

Creating User Defined Group for Key Worker Pupils/Students

1. Select **Focus | Groups | User Defined Groups**.
2. Click the **New** button to create a new group.
3. Enter a group name in the **Group Description** field, i.e. Key Worker Pupils/Students.
4. Enter an abbreviated name in the **Short Name** field, i.e. KW.
5. Select **Active** from the **Active State** drop down menu.
6. In **Panel 2: Membership** set the **Effective Date Range** for the relevant academic year by clicking on the browse button (magnifying glass) and selecting **Whole year**. (**NB**: this is important if historical reports are to be run for this group.) **NB: Ensure the correct AcademicYear is selected.**
7. Click the **Action** button and select **Add Student** from the menu displayed (the members route includes pupils ever on roll).
8. From the **Find Student** screen **Search** by name, year group or class and select the required pupils/students.

Holding the **Shift** key and scrolling down then double-clicking on the last name of the list enables the selection of all the pupils who then become members of the group or hold the **Ctrl** key, then click to select non contiguous pupils.
9. Clicking the **OK** button adds the selected pupils to the group.
10. Click **Save** to complete the creation of the group.

This group can then be selected for mark entry via:

- **Focus | Attendance | Edit Marks**
- Select the required Week Beginning date
- Change the **Group Type** to **User-defined group**
- Click **Search**
- Double-click the group name to see the registers for the relevant pupils/students