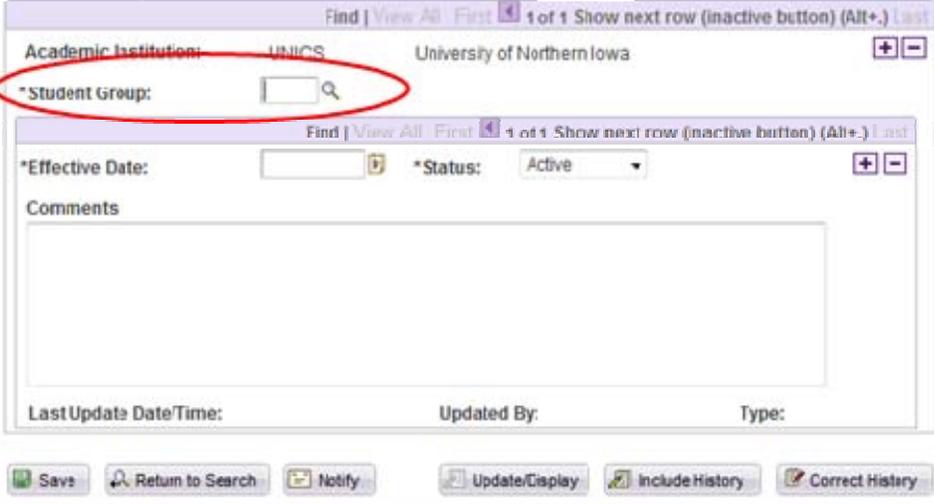
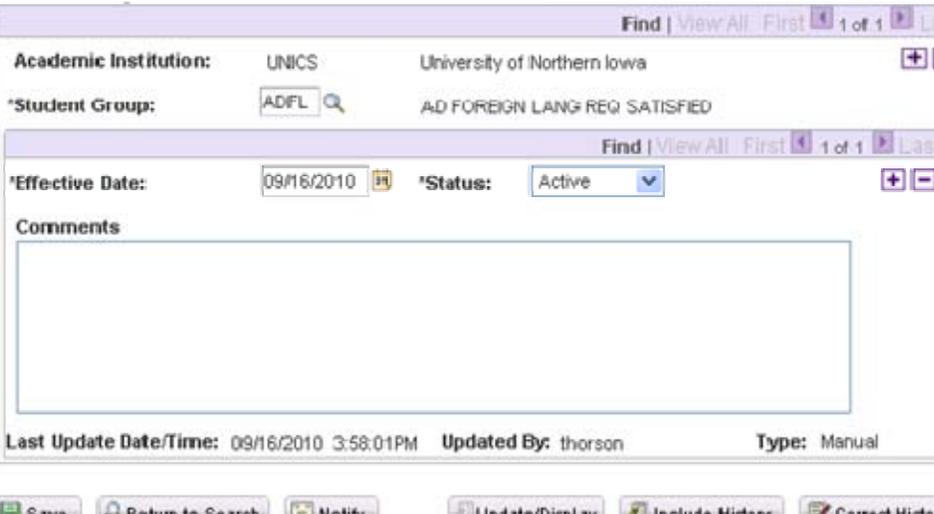


Adding a Student to a Student Group

Purpose: Students may be added to Student Groups for various reasons. These instructions show how to add a student to a student group (ADFL: AD Foreign Language Requirement Satisfied) to indicate the requirement for foreign language has been met.

Step	Action
1.	<p>Navigate to the Student Groups page. Select Main Menu > Student Admissions > Application Entry > Academic Information > Student Groups</p> <p><i>Note:</i> You may wish to add this page to your Favorites for easier access.</p>  <p>Student Groups</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Application Nbr: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>ID: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Academic Institution: <input type="text" value="="/> <input type="text" value="UNICS"/> <input type="button" value="Search"/></p> <p>Academic Career: <input type="text" value="="/> <input type="button" value="Search"/></p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>
2.	<p>Enter <i>search criteria</i>. Click the Search button.</p> <p><i>Result:</i> Student Groups page displays.</p>

Step	Action
3.	<p>Use the Look up button to populate the <i>Student Group</i> field, or enter ADFL.</p> <p>Student Groups</p>  <p>The screenshot shows a web form titled "Student Groups". At the top, there are navigation links: "Find View All First 1 of 1 Show next row (inactive button) (Alt+) Last". Below this, the "Academic Institution" is set to "UNICS" and "University of Northern Iowa". The "*Student Group:" field is empty and has a search icon to its right, which is circled in red. Below the search field, there are fields for "*Effective Date:" (empty), "*Status:" (set to "Active"), and a "Comments" text area. At the bottom, there are fields for "Last Update Date/Time:", "Updated By:", and "Type:". A row of buttons is at the very bottom: "Save", "Return to Search", "Notify", "Update/Display", "Include History", and "Correct History".</p>
4.	<p>Click the Save button.</p> <p>Result: The Student Group is added.</p> <p>Student Groups</p>  <p>The screenshot shows the same "Student Groups" form as above, but now the "*Student Group:" field is populated with "ADFL" and has a search icon to its right. The "*Effective Date:" field now contains "09/16/2010" and the "*Status:" field is still "Active". The "Comments" text area is empty. At the bottom, the "Last Update Date/Time:" field now shows "09/16/2010 3:58:01PM", the "Updated By:" field shows "thorson", and the "Type:" field shows "Manual". The row of buttons at the bottom remains the same.</p>