

Creating Assignment Groups for Managers

**Need Admin rights to create groups. Submit a QSARF if needed.

Creating student groups make it easier to assign education to a group of people all at the same time. It's recommended you set up your groups based on how you typically assign education.

For example: you may want individual groups for RNs, NAs, UCs, ITAs if you assign specific education to them. Think about the monthly CBLs you will be pushing out to them.

1. Sign in to myCHU with your Administrator Login.



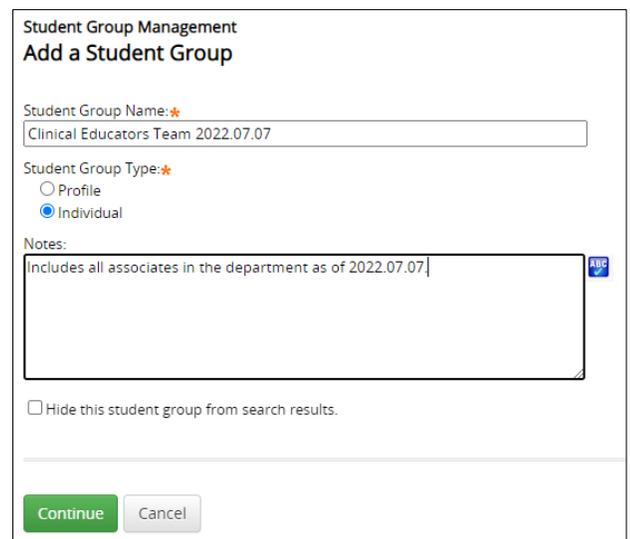
2. Click on the People tab

3. Click on Add a Student Group



In this section you may create specific groups as you desire. Potential opportunities could be groups such as: RNs on 5N at MHB, NAs on ____, UC on ____, etc. You want to be specific in your naming so you may easily identify your group.

- Enter the name of your student group** – append a date to the name. This will be helpful if you need to create another group when someone new comes into the department. Example: Clinical Educators Team 2022.07.07.
- Student Group type** – select **Individual radial dial** – this allows you to manually add and remove individuals from the group.
- Notes** – optional description field that can provide useful information.
- Click on continue**



You are now on the “Select Students to Include” page.

4a. Click Search.

Student Group Management
Select Students to Include: Clinical Educators Team 2022.0... [Advanced Search](#)

Last: First: Middle:

User ID(s):

Status:
 Active Pre-Hire only On Leave only All Statuses

4b. Select Individuals. ALL associates within the department(s) that you have admin rights for will be displayed. Select the individual(s) that you would like to add to the group. You can also click Check All Current Search Results to select everyone.

Student Group Management
Select Students to Include: Clinical Educators Team 2022.0...

Results per page: 100

Select	Name	Status	User ID
<input checked="" type="checkbox"/>	Anc...	Active	i...
<input checked="" type="checkbox"/>	Bat...	Active	i...
<input type="checkbox"/>	Blac...	Active	i...
<input checked="" type="checkbox"/>	Ba...	Active	i...
<input checked="" type="checkbox"/>	...	Active	i...

4c. Click Save. You will get a notification that your group has saved successfully.

Student Group Management
View Students: Clinical Educators Team 2022.0... [Search for Students within Student Group](#) [Return to Search Results](#)

Student Group was saved successfully.

Results per page: 100 1 Record(s)

Congratulations, you have successfully created a student group. You can now utilize this group to create assigning of education.

5. Modify Student Group.

You can modify your existing student group.

1. Login to your Admin account, click on the People Tab.
2. Under Student Group Management, click Manage Student Groups.

3. The easiest way to find your groups is to enter your name in the Administrator Last Name section, then click Search.

The screenshot shows the 'Student Group Management' page. At the top, there is a navigation bar with 'People', 'Courses', 'Education', 'Reports', 'Tools', 'Services', and 'My Profile'. Below this, the page title is 'Student Group Management' with a '+ Add New Student Group' button and a '< Return to People' link. The main section is titled 'Search Student Groups' and contains several search criteria: 'Student Group Name' (text input), 'Administrator Last Name' (text input), 'Student Group Visibility' (radio buttons for Visible, Hidden, Both), 'Student Group Type' (radio buttons for Profile, Individual, Both), and 'Creation Date Range' (From and Through date pickers). At the bottom of the search area, there is a 'Search' button and a 'Cancel' button. A link labeled 'Alphabetical' is also visible.

A listing of all the groups you have created are displayed at the bottom of the page. Click on the group name to see who is a member of the group. You can add new individuals or remove existing members.

WARNING: Adding new individuals to an existing group will also add any connected assignments which may now be overdue. Removing an individual will remove any existing connected assignments from their To Do tab.

You can use the Edit option to rename the group or modify the description. Copy option is a good tool if a new associate enters the department. You can duplicate the existing group and add new associates for any future assigning of education that will impact the whole group. Remember to append the new group name with the new date.

The screenshot shows a group detail card for 'Clinical Educators Team 2022.07.07'. Below the group name, it displays 'Count: 1, Type: Individual, Affiliation: Institution, Last Updated: 7/7/2022 11:27 AM, Updated By: Michael DiFonzo'. To the right of this information are four action links: 'View Assignments', 'View Checklists', 'Edit', 'Copy', and 'Delete'.