

## 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 Year: Academic Year 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**

**Find Student**

Search Print View Links Help

Surname: Forename: Admission Number: Status: Current

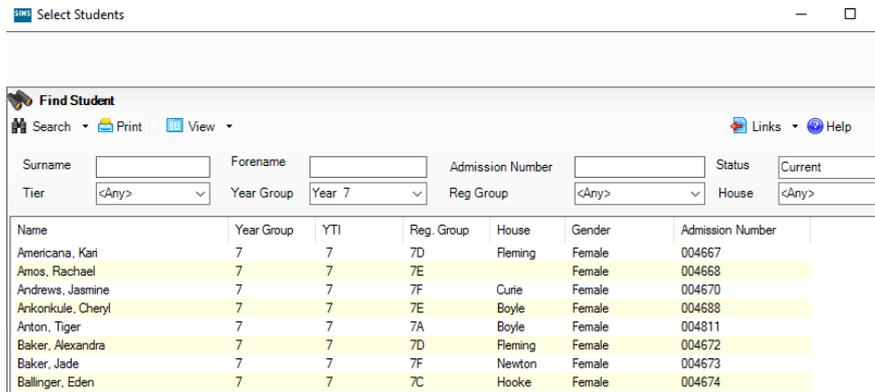
Tier: <Any> Year Group: <Any> Reg Group: <Any> House: <Any>

Name	Year Group	YTI	Reg. Group	House	Gender	Admission Number

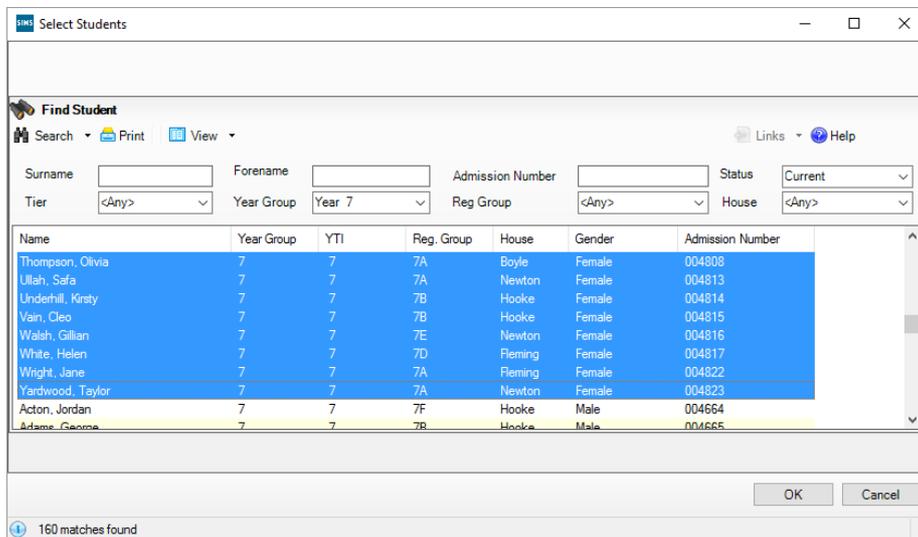
1 (arrow pointing to Year Group)

2 (arrow pointing to Gender)

9. Left click the **Gender** column heading to sort students by gender



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



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.