABC, NWS prenents rrent group assignments will not be redist	ributed.						
	Redistribute Selected Groups - Preview							

Step 4. Results

A status bar displays how far along the redistribute process is. As noted previously, this may take some time to complete, depending on the number of groups selected, the number of calendars included, the number of students assigned to groups, etc. Please be patient.

	fanage Blended Learning Groups රා neuling & Courses ව Build Schedules > Manage Blended Learning Groups							
Redistribute Blended Learning Group	s							
Select Dates and Calendars	Select Groups	Preview	4 Results					
Processing: complete for schedule Main in cal	occessing: complete for schedule Main in calendar 20-21 HS 11%							
	Redistribute Selected Groups - Progress							



When the process has completed, the Results page displays as follows, listing the total number of groups selected for redistribution and how many students were redistributed.

Redistribute Blend	ed Learning Groups					
Select Dates a	nd Calendars	Select Groups	Preview	Results		
	mmary of the redistributed Blended I s include currently assigned students	earning Groups.	.			
Number of Groups 3 Students Assigned to No 18 Students Assigned to Gro 6173 Students Assigned to Gro 6205	pup 1234S					
	Redistribute Selected Groups - Final Results					

Redistribute Groups into Other Groups

Redistributing groups into other groups reassigns students from a source group (the student's current assignment) to a destination group (the student's new group assignment), and also includes any students who are not currently assigned to any group. To be included, students must meet the following:

- Have an active group assignments in the source group(s) as of the current date OR
- Be assigned to one of the selected source group(s) on the Redistribution Date OR
- Be assigned to the one of the destination group(s) on the Redistribution Start Date OR
- Have no group assigned on the Redistribution Start Date.

Who's Considered for Redistribution?

The following table (select the Click here to expand link) details which students are considered for redistribution based on their status of enrollment, whether they are enrolled on the redistribution date and to which group they may be assigned.

Click here to expand...

This pool of students are currently assigned to Groups A and Group B, and will be reassigned into Group C and Group D. The Redistribution Start Date is in one week from the current date. The highlighted field determines whether the student is included in the redistribution.

Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
	nents are NOT loc nded Learning Grou		ents Checkbox Not	Marked	
Abraham Student	Current enrollment in High School ended today	No			No - no current enrollment record

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Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
Bethany Student	Yes	No			No - Enrollment ended prior to the Redistribution Date
Charles Student	Yes	Yes	Group A	None	Yes - will be reassigned to either Group C or Group D
Daphne Student	Yes	Yes	Group B	None	Yes - will be reassigned to either Group C or Group D
Erik Student	Yes	Yes	Group C	None	Yes - will be reassigned to either Group C or Group D
Francine Student	Yes	Yes	Blank	Group E	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.
George Student	Yes	Yes	None	None, but is assigned to Group A after the Redistribution Start Date.	Yes - will be assigned to Group C or Group D; future Group A may be kept.
Heather Student	Yes	Yes	Group E	None, but is assigned to Group B after the redistribution start date	Yes - will be assigned to Group C or Group D; future Group B may be kept.
	nents are locked	ıp Student Assignm	ents Checkbox Mai	rked	
Abbey Student	Current enrollment in High School ended today	No			No - no current enrollment record



Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
Ben Student	Yes	No			No - Enrollment ended prior to the Redistribution Date
Cassandra Student	Yes	Yes	Group A	None	Yes - will be assigned to Group C or Group D
David Student	Yes	Yes	Group B	None	Yes - will be assigned to Group C or Group D
Eve Student	Yes	Yes	Blank	Group E	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.
Franklin Student	Yes	Yes	Group C	Group E	No - the student is already assigned to a group on the redistribution start date that is not one of the selected groups.
Ginger Student	Yes	Yes	Group A	Group C	Yes - will stay in Group C.
Henry Student	Yes	Yes	None	No, but is assigned to Group A after the redistribution start date.	Yes - will be assigned to Group C or Group D; future Group A may be kept.

Step 1. Select Dates and Calendars

- 1. Enter a **Redistribution Start Date** in *mmddyy* format or use the calendar icon to select a date. This is the start date for the new Blended Learning Group assignment. This field auto-populates with tomorrow's date the earliest students can be assigned to new groups, and current groups are ended as of today.
- 2. Enter a **Redistribution End Date** in *mmddyy* format or use the calendar icon to select a date. This is the end date for the new Blended Learning Group assignment. This field auto-populates with the last date of the calendar.
- 3. Determine of summer school calendars should be included in the redistribution. If no, mark the **Exclude**



Summer School Calendars checkbox. A calendar is marked as a Summer School calendar on the Calendar Details editor.

- 4. Select which **Calendars should be Excluded from the Student Redistribution** process. Any student enrolled in the calendars listed here are not part of the redistribution. Begin typing the name of the calendar in the field, or click to scroll the list and select calendars, or click the **Select All** button to list all calendars.
- 5. Click the **Next** button to select the groups to redistribute.

Redistribute Blen	ded Learning Groups								
Select Dates	and Calendars	Select Groups	Preview	(4) Results					
Enter a start and en	Enter a start and end date to redistribute existing student group assignments. Select which calendars to exclude from the Redistribution process.								
Redistribution Start Dat 06/22/2021	e*								
Redistribution End Date 06/30/2021	• 🛱								
Exclude Summer Schoo	l Calendars								
	m Student Redistribution	2/3 Day Preschool - Bryant × 2020-2	1 5 Day Preschool - Colfax ×	Select All					
_									
		Redistribute - Sel	ect Dates and Calendars						

Step 2. Select Groups

- 1. Select **Redistribute Groups into Other Groups** for the **Redistribution Type**. This reassigns students from one group to another group.
- Select from which groups to redistribute student in the **Redistribute From** field. This is the **Source Group** (where students are currently assigned). Click in the field to scroll through the available groups, or click the **Select All** button.
- 3. Mark the **End Date Selected Groups** checkbox to end the student's current group membership AND the group itself as of the day BEFORE the Redistribution Start Date.
- Select which groups to redistribute students into in the **Redistribute Into** field. This is the **Destination** Group (where students will be assigned). Click in the field to scroll through the available groups, or click the Select All button.
- If students should NOT be redistributed, mark the Lock Existing Blended Learning Group Student Assignments checkbox. When marked, only students who are currently assigned to one of the Redistribute Into groups remain in that current group.
- 6. Click the **Next** button to preview the redistribution.

edistribute Blended Learning Group	ps				1
Select Dates and Calendars	Select Groups	Preview	(4) Results		
are included in the redistribution, unless the Lo • Redistribute Selected Groups reassigns • Redistribute Groups into Other Groups n When End Date Selected Groups is marked, the Redistribution Type Redistribute Selected Groups	w group assignments are redistributed. Students ock Existing Blended Learning Group Student Assig s students assigned to the selected groups, across eassigns students who have current groups assign e groups listed in the Redistribute From field are en	nments checkbox is marked. the list of selected groups only. ments selected in the Redistribute From field to g	roups selected in the Redistribute Into field		
Redistribute Groups Into Other Groups Redistribute From Group 1234S × Group 2234 S × Gro	bup ABC ×		s	elect All	
Redistribute From*	DUP ABC ×		S	elect All	
Redistribute From * Group 1234S × Group 2234 S × Gro End Date Selected Groups				elect All	
Redistribute From * Group 1234S × Grou End Date Selected Groups Redistribute Into *	IE Virtual X				

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Review the selections made for the redistribution process. This step summarizes the selections made. If satisfied, click the **Finish** button. This may take some time to complete, depending on the number of groups selected, the number of calendars included, the number of students assigned to groups, etc. Please be patient.

Redistribute	Blended Learning Groups							
Select	Dates and Calendars	Select Groups	Preview	4 Results				
! This proce	Preview the following selections prior to redistributing blended learning groups. I This process may take significant time and system resources to run. The process continues to run even when you navigate away from this page. The following changes will be made:							
End Dated Group Groups will no Lock Student As Students with Excluded Calenc	Group 2234 S, Group ABC will be redistribu p It be ended. signments current group assignments will not be redi	stributed.						
	Redis	tribute Groups i	into Other Groups - Preview	/				

Step 4. Results

A status bar displays how far along the redistribute process is. As noted previously, this may take some time to complete, depending on the number of groups selected, the number of calendars included, the number of students assigned to groups, etc. Please be patient.

nage Blended Learning Groups duling & Courses > Build Schedules > Manage Bl			
listribute Blended Learning Group	S		
Select Dates and Calendars	Select Groups	Preview	4 Results
rocessing: complete for schedule Main in cal	endar 20-21 HS - Mult Term Sch 11	N	

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When the process has completed, the Results page displays as follows, listing the total number of groups selected for redistribution and how many students were redistributed.

Redistribute Blended Learning Groups					
Select Dates and Calendars	Select Groups	Preview	Results		
The following is a summary of the redistributed Blended Learning Groups. Student group counts include currently assigned students and redistributed students across all calendars.					
Number of Groups 3 Students Assigned to November BLG 3823 Students Assigned to NWS Group 3998 Students Assigned to SME Virtual 3846		lş.			
	Redistribute Groups into (Other Groups - Comp	lete		