

# **Manage Blended Learning Groups**

Last Modified on 10/22/2022 10:04 am CDT

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

#### Classic View: Scheduling > Blended Learning > Manage Blended Learning Groups

#### Search Terms: 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 ☆ Scheduling & Courses > Build Schedules > Manage Blended Lea	arning Groups				
Manage Blended Learning Groups					
Blended Learning Groups					Show Archived
NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
Group 1234S	di.	11/12/2020	06/30/2021	Automatic	ACTIVE
Group 2	÷	10/08/2020	10/12/2020	Automatic	ACTIVE
Group 211	٨	10/13/2020	11/11/2020	Automatic	ACTIVE
Group 2234 S	٨	11/12/2020	06/30/2021	Automatic	ACTIVE
Group ABC	غ.	10/15/2020	06/30/2021	Manual	ACTIVE
NWS Group	الله	03/26/2021	06/30/2021	Manual	ACTIVE
November BLG	di.	11/02/2020	06/30/2021	Manual	(ACTIVE)
SME Virtual	÷	03/31/2021	06/30/2021	Manual	ACTIVE
Backdate Blended Learning Groups	đ.	09/29/2020	06/30/2021	Manual	ACTIVE
Redistribute Blended Learning Groups	*	09/29/2020	06/30/2021	Manual	ACTIVE

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.



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Search Campus Tools	Select Tag Filte	rs			
	Non Admin	×			
<ul> <li>Instruction Sector</li> </ul>					D Off
<ul> <li>Student Information Sector</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Attendance Office Set</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Behavior Office </li> </ul>	None	Read	Write	Add	Delete
Census Service	None	Read	Write	Add	Delete
<ul> <li>Communication E</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Data Integrity Tools Service</li> </ul>	None	Read	Write	Add	Delete
Fees See	None	Read	Write	Add	Delete
FRAM 🚔	None	Read	Write	Add	Delete
<ul> <li>Grading &amp; Standards Standards</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Health Office Set</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>My Account Set</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Reporting </li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Scheduling &amp; Courses Section 2018</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Courses</li> </ul>	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

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



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# **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



# **Backdating Attendance Logic**

Click here to expand...

# **Date logic for Backdating Blended Learning Groups**

Click here to expand...

# **Backdate with Student Assignment**

### Step 1. Select Group

- 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.

Select Group	Backdate	Preview	Results	-
You selected blended learning group Hybrid A This will affect 7 calendars: 20-21 Alorich Elementary (Students: 11 4 Virt 20-21 Byrant Elementary (Students: 155 Virtu 20-21 Organ Hidde (Students: 159 Virtual A 20-21 Elementaria (Students: 219 Virtual A 20-21 Elementaria (Students: 212 Virtual A 20-21 Franklin High (Students: 112 Virtual A 20-21 Franklin High (Students: 112 Virtual A 20-21 Franklin High (Students: 112 Virtual A	al Attendance Enabled: N) endance Enabled: N) ttendance Enabled: N) ttendance Enabled: N)	e is not enabled.		
Hybrid A				
		Cancel Next		

### Step 2. Backdate

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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 Groups	3					
	Select Grou	đ	Backdate	Pre	view	Results		
				attendance day prior to the current group art on 06/30/2020 and end on 10/12/20		elect a day rotation for the Backda	ating Range	
Backdatir 06/30/	ng Range Start Date	•						
BackDatin 08/31/2	ng Range End Date 020							
Day Rotat	tion for Backdating	Range						
			Days In the Backdating Range (Alwa n the Backdating Range (Always Virt					
			ays In the Backdating Range (Selecte					
Search At	ttendance Dates							
Virtual At	tendance Days In B	ackdating Range *						
	Date	Day of the Week						
	06/30/2020	Tue	^					
	07/07/2020	Tue						
	07/14/2020	Tue						
					Previous Cancel	Next		
			В	ackdate 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.

Backdate Blended Learning Groups			
Select Group Backdate	Preview	Results	
Preview selections prior to backdating blended learning groups. I This process may take significant time and system resources to run. The process continu The following changes will be made.	ies to run even when you navigate away from this page.		
Group Changes Hybrid A Start Date will be moved from 09/01/2020 to 06/30/2020. Hybrid A will start Celendar Affected 7 calendar (s) will be affected, including: 20:31 Alfolds Elementary will have student participation records inserted or removed 20:31 Bryant Elementary will have student participation records inserted or removed for 20:31 Coldx Alfolder will have student participation records inserted or removed for 20:31 Dupont Middle will have student participation records inserted or removed for 20:321 Enerston High will have student participation records inserted or removed for 20:321 Fankins High will have student participation records inserted or removed for 1 20:331 Fankin High will have student participation records inserted or removed for 1 Assigned Group Rotation Assign Group to Selected Attendance Days In the Backdating Range (Selected Days A	Warning: You are about to backdate a blen group includes students, attendance and o modified. Do you wish to proceed? If the 114 for 135 in Hybrit 828 atual 828 atual 828 atual 828 atual 828 atual 828 atual 828 atual	group assignment records will be Backdate Cancel	
Backdatin	Previous Cancel	Finish	1

## 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**.

ackdate Blended Learning Groups	3			
Select Group	Backdate	Preview	Results	
Processing: Hybrid A group updated with n	w virtual day assignments:		10'	N
		Close	epeat	
	Backa	late 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.

amous

Backdate Blended Learning Groups				
Select Group	Backdate	Preview	Results	-
You selected blendel 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		
	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.

 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 Blended Learr	ning Groups				
Select Group		Backdate	Preview	Results	
		ating Range ends on the last attendance d ss is complete Hybrid B will start on 06/08,	ay prior to the current group Start Date 07/01/2020. Se (2020 and end on 10/07/2020.	ect a day rotation for the Backdating Range	
BackDating Range End Date 06/30/2020 Day Rotation for Backdating Rang Do Not Assign Group to A Assign Group to Every Att Ø Assign Group to Selected Search Attendance Dates wed Hybrid B Days In Backdating Ran Ø Date	any Attendance Days In tendance Day in the Bai I Attendance Days In the	the Backdating Range (Always In Scho kdating Range (Always Virtual) Backdating Range (Selected Days Are			
06/24/2020	Wed				
		Backda	Previous Cancel	Next	

### **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.

ckdate Blended Learning Groups				
Select Group	Backdate	Preview	4 Results	
Preview selections prior to backdating blended lea	rning groups.			
This process may take significant time and system	m resources to run. The process continues to r	un even when you navigate away from this page.	_	
The following changes will be made.	Confirm	Backdate Group	×	
roup Changes bybid B Start Date will be moved from 07/01/20 alendars Affected calendar(s) will be affected, including:	20 to 06/08/2020 Hybrid B	You are about to backdate a blended learning udes students, attendance and group assign Do you wish to proceed?		
Calerbar(s) will be affected, including, 020-21 Abbott Elementary with 220 students in 020-21 Chowen Middle with 204 students in Hyl 020-21 Ewing High with 53 students in Hybrid B	brid B		Backdate	
ssigned Group Rotation ssign Group to Selected Attendance Days In the		tual)		
			•	
		Previous Cancel Finish		

## **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 assignme	Processing: Updating student group assignments: 330 of 1502 processed.							
			20%					
		Close Repeat						
	Bac	kdate 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.

Manage Blended Learning Groups ☆ Scheduling & Courses > Build Schedules > Manage Blended Lear	ning Groups	
Manage Blended Learning Groups		
Blended Learning Groups		
NAME	GROUP COLOR	START DATE
Group 1234S	Ł	11/12/2020
Group 2	÷	10/08/2020
Group 211	Ł	10/13/2020
Group 2234 S	ė	11/12/2020
Group ABC	ġ	10/15/2020
WS Group	ġ	03/26/2021
lovember BLG	ġ	11/02/2020
SME Virtual	÷	03/31/2021
Backdate Blended Learning Groups	Ŧ	09/29/2020
Redistribute Blended Learning Groups	ġ	09/29/2020

# **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...

### 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 Blend	led Learning Groups							
Select Dates a	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 Date 06/22/2021	•							
Redistribution End Date 06/30/2021	•							
Exclude Summer Schoo	Calendars							
	Calendars Excluded from Student Redistribution 2020-21 2/3 Day Preschool - Abbott × 2020-21 2/3 Day Preschool - Bryant × 2020-21 5 Day Preschool - Colfax × Select All							
		Redistribute - Sel	ect Dates and Calendars					

### **Step 2. Select Groups**

- 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.

distri	bute Blended Learning Groups					
ę	Select Dates and Calendars	Select Groups	Preview	(4) Results		
are in	Choose a Redistribution Type to determine how group assignments are redistributed. Students who are assigned to one of the selected groups(s) as of today and those not assigned to any group(s) 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 Groups into Other Groups reassigns students who have current group assignments selected in the Redistribute From field to groups selected in the Redistribute Into field.					
C Red Grou	uution Type listribute Selected Groups ps* uup ABC × NWS Group × SME Virtua Existing Blended Learning Group Student Assig				Select All	
✓ Red	istribute Groups Into Other Groups					
		Redistribute Selected	l Groups - Group Selec	tion		

### **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.

Image: Contract of Cont	edistribute 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:     The following changes will be made:     The following groups:     Group for Redistributed     In the following groups:     Group 12345, Group 22345, November BLG     Students will not be redistributed in the following groups:     Group 12345, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG     Group 11, Group 2, Group 211, Gr	Select Dates and Calendars	$\bigcirc$	Preview	$\bigcirc$		
Students will be redistributed in the following groups: Group 1234S, Group 2234 S, November BLG Students will not be redistributed in the following groups: Group 1, Group 2,11, Group 2,11, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intIMN BLG Lock Student Assignments Students with current group assignments will not be redistributed. Excluded Calendars	! This process may take significant time and syst		even when you navigate away from this page.			
	Students will be redistributed in the following groups: Group 1234S, Group 2234 S, November BLG Students will not be redistributed in the following groups: Group 1, Group 21, Group 211, Group ABC, NWS Group, SME Virtual, SPA BLG, Virtual Attendance, intMN BLG Leck Student assignments Students with current group assignments will not be redistributed. Excluded Calendarn Excluded Calendarn					

## 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.

Manage Blended Learning Groups Scheduling & Courses > Build Schedules > Manage Blen	lanage Blended Learning Groups ☆ Hedding & Course → Build Schedules → Manage Blended Learning Groups							
Redistribute Blended Learning Groups								
Select Dates and Calendars	Select Dates and Calendars Select Groups Preview Results							
Processing: complete for schedule Main in caler	Processing: 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 Blended Learning Group	edistribute Blended Learning Groups				
Select Dates and Calendars	Select Groups	Preview	Results		
The following is a summary of the redistributed Student group counts include currently assigned		alendars.			
Number of Groups 3 Students Assigned to November BLG 18 Students Assigned to Group 1234S 6173 Students Assigned to Group 2234 S 6205					
	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...

### 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.

edistribute Blended Learnin	g Groups	Preview	(4) Results
Enter a start and end date to redistri	bute existing student group assignments. Select which	calendars to exclude from the Redistribution process.	
Redistribution Start Date * 06/22/2021 Redistribution End Date * 06/30/2021 Exclude Summer School Calendars Calendars Excluded from Student Redistr 2020-21 2/3 Day Preschool - Abbo	ibution tt × _ 2020-21 2/3 Day Preschool - Bryant × _ 20	120-21 5 Day Preschool - Colfax X	Select All
	Redistribute - S	Select Dates and Calendars	

5. Click the **Next** button to select the groups to redistribute.

### 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.

Redistribute Blended Learning Group	ps			
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 r	w group assignments are redistributed. Students wh cxk Existing Blended Learning Group Student Assign s students assigned to the selected groups, across t reassigns students who have current group assign or groups listed in the Redistribute From field are end	ments checkbox is marked. ne list of selected groups only. ents selected in the Redistribute From field to gro	ups selected in the Redistribute Into field.	up(s)
Redistribution Type Redistribute Selected Groups Redistribute Groups Into Other Groups Redistribute Form Group 12345 × Group 22345 × Gro End Date Selected Groups Redistribute Into*	NUP ABC X		Selec	t All
NWS Group × November BLG × SM Lock Existing Blended Learning Group Student A			Selec	t All
Rec	distribute Groups Into C	ther Groups - Group S	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 Blended Learning C	Redistribute Blended Learning Groups						
Select Dates and Calendars	Select Groups	Preview	4 Results	I.			
	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:						
End Dated Group Groups will not be ended. Lock Student Assignments Students with current group assignmen Excluded Calendars	Group 1234S, Group 2234 S, Group ABC will be redistributed into NWS Group, November BLG, SME Virtual End Dated Group Groups will not be ended. Leck Student Assignments Students with current group assignments will not be redistributed.						
				_			
	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.

listelis to Disaded Lesenia e Ossua	nded Learning Groups		
listribute Blended Learning Groups	1		
			4
Select Dates and Calendars	Select Groups	Preview	Results
rocessing: complete for schedule Main in cale	ndar 20-21 HS - Mult Term Sch		
	11%		

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 Blee Student group counts include currently assigned stu		alendars.			
Number of Groups 3 Students Assigned to November BLG 3823					
Students Assigned to NWS Group 3998 Students Assigned to SME Virtual 3846		4			
Re	distribute Groups int	o Other Groups - Compl	lete		