Manage Blended Learning Groups

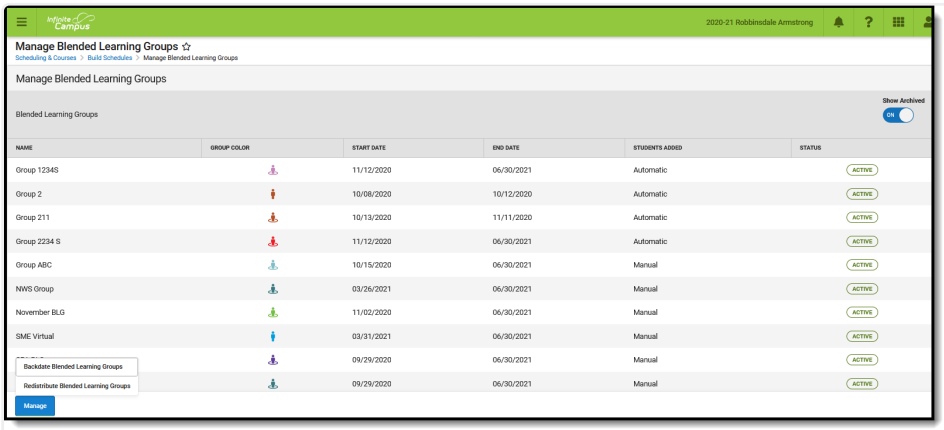
Last Modified on 01/04/2022 11:54 am CST

Tool Rights for Manage Blended Learning Groups | Blended Learning Information in Ad hoc Query Wizard | Backdate Blended Learning Groups | Redistribute Blended Learning Groups

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.



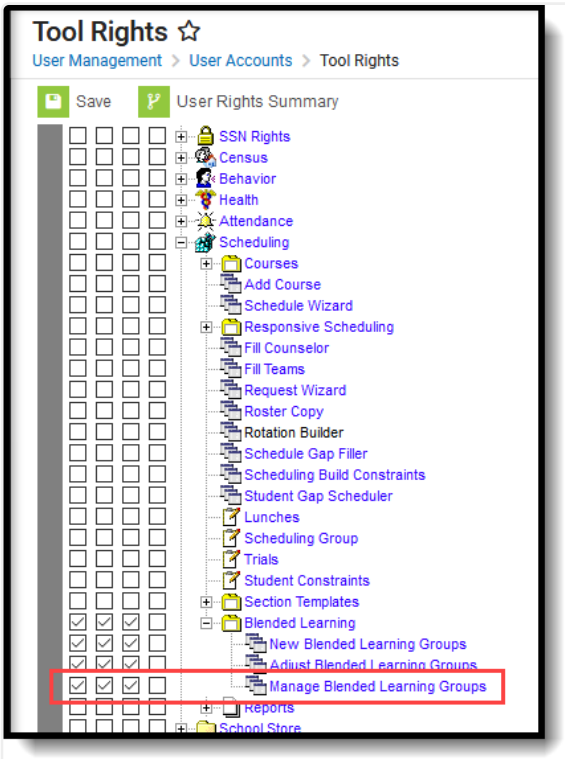
Manage Blended Learning Groups

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.

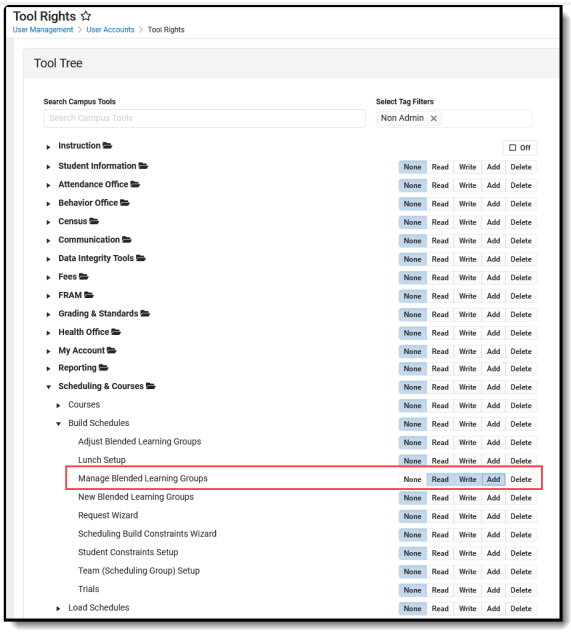
Tool Rights for Manage Blended Learning Groups

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.



Classic Navigation - Manage Blended Learning Groups Tool Rights



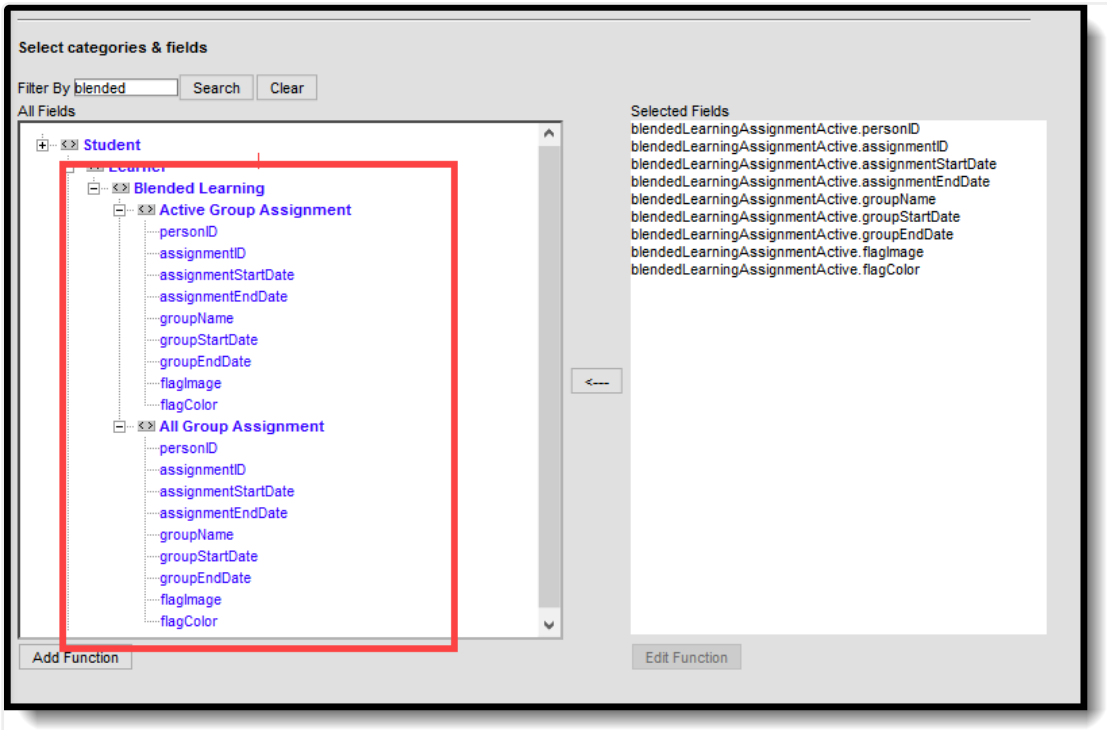
New Navigation - Manage Blended Learning Tool Rights

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



Blended Learning Ad hoc Fields

Backdate Blended Learning Groups

Backdating Attendance Logic | Date logic for Backdating Blended Learning Groups | Backdate with Student Assignment | Backdate without Student Assignment

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.

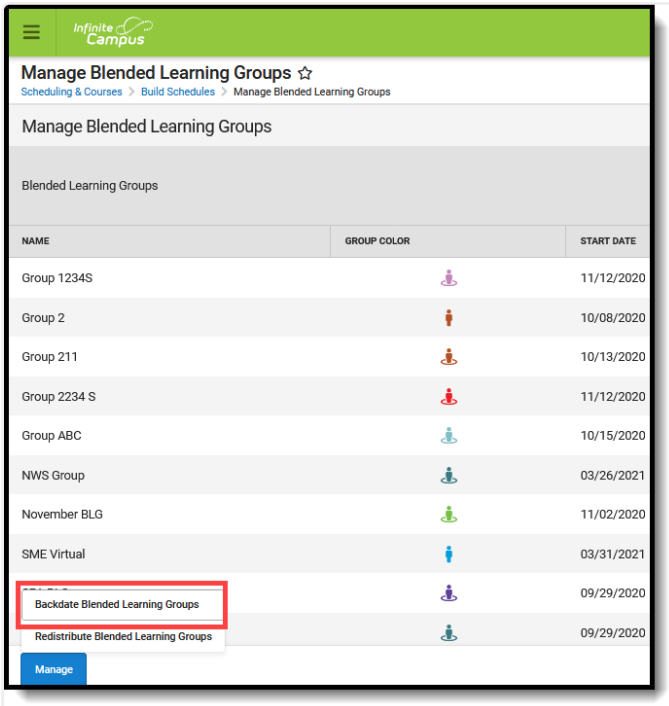
Like other Blended Learning tools, use the progress tracker across the top to see where you are in the process and to return to the previous step.

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**



Backdate Blended Learning Groups

Backdating Attendance Logic

▸ Click here to expand...

Date logic for Backdating Blended Learning Groups

▸ Click here to expand...

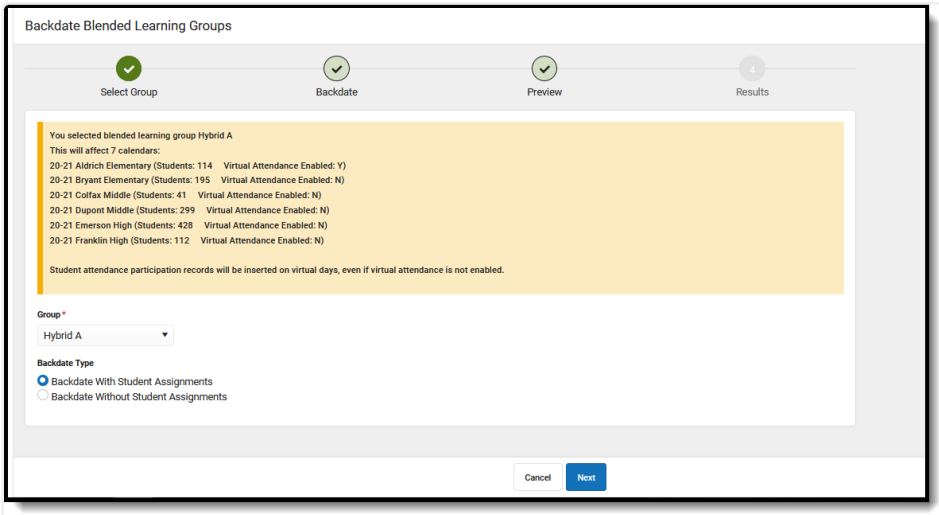
Note the following logic for dates as they related to Blended Learning Groups.

- 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.

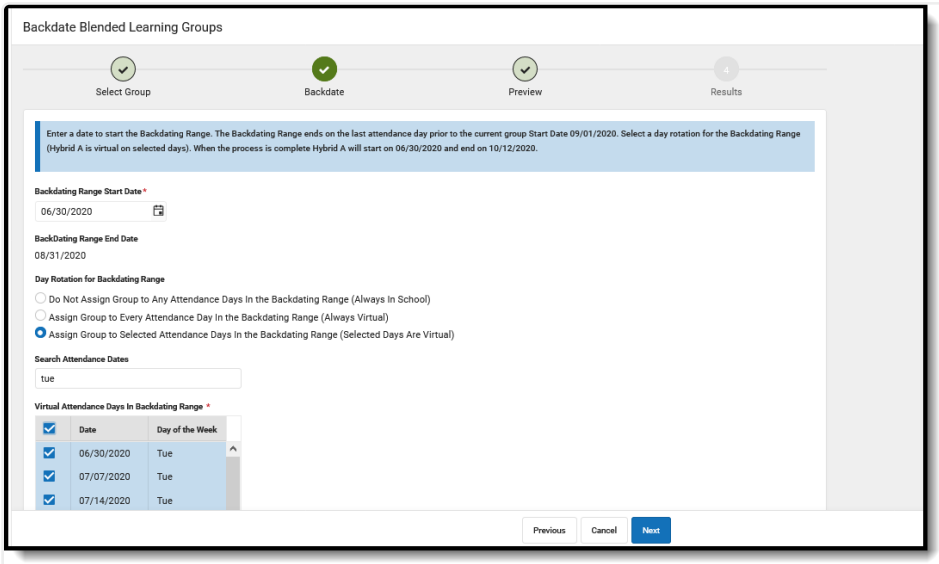


Backdate with Student Assignments

Step 2. Backdate

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

1. 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.



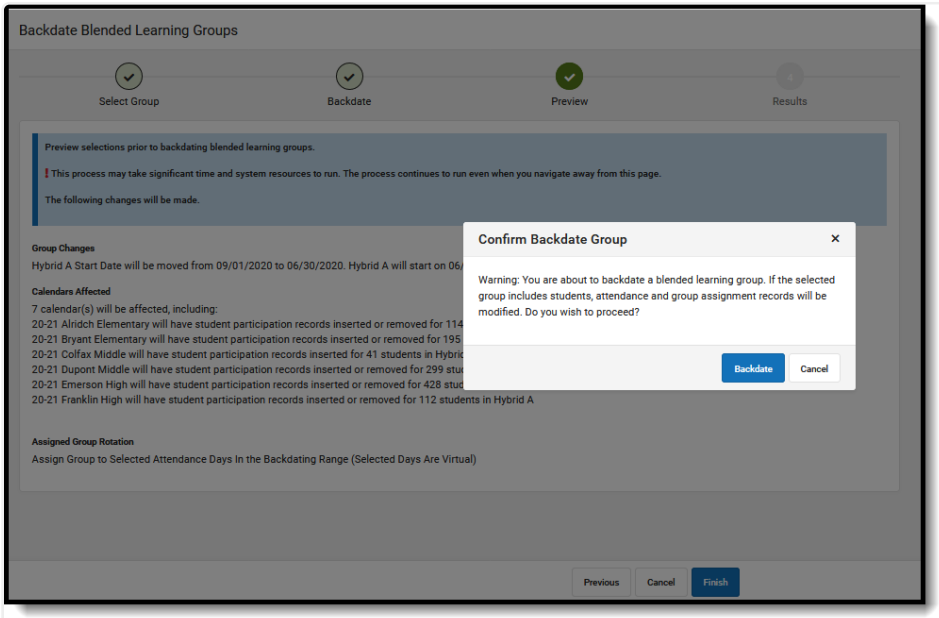
Backdate Range Options

Step 3. Preview

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.

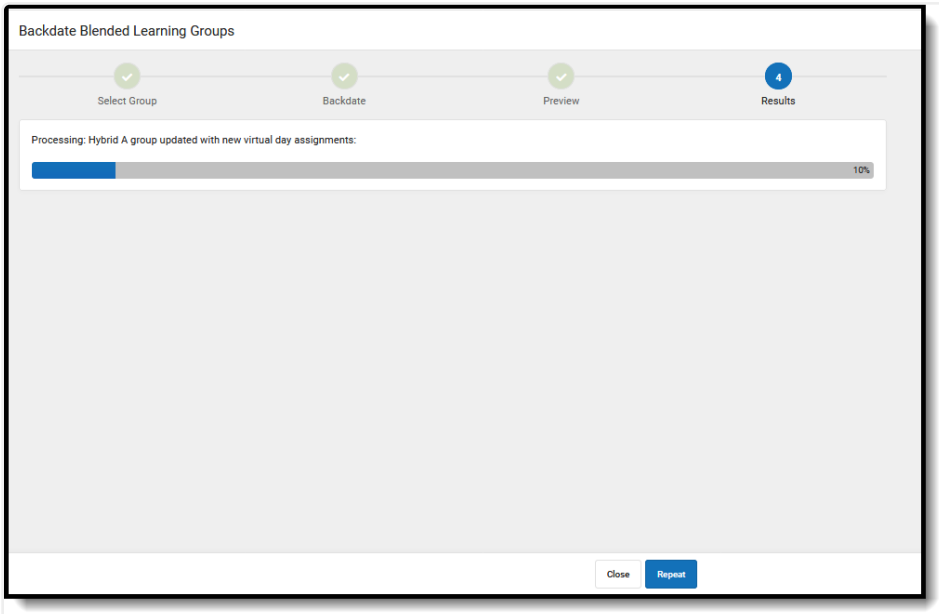
As another reminder, a confirmation of what is about to occur displays: students, attendance data and group assignment records will be modified. To continue, click the **Backdate** button to begin the process of backdating the selected group and updating the group assignment for the students.



Backdating Preview Summary

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**.

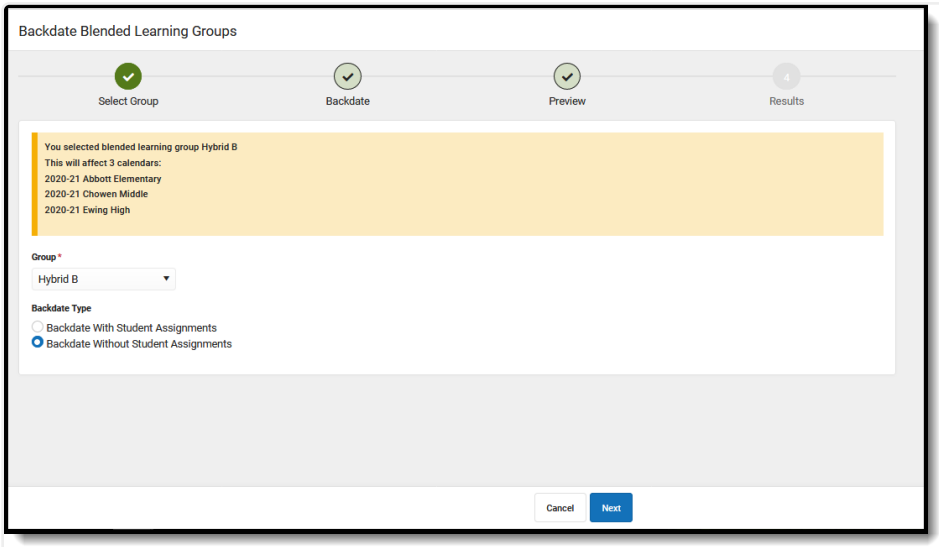


Backdate Results

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.



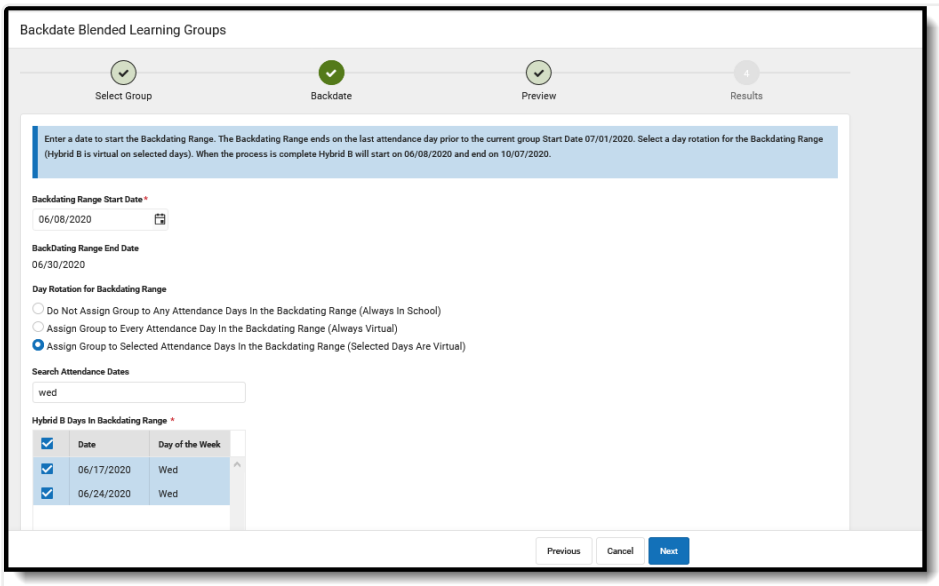
Backdate without Student Assignments

Step 2. Backdate

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

1. 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.



Backdate Range Options

Step 3. Preview

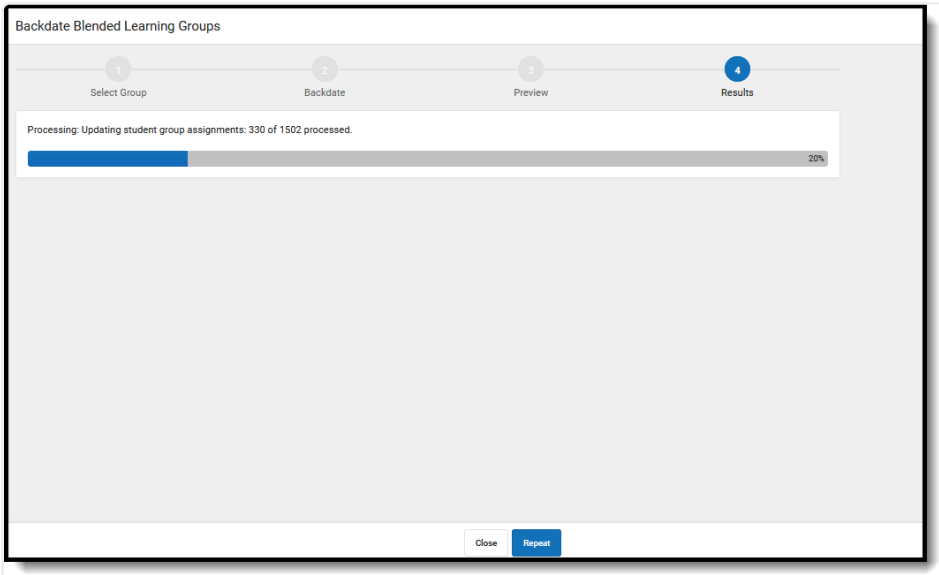
The Preview screen provides a summary of the options selected in the previous steps.

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 Results

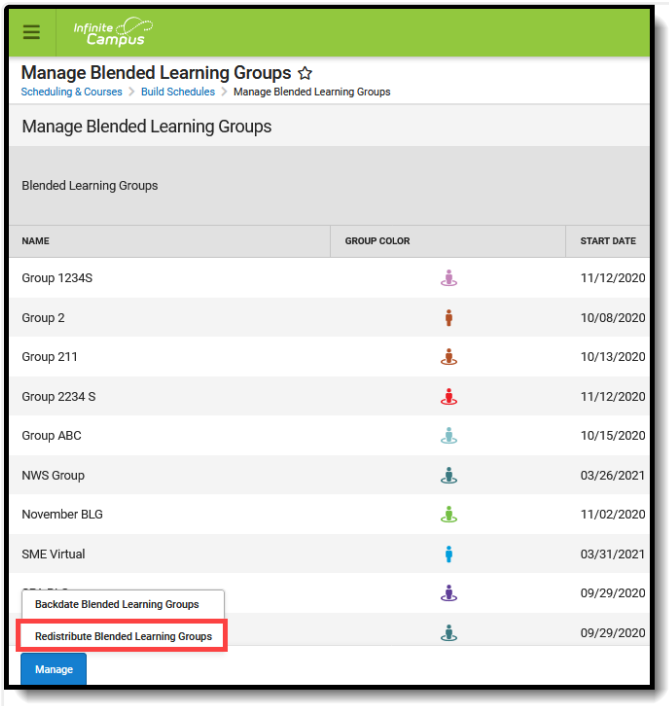
Redistribute Blended Learning Groups

Redistribute Selected Groups | Redistribute Groups into Other 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.**



Redistribute Blended 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*					

Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
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.
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

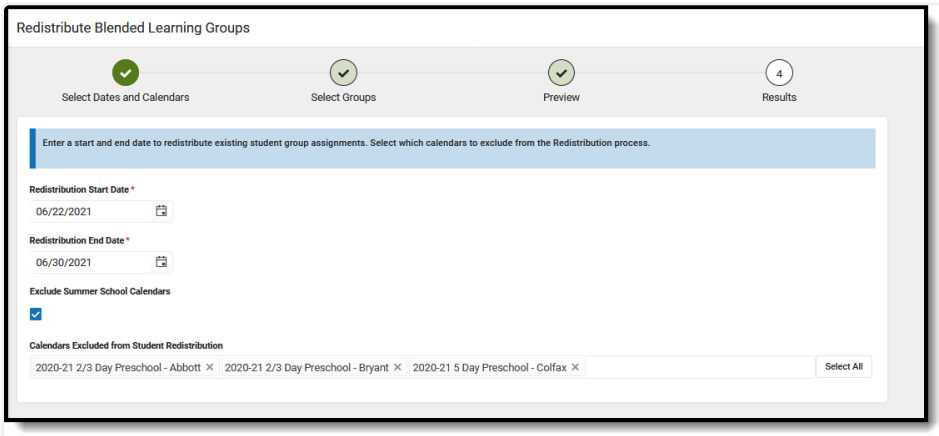
Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
Abbey Student	Current enrollment in High School ended today	No			No - no current enrollment record
Ben Student	Yes	No			No - Enrollment ended 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.
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.

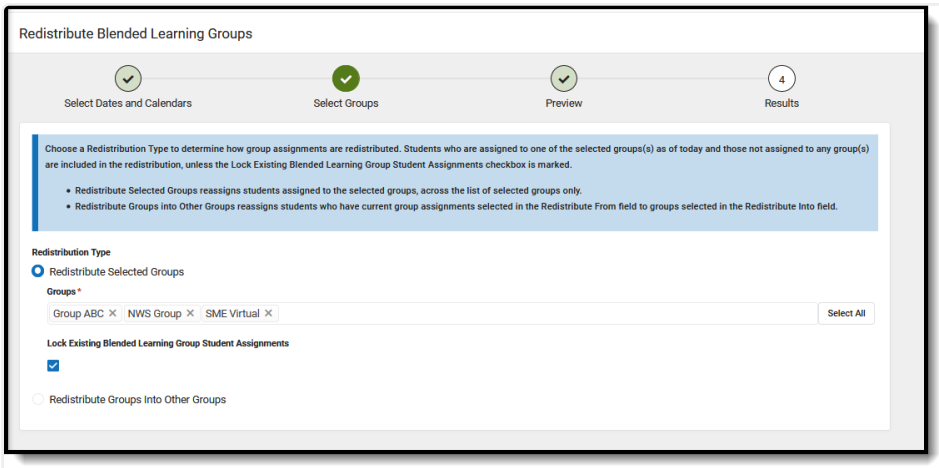
3. Determine of summer school calendars should be included in the redistribution. If no, mark the **Exclude Summer School Calendars** checkbox. A calendar is marked as a Summer School calendar on the Calendar Details editor.
4. Select which **Calendars should be Excluded from the Student Redistribution** 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 - Select Dates and Calendars

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.

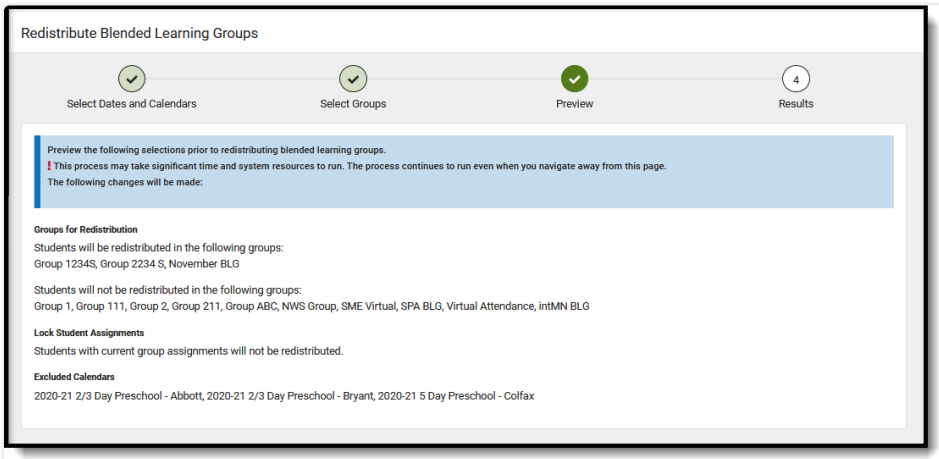


Redistribute Selected Groups - Group Selection

Step 3. Preview

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 Selected Groups - Preview

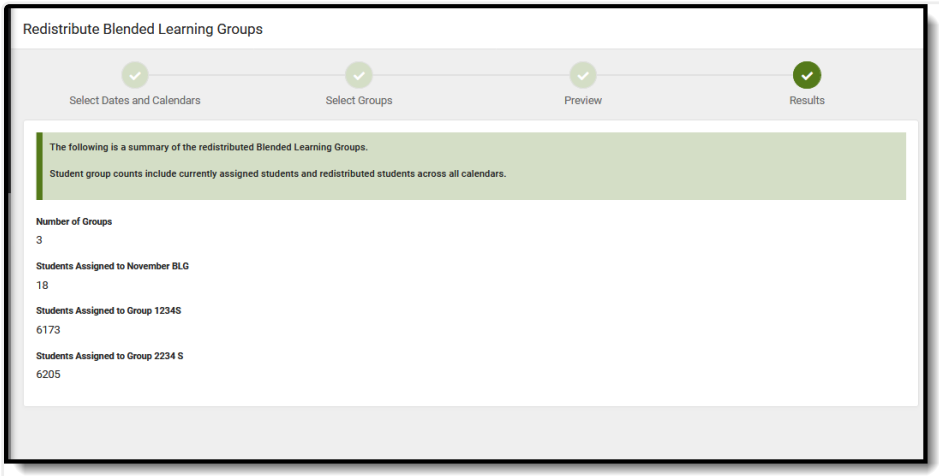
Step 4. Results

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.



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 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.

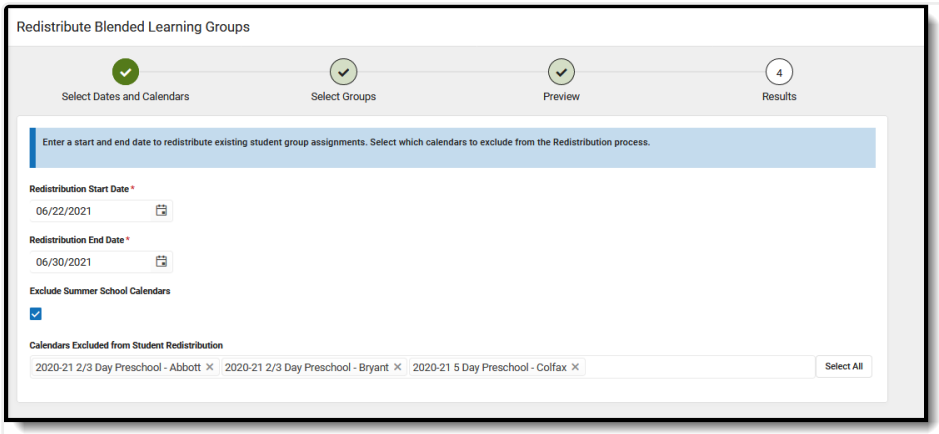
Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
Groups Assignments are NOT locked *Lock Existing Blended Learning Group Student Assignments Checkbox Not Marked*					
Abraham Student	Current 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 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

Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
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.
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 - 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

Student	Enrolled Today?	Enrolled on Redistribution Start Date?	Group as of the Current Date	Group as of the Redistribution Start Date	Included in Redistribution
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

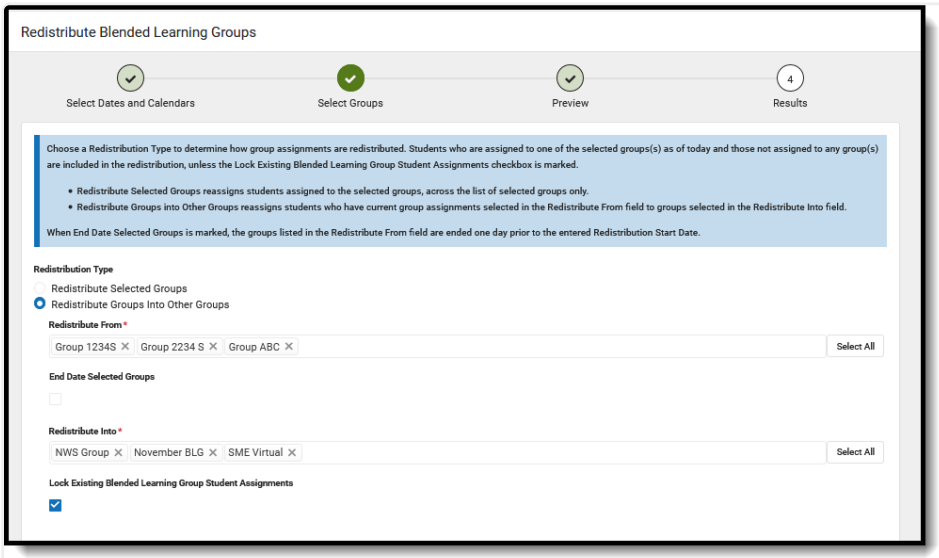
1. Enter a **Redistribution Start Date** in *mmddyy* format or use the calendar icon to select a date. This is the start date for the new Blended Learning Group assignment. This field auto-populates with tomorrow's date - the earliest students can be assigned to new groups, and current groups are ended 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 - Select Dates and Calendars

Step 2. Select Groups

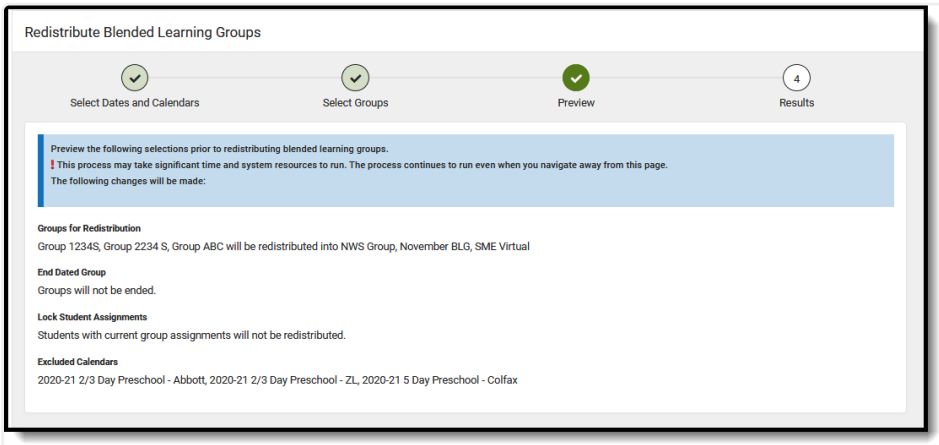
1. Select **Redistribute Groups into Other Groups** for the **Redistribution Type**. This reassigns students from one group to another group.
2. Select from which groups to redistribute student in the **Redistribute From** field. This is the **Source Group** (where students are currently assigned)**.** 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.
4. 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.
5. 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.



Redistribute Groups Into Other Groups - Group Selection

Step 3. Preview

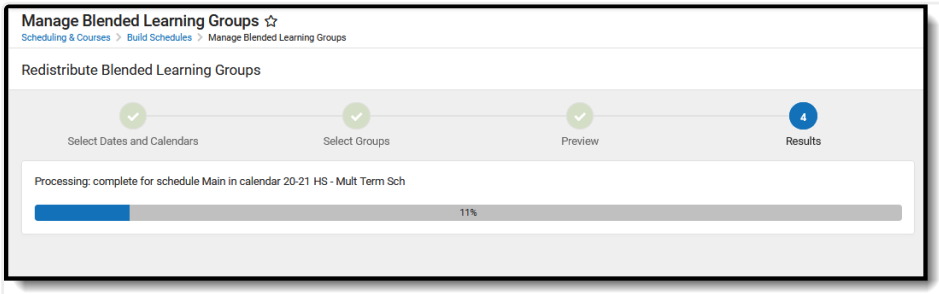
Review the selections made for the redistribution process. This step summarizes the selections made. If satisfied, click the **Finish** button. This may take some time to complete, depending on the number of groups selected, the number of calendars included, the number of students assigned to groups,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



Redistribute Groups into Other Groups - Preview

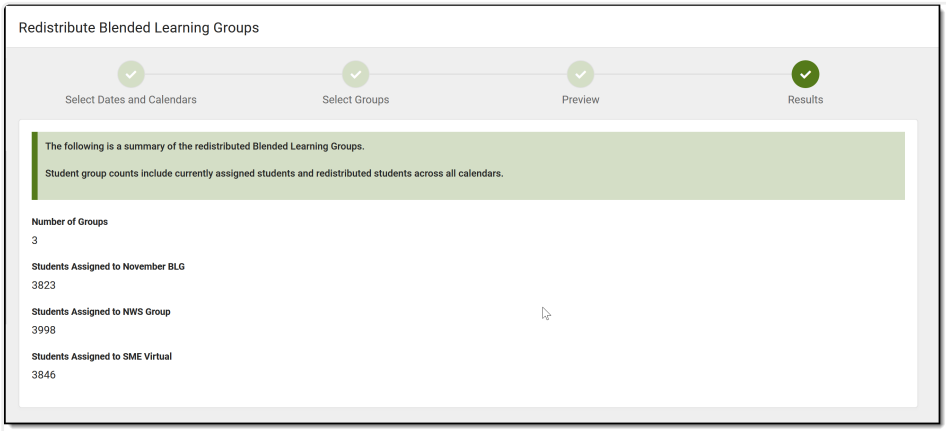
Step 4. Results

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.



Redistribute Groups Into Other 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 Groups into Other Groups - Complete