

Cobb
Teaching & Learning
System

CTL^S®

SCHOOL STAFF

CUSTOM DATA

ANALYSIS GROUPS

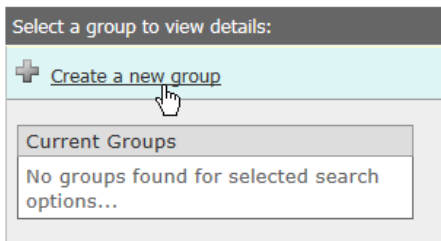
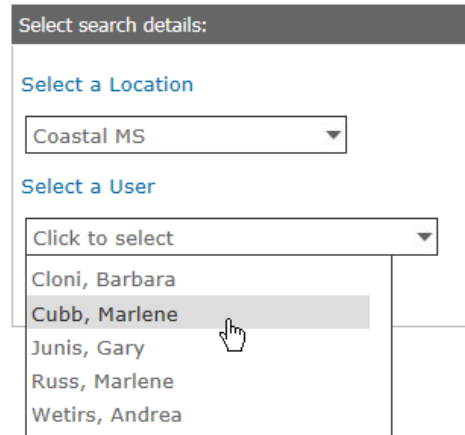
Version 1.14.10.15

CUSTOM DATA ANALYSIS GROUPS



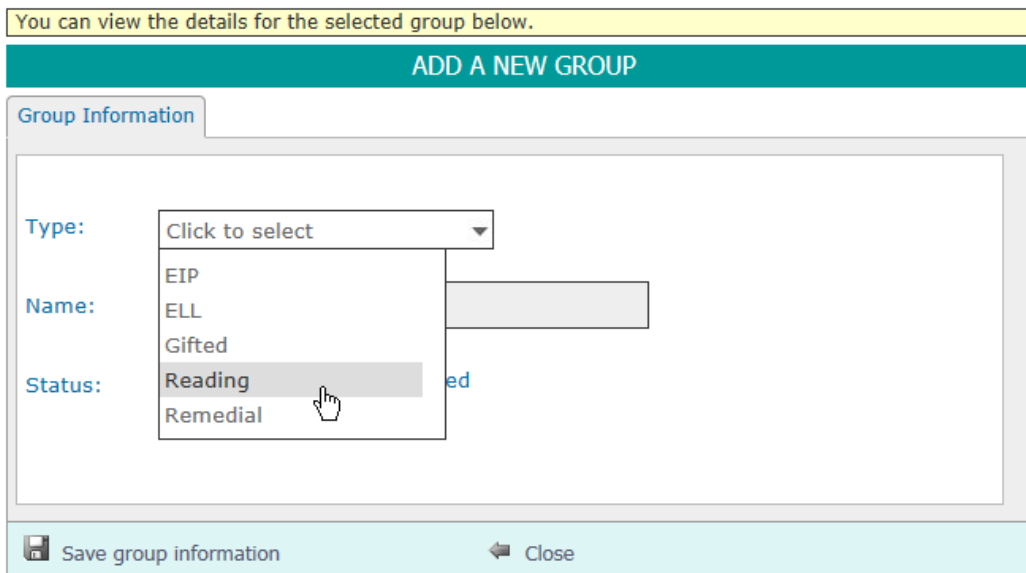
1. Login to the CTLS program and click the Custom Groups option from the Professional Learning menu. NOTE—you must be a school or district administrator to see this menu option.

- 2. Two dropdowns are available for searching—the location and the user. If you are a school administrator the only location available will be your own school. District administrators can select from any school.
- 3. Once a school is selected a list of staff is available in the user dropdown. Select the desired staff member from the dropdown.



4. A listing of current groups assigned to that staff member is listed below the search options. You can click on an existing group to maintain the students included in the group, or click the Create a new group link to define a new custom group.

5. A panel will open on the right side of the page consisting of one tab. This first tab is where the actual group identity is defined. Select a group type from the first dropdown and then key in a name for the group.



Leave the status as “A” for active. Click the Save group information link to store the information.

Group Information

Type: Reading

Name: After School 3rd Grade Reading

Status: A A=Active D=Disabled

Save group information Close

6. With the group defined, you can now add the students to the group. Click on the second tab—Students. Because the group can cross grade levels, the selection process is done by grade instead of displaying the entire school’s student population.

Group Information Students

Current Group Members School Roster Sixth Grade

No students found

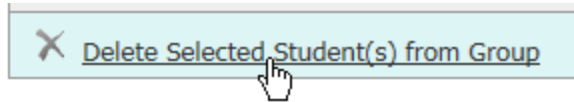
- Adkons, Kyle
- Adkons, Lauren
- Alford, Ariel
- Alford, Bethany
- Alixendir, Deidra
- Andirsun, Arthur
- Batlir, Jackson
- Batlir, Marcus
- Binnitt, Candice
- Binnitt, Stephen
- Bredfurd, Philis
- Brentliy, Brenda
- Brentliy, Harold
- Brentliy, Josh
- Brentliy, Taylor
- Brentliy, Tim
- Breswill, Regina
- Bruwn, Clay
- Bruwn, Philis
- Bryent, Charlie
- Bryent, Willis
- Buswill, Danielle
- Buswill, Joanne
- Buswill, Samantha

Delete Selected Student(s) from Group Add Selected Student(s) to Group Close

Select the desired grade level from the School Roster dropdown. This will refresh the listing of students in the right column. You can select all of the students that belong to the group by

clicking the checkbox in front of the name. Once the selections are made, click the Add Selected Student(s) to Group link at the bottom. Those names will move to the left column, which is the list of current students in the group.

7. You can also remove students from the group by selecting the desired students from the left column using the checkboxes and then clicking on the Delete link below the left column.



8. Custom group data analysis is tied to the staff member assigned to the group. This will be discussed in the data analysis and student performance sections. Groups tied to a staff member will trigger the scores displayed on the CTLS dashboard for that staff member. Any test administered to any student within the group can be viewed.

See the CTLS Data Analysis documentation for a detailed discussion of that process.