Viewing Students in a Student Group

Purpose: The following instructions describe how to view the list of students in a particular Student Group.

Step	Action
1.	Navigate to the **View Student Groups** page. Select **Main Menu › Records and Enrollment › Career and Program Information › View Student Groups by Student** *Tip:* You may wish to add this page to your Favorites for easier access. Favorites | Main Menu › Records and Enrollment › Career and Program Information › View Student Groups by Student **View Student Groups by Student** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Maximum number of rows to return (up to 300): 300 **Academic Institution:** = ▾ UNICS 🔍 **Student Group:** = ▾ 🔍 **Description:** begins with ▾ ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria
2.	Enter or select the Student Group you wish to view. Click the **Search** button. You may also click the **Search** button with no data entered. All Student Groups for which you have access to view display in a list and may be selected. *Result:* The **View Student Groups by Student** page displays. **View Student Groups by Student** **Academic Institution:** UNICS University of Northern Iowa **Effective Date:** 01/01/1901 **Student Group:** CHON University Honors Program **Effective Status:** Active **Select Effective Dates:** Most Current Active ▾ [Get Results] **Range Selection:** No Range Selection ▾ Customize | Find | View All | 🗗 | 🔢 First ◀ 1 of 1 ▶ Last 	Name	ID	Effective Date	Effective Status	Comment	Details	 | | | | | | Details | 🔍 Return to Search 📧 Notify *Note:* Initially no data is populated.

Step	Action
3.	Select the desired *Effective Dates* and/or *Range*. Click the **Get Results** button. **View Student Groups by Student** Academic Institution: UNICS University of Northern Iowa Effective Date: 01/01/1901 Student Group: CHON University Honors Program Effective Status: Active Select Effective Dates: Most Current Active ▼ Get Results Range Selection: No Range Selection ▼
4.	You may receive a warning message indicating the number of rows of data is large and prompting you to select YES if you wish to continue and NO if you wish to modify search criteria. **Message** ✖ The selection criteria will return 652 rows of data. Do you wish to continue? (14827,11110) The current selection criteria will return a large number of rows. You may wish to modify your selection criteria to reduce the number of rows returned. Yes No
5.	By default, results display in ID (Student ID) order. You may click any column header to sort by that column. You may export data to Excel using the Download icon 🗒. Customize | Find | View 100 | ▣ | 🗒 First ◀ 1-100 of 652 ▶ Last | Name	ID	Effective Date	Effective Status	Comment	Details
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Panther, Pam	######	05/17/2011	Active		Details
Skywalker, Luke	######	01/10/2011	Active		Details
Duck, Donald	######	01/10/2011	Active		Details
Doo, Scooby	######	01/10/2011	Active		Details
White, Snow	######	01/10/2011	Active		Details
Mouse, Mickey	######	05/09/2011	Active		Details	