

Creating Gender Based User Defined Groups in SIMS.

## **Creating a SIMS User Defined Group**

This is best explained using a worked example. The step by step guide below explains how to create a user defined group containing all girls in Year 7:

In SIMS

- 1. Click Focus-Groups-User Defined Groups
- 2. Click New
- 3. Enter an appropriate name in this example **Y7 Girls**
- 4. Set the active state to Active
- 5. Enter a short name (**Y7G**)
- 6. Click the **Action** button in section 2 above the member list

2 Membership							
Effective Date Range	01/09/2015 -	31/08/2016		Academic Yea	r Academic Y	'ear 2015/2016	~
Cursor Day	Monday						
Cursor Date	01/01/0001						
Zoom Action							
Member		Sep Oct	Nov Dec	Jan Feb	Mar Apr	May Jun Jul	Aug 🔺

- 7. Select Add Student
- 8. Select the appropriate Year Group from (arrow 1 in the screenshot below) Click Search



Schoolcomms, Bude Business Centre, Bude, Cornwall, EX23 8QN Schoolcomms is a trading name of ISUZ ltd.VAT number: 808 1077 42 Registered in England no: 4655605 Registered office: Bude Business Centre, Kings Hill, Bude, Cornwall, EX23 8QN 9. Left click the **Gender** column heading to sort students by gender

Select Students									-		
🐝 Find Student											
🖌 Search 🔹 🖻 Print 🛛 🛄 View 🔹 🖉											
Surname	Forename		Admission Number				Status	Currer	nt	_	
Tier <any> ~</any>	Year Group	Year 7	~	Reg Gr	oup	<any></any>	~	House	<any></any>		_
Name	Year Group	YTI	Reg	Group	House	Gender	Admi	ssion Number			_
Americana, Kari	7	7	7D		Fleming	Female	0046	67			
Amos, Rachael	7	7	7E			Female	0046	68			
Andrews, Jasmine	7	7	7F		Curie	Female	0046	70			
Ankonkule, Cheryl	7	7	7E		Boyle	Female	0046	88			
Anton, Tiger	7	7	7A		Boyle	Female	0048	11			
Baker, Alexandra	7	7	7D		Fleming	Female	0046	72			
Baker, Jade	7	7	7F		Newton	Female	0046	73			
Ballinger, Eden	7	7	7C		Hooke	Female	0046	74			

10. Highlight the first female in the list, scroll down to the last female in the list and **SHIFT><LeftClick>** on the last female in the list to highlight all females

🔊 Find Student									
🕯 Search 🝷 📥 Print 🛛 🔟 View	w •					🖉 Lin	ks 🔹 🌘	🕗 Help	
Surname	Forename	Forename Admission Number				Status	Curre	nt	~
Tier	Year Group	Year 7	✓ Reg G	roup	<any></any>	✓ House	<any:< td=""><td>&gt;</td><td>~</td></any:<>	>	~
Name	Year Group	YTI	Reg. Group	House	Gender	Admission Numbe	er		^
Thompson, Olivia	7	7	7A	Boyle	Female	004808			
Ullah, Safa				Newton	Female	004813			
Underhill, Kirsty					Female	004814			
Vain, Cleo				Hooke	Female	004815			- 1
Walsh, Gillian				Newton	Female	004816			
White, Helen				Fleming	Female	004817			
Wright, Jane				Fleming	Female	004822			
Yardwood, Taylor	7	7	7A	Newton	Female	004823			
Acton, Jordan	7	7	7F	Hooke	Male	004664			
Adams George	7	7	7R	Hooke	Male	004665			

- 11. Click **OK** to add the selected students to the group.
- 12. Click **Save** to save this group.

Repeat the above for any other year group and gender required.

The next time the Schoolcomms import is run the Y7 Girls group will be available in the recipient list.