



# STARS Modern Thinking For Education

## HOW DO I? Extended Groups

This guide describes how to setup Extended Groups on your system, how to move pupils into and out of these groups and how to view pupils within the groups

### **Terms Used**

Term Used	Description
Account	A generic term covering the login details for an individual user.
ACTION	This details the steps you must take when following this guide.
Archive Class	A class where pupils who have left the school are placed so that their results are preserved and can be compared against other pupils.
Extended Group	A mechanism that allows you to group pupils together outside of their classes. For example, pupils from Y1, Y3, Y4 and Y6 may be selected and placed in an Extended Group containing members of the School Council.
NC Year	The National Curriculum year-group. For example, Y1, Y2 etc.
Online Server	A STARS installation hosted by FourForm. Access to these systems is available from anywhere via an Internet connected computer.
Role	Functionality within STARS is granted by allocating each user to a role. Roles are READ ONLY, STANDARD and ADMIN. A fourth role exists for standalone servers called SUPER USER. This role gives access to server hardware administration functions. Depending upon your login role, menu options are displayed or hidden.
School Attribute Extended Group	This is an Extended Group that has a higher priority than normal Extended Groups and is displayed on the pupil option screens.
System Maintained Extended Group	This is an Extended Group that is maintained by STARS. Pupils who have SEN are automatically placed into the appropriate group allowing your SEN co-ordinator to compare and assess these pupils without having to manually set up groups for them.
Standalone Server	A STARS installation where a server is installed on site. Access to these systems is only available from the site network and not via the Internet.
User/Username	This is a person who has access to STARS or the name that they use to log into STARS.



## Overview

Extended Groups are a mechanism of allowing you to group pupils together outside of their class groups. For example, an Extended Group could be created for pupils from classes in Year 4, 5 and 6 that all receive music lessons from a peripatetic teacher. This means that when the teacher needs to enter music grades for these pupils all of them can be selected together as if they were in one class.

Extended Groups save time when entering or reviewing results for cohort groups that are not in the same class.



- STANDARD, ADMIN and SUPER USER roles have access to Change and Show options for “Ext Grp→Pupil” Extended Group menu items.
- READ ONLY roles have access to the Show option for “Ext Grp→Pupil” Extended Group menu items.
- STANDARD, ADMIN and SUPER USER roles have access to Add New, Delete, Change and Show options for “Ext Grp→Groups” menu items.
- READ ONLY roles have access to the Show option for “Ext Grp→Groups” menu items.
- Pupils who are members of Extended Groups will have the “EG” icon displayed next to their name. You can click on this icon to view the groups that the pupil belongs to.
- Pupils who are members of School Attribute Extended Groups will have the “SA” icon displayed next to their name. You can hover your mouse over this icon to view the groups that the pupil belongs to.



Once pupils are archived they will automatically be removed from any Extended Groups that they belong to. This is so that pupils who have left the school are not selected alongside current pupils when entering or viewing results for Extended Groups of pupils.

Pupils are removed from Extended Groups when they are archived either by the year-end process or by manually placing the pupil into an archive class via the “Pupil→Change” menu option.



## Adding A New Extended Group

In order to group pupils together outside of their normal classes you first need to create a new Extended Group. This is very similar to a class except that it does not have a National Curriculum Year assigned to it and, unlike classes, pupils can belong to more than one Extended Group at the same time.

**ACTION:** Select “Ext Grp→Groups→Add New” from the menu bar.

### Example Screen: New Extend Group details

#### Add An Extended Group

Enter the new Extended Group name and description in the form below then click the 'Accept' button to create the Extended Group or the 'Cancel' button to exit this screen

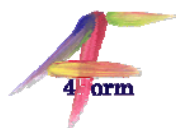
Extended Group Details	
Extended Group Name	<input type="text"/>
Description	<input type="text"/>
Add To School Attributes	<input type="checkbox"/>

Each of the items on the new class screen is explained below:

Item	Description
Extended Group Name *	This is the name of the group you wish to create. For example, “School Choir” or “Additional English Lessons”.
Description	A short description of the group that will describe it in further details. This helps when you have similarly named Extended Groups.
Add To School Attributes	A checkbox that, if ticked, will promote this group so pupils can be added directly to it from the pupil “Add” and “Change” menu options. See the <a href="#">School Attribute Extended Group</a> section of this HDI? guide for more information.

**NOTE:** Items marked with a “\*” must be entered or selected

**ACTION:** Enter the details for the new Extended Group to be added to STARS



## Example Screen: Extended Group details entered

### Add An Extended Group


Enter the new Extended Group name and description in the form below then click the 'Accept' button to create the Extended Group or the 'Cancel' button to exit this screen

Extended Group Details	
<input type="checkbox"/> Extended Group Name	<input type="text" value="ADDITIONAL ENGLISH LESSONS"/>
<input type="checkbox"/> Description	<input type="text" value="Y3 CATCHUP ENGLISH (MRS JONES)"/>
<input type="checkbox"/> Add To School Attributes	<input checked="" type="checkbox"/>

**ACTION:** Click “Accept” to create the new Extended Group.


Once the Extended Group has been created you can add pupils into it via the “Ext Grp→Pupils→Change” menu option.



- For standard Extended Groups, leave the “Add To School Attributes” checkbox unticked.
- If you have specific groups of pupil that you wish to track (for example, “Visually Impaired”) tick the checkbox and pupils can be added to this group directly from the pupil add/change menu options. Also, pupils will have the School Attribute icon “” displayed next to their name to highlight their membership of a school attribute group.
















## School Attribute Extended Groups

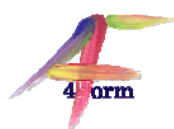
In our previous example we created an Extended Group and set the “School Attribute” indicator by placing a tick in the checkbox. This promotes the Extended Group so that it is displayed directly on the pupil maintenance screens (“Pupil→Add/Delete/Change/Show” options) and the “” icon is displayed next to the pupil name for any pupils that are members of these groups. Hovering your mouse over the icon will display the School Attribute groups that the pupil belongs to.

The aim of School Attribute groups is to allow you to very quickly identify pupils who are in these groups and to let you easily add or remove pupils from the groups. Although initially designed for groupings such as “Visually Impaired”, “Hearing Impaired” and “Physically Impaired”, you can use these school attributes for any important grouping of pupils.

Example Screen: How School Attribute groups are shown on the pupil screen

### Change Pupil Details

Pupil Details	
 Name	<input type="text" value="DOMINIC D"/>
 Class	<input type="text" value="CLASS 3 (YEAR 3)"/>
 Extended Groups	 Click to view or change
 Date of Birth	<input type="text" value="01/01/2001"/> dd/mm/yyyy
 Gender	<input type="text" value="Male"/>
 SEN	<input type="text" value="Not Applicable"/>
 School Attributes	<input checked="" type="checkbox"/> ADDITIONAL ENGLISH LESSONS <input type="checkbox"/> ASPERGERS <input type="checkbox"/> CAUSE FOR CONCERN <input type="checkbox"/> GIFTED & TALENTED
 Ethnicity	<input type="text" value="White"/>
 Free School Meals	<input type="checkbox"/>
 English as an Additional Language	<input type="checkbox"/>
 Joined in Year	<input type="text" value="Foundation"/>
 Unique Pupil Number	<input type="text" value="217"/>



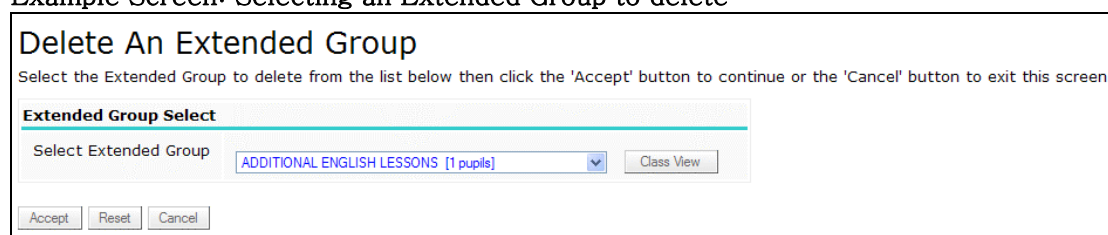
Any School Attribute Extended Groups will be promoted to the pupil screens where they can be viewed or changed directly. The arrows in the example above show the School Attributes section that will be hidden unless any School Attribute groups are created, and the “Additional English Lessons” group ticked for this pupil indicating that the pupil is a member of the group.

## Deleting An Extended Group

When an Extended Group is no longer needed, you can delete it from STARS by using the Delete option. Care should be exercised when deleting Extended Groups as once removed they cannot be retrieved.

**ACTION:** Select “Ext Grp→Groups→Delete” from the menu bar.

### Example Screen: Selecting an Extended Group to delete



**Delete An Extended Group**  
Select the Extended Group to delete from the list below then click the 'Accept' button to continue or the 'Cancel' button to exit this screen

**Extended Group Select**

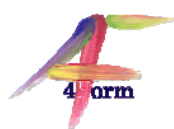
Select Extended Group: ADDITIONAL ENGLISH LESSONS [1 pupils]

STARS will show you a drop-down list of all Extended Groups set up on your system. The name and number of pupils in the group are displayed for all groups. You can view the pupils in the selected group by clicking “Class View” (see the [Viewing Pupils In An Extended Group](#) section of this HDI? guide for more information).




- Extended Group selection is normally made via the drop-down as shown above.
- Extended Groups always show the group Name and number of pupils in the group.
- Extended Groups are displayed in **BLUE**
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.

**ACTION:** Click “Accept” to select the class displayed in the drop-down list.



## Example Screen: Confirming the deletion of an Extended Group


### Confirm Extended Group Delete

 1 pupil(s) exist in this Extended Group

If you delete the group then these pupils will automatically be removed from the Extended Group before it is deleted. No pupils or pupil information will be deleted by this process but once an Extended Group is removed from the system it cannot be retrieved and must be recreated through the 'Ext Grp->Groups>Add New' process.

Press the 'Delete' button below to delete this Extended Group or the 'Cancel' button to exit this screen without deleting the Extended Group

STARS will prompt you to confirm the deletion of the Extended Group.



If pupils are allocated to the Extended Group then STARS will display the additional warning text as shown above. Once the group is deleted the pupils will automatically be removed from it. No pupil information will be removed during this process and history of group membership will still be available from the pupil screens.

**ACTION:** Click “Delete” to delete the Extended Group.



- STARS will warn you if pupils are still in the Extended Group when you attempt to delete it.
- Make sure you have selected the correct Extended Group to delete. Once you click “Delete” the Extended Group will be removed and cannot be retrieved.

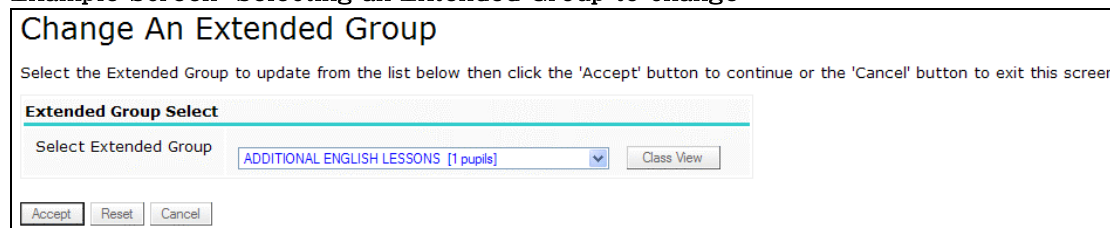


## Making Changes To Extended Group Details

It may be necessary to alter Extended Group details when the name, description or requirement to have the group displayed on the pupil screens change. Use the “Change” option to make changes to an existing Extended Group.

**ACTION:** Select “Ext Grp→Groups→Change” from the menu bar.

### Example Screen: Selecting an Extended Group to change



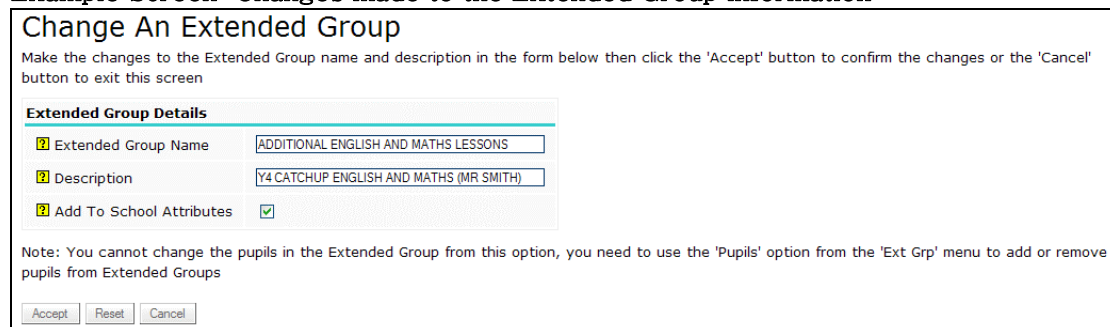
STARS will show you a list of all Extended Groups set up on your system. The name and number of pupils in the group are displayed for all groups. You can view the pupils in the selected group by clicking “Class View” (see the [Viewing Pupils In An Extended Group](#) section of this HDI? guide for more information).



- Extended Group selection is normally made via the drop-down as shown above.
- Extended Groups always show the Name and number of pupils.
- Extended Groups are displayed in **BLUE**
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.

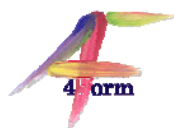
**ACTION:** Click “Accept” to select the Extended Group displayed in the drop-down list.

### Example Screen: Changes made to the Extended Group information



Make the changes to the group information as necessary.

**ACTION:** Click “Accept” to save the changes.

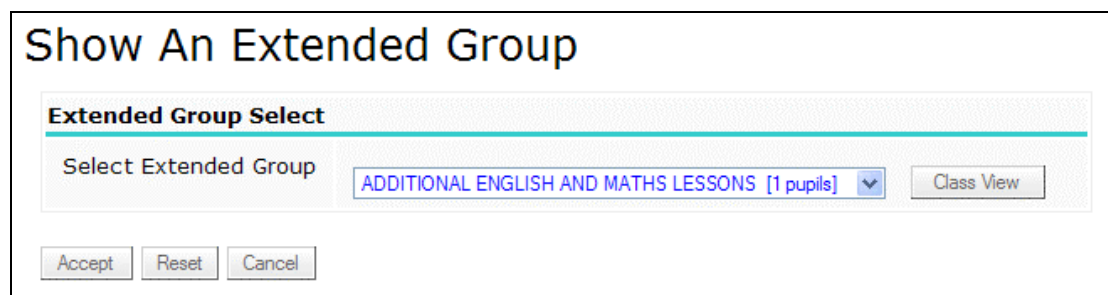


## Showing An Extended Group

If you only wish to view the details for an Extended Group and not make any changes or delete it then choose the “Show” option.

**ACTION:** Select “Ext Grp→Groups→Show” from the menu bar.

Example Screen: Selecting an Extended Group to show details for



STARS will show you a list of all Extended Groups set up on your system. The name and number of pupils in the group are displayed for all groups. You can view the pupils in the selected group by clicking “Class View” (see the [Viewing Pupils In An Extended Group](#) section of this HDI? guide for more information).



- Extended Group selection is normally made via the drop-down as shown above.
- Extended Groups always show the Name and number of pupils.
- Extended Groups are displayed in **BLUE**
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.

**ACTION:** Click “Accept” to select the Extended Group displayed in the drop-down list.

Once selected, the Extended Group details will be displayed. You cannot make any changes to the group details.



## Adding And Removing Pupils In Extended Groups

Once you have created an Extended Group you can add pupils into it. This will allow you to view details and create graphs & reports for groups of pupils outside of their classes. The first step is to select the class of pupils that you wish to add some pupils to a group/remove from a group.

**ACTION:** Select “Ext Grp→Pupils→Change” to add or remove pupils from an Extended Group


### Example Screen: Selecting pupils to add to an Extended Group

**Extended Groups: Pupils**

Pupils can be combined into Extended Groups to enable you to record and examine data in different combinations. This screen allows you to change the Extended Groups that a class of pupils belong to.

Select the class of pupils to add to or remove from Extended Groups

**Class Select**

Select Class  Include Archive?  

CLASS 1 (FOUNDATION) [21 pupils - Foundation] Class View

STARS will show you a list of the classes on your system that contain pupils. The name, number of pupils in the class and the NC year are displayed for all classes.









- Class selection is normally made via the drop-down as shown above.
- Classes always show the Name, number of pupils and the NC year.
- Classes are displayed in GREEN
- To include archive classes in your class list, place a tick in the “Include Archive” checkbox.
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.
- Classes without any pupils in them will not be displayed in this drop-down selection.

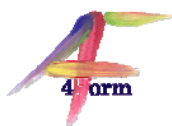
**ACTION:** Click “Accept” to select the class displayed in the drop-down list.

### Example Screen: Changing the groups pupils belong to

**Extended Groups: Pupils**


CLASS 3

Name	DOB	Class	ADDITIONAL ENGLISH AND MATHS LESSONS	ASPERGERS	CAUSE FOR CONCERN	FOOTBALL CLUB	GIFTED & TALENTED	MUSICAL INSTRUMENTS	SEN: ALL - WHOLE SCHOOL	SEN: SCHOOL ACTION - WHOLE SCHOOL	SEN: SCHOOL ACTION PLUS - WHOLE SCHOOL	SEN: STATEMENTED - WHOLE SCHOOL
AARON 	01/08/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARRY 	01/07/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOSEPH 	01/08/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUREN 	01/07/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAMUEL 	01/05/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WILLIAM 	01/04/2000	CLASS 3 (YEAR 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Once you have selected the class of pupils you will see all of the pupils listed down the left hand side of the screen. Also displayed will be the pupil DOB and the class name they are currently in. The Extended Groups are listed along the top of the page; a tick in the checkbox for an Extended Group indicates that the pupil is already a member of this group.



- STARS automatically maintains groups highlighted in **RED**. Whenever a pupil is set to have SEN they will be assigned into the appropriate SEN Extended Group. If the pupil moves out of SEN then they will automatically be removed from the group.
- Groups highlighted in **ORANGE** are set as “School Attributes”. This means that pupils can be added to or removed from this group directly from the pupil “Add” and “Change” options. This is a timesaving process when pupils are added to STARS or where you need the pupil’s inclusion in these groups to be highlighted. The School Attribute icon “” is displayed next to the pupil name whenever they are a member of any School Attribute groups.
- Clicking on the black arrow above each group will hide the entire column. The group name will appear in the “Hidden Groups” section with a red arrow next to it. Clicking the red arrow will reinstate the group back into the display.
- Clicking on the black arrow at the bottom of the screen will hide all of the groups.
- See the “Icons Used HDI?” guide for more information on icons used within STARS.

**ACTION:** Add or remove ticks in the appropriate Extended Group checkbox for each pupil in the class then Click “Accept” to save the changes.

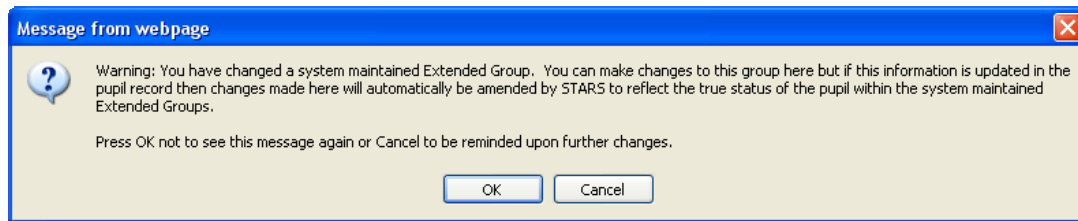
## Manually Changing Pupils In System Maintained Groups

You can manually add pupils into the system maintained SEN groups and remove them from these groups (these groups are highlighted in **RED**), however, any subsequent changes to the pupil record (“Pupil→Change” menu option) will cause STARS to reset the pupil’s groups back to the automatic status.

When you add or remove a tick from a system maintained group STARS will issue the warning as shown below:



## Example Screen: Removing a pupil from a system maintained SEN Extended Group



The warning is to remind you that any changes will be reset to the automatic status if the pupil record is altered via “Pupil→Change”.

**ACTION:** Click “OK” to stop this message being displayed again or “Cancel” to see the message if you make further changes to system maintained Extended Groups.

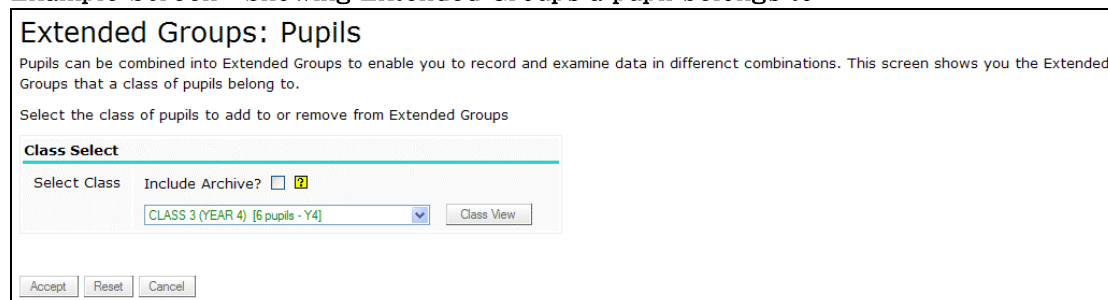


## Showing Extended Groups That Pupils Belong To

If you wish to view all of the Extended Groups that a pupil belong to without making any changes then select the “Show” option.

**ACTION:** Select “Ext Grp→Pupils→Show”

### Example Screen: Showing Extended Groups a pupil belongs to

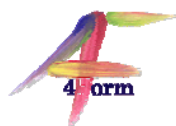


STARS will show you a list of the classes on your system that contain pupils. The name, number of pupils in the class and the NC year are displayed for all classes.



- Class selection is normally made via the drop-down as shown above.
- Classes always show the Name, number of pupils and the NC year.
- Classes are displayed in **GREEN**
- To include archive classes in your class list, place a tick in the “Include Archive” checkbox.
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.
- Classes without any pupils in them will not be displayed in this drop-down selection.

**ACTION:** Click “Accept” to select the class displayed in the drop-down list.



## Example Screen: Showing the groups pupils belong to

Extended Groups: Pupils

CLASS 3

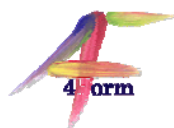
Name	DOB	Class	ADDITIONAL ENGLISH AND MATHS LESSONS	ASPERGERS	CAUSE FOR CONCERN	FOOTBALL CLUB	GIFTED & TALENTED	MUSICAL INSTRUMENTS	SEN: ALL - WHOLE SCHOOL	SEN: SCHOOL ACTION - WHOLE SCHOOL	SEN: SCHOOL ACTION PLUS - WHOLE SCHOOL	SEN: STATEMENTED - WHOLE SCHOOL
AARON	01/08/2000	CLASS 3 (YEAR 4)	■	□	■	□	□	□	□	□	□	□
HARRY	01/07/2000	CLASS 3 (YEAR 4)	□	□	□	□	□	□	□	□	□	□
JOSEPH	01/08/2000	CLASS 3 (YEAR 4)	□	□	□	□	□	□	□	□	□	□
LAUREN	01/07/2000	CLASS 3 (YEAR 4)	□	□	□	■	■	■	□	□	□	□
SAMUEL	01/05/2000	CLASS 3 (YEAR 4)	■	□	□	□	□	□	□	□	□	□
WILLIAM	01/04/2000	CLASS 3 (YEAR 4)	□	□	□	□	□	■	□	□	□	□

Once you have selected the class of pupils you will see all of the pupils listed down the left hand side of the screen. Also displayed will be the pupil DOB and the class name they are currently in. The Extended Groups are listed along the top of the page and the checkbox is filled black (“■”) for Extended Groups that the pupil is already a member of.



- STARS automatically maintains groups highlighted in **RED**. Whenever a pupil is set to have SEN they will be assigned into the appropriate SEN Extended Group. If the pupil moves out of SEN then they will be removed from the group.
- Groups highlighted in **ORANGE** are set as “School Attributes”. This means that pupils can be added to or removed from this group directly from the pupil “Add” and “Change” options. This is a timesaving process for groups that you use regularly or where you need their inclusion in these groups to be highlighted. The School Attribute icon “■” is displayed next to the pupil name whenever they are a member of any School Attribute groups.
- Clicking on the black arrow above each group will hide the entire column. The group name will appear in the “Hidden Groups” section with a red arrow next to it. Clicking the red arrow will reinstate the group back into the display.
- Clicking on the black arrow at the bottom of the screen will hide all of the groups.
- See the “Icons Used HDI?” guide for more information on icons used within STARS.
- You cannot make any changes to the pupil groups from this screen.

**ACTION:** Click “Continue” to select another class of pupils or “Cancel” to return to the home page.

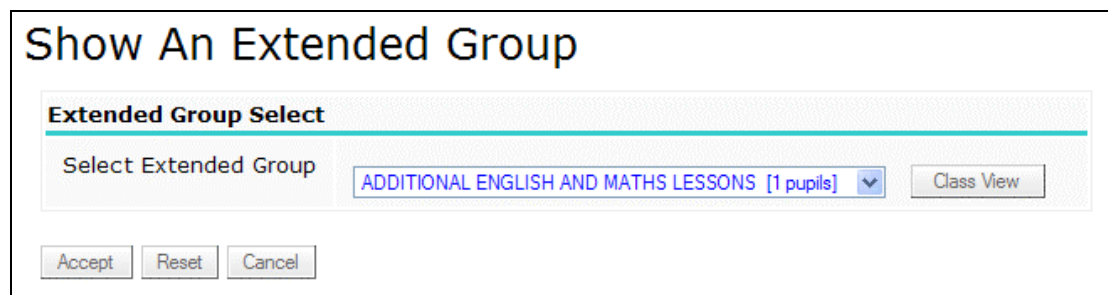


## Viewing Pupils In An Extended Group

If you wish to view all of the pupils in an Extended Group and not make any changes then select the “Show” option from the Groups menu option.

**ACTION:** Select “Ext Grp→Groups→Show” from the menu bar.

Example Screen: Selecting an Extended Group to show details for

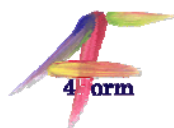


STARS will show you a list of all Extended Groups set up on your system. The name and number of pupils in the group are displayed for all groups. You can view the pupils in the selected group by clicking “Class View”.



- Extended Group selection is normally made via the drop-down as shown above.
- Extended Groups always show the Name and number of pupils.
- Extended Groups are displayed in **BLUE**
- Where applicable within STARS, the “Class View” button will be displayed to allow you to view details for all of the pupils in the group.

**ACTION:** Click “Class View” to view all of the pupils in the Extended Group displayed in the drop-down list.



## Example Screen: Viewing all pupils in an Extended Group

### Show Pupil Details

**Extended Group Details**  
 Extended Group Name    ADDITIONAL ENGLISH AND MATHS LESSONS

Click on a column heading to sort the table

Name	Class	DoB	Gender	SEN	Ethnicity	FSM	EAL	Joined	Left	UPN
DOMINIC D	CLASS 3 (YEAR 3)	2001-01-01	M	Not Applicable	White	N	N	Foundation	N/A [---]	N/R

1 record found to display

The example above shows the standard screen when viewing a group or class of pupils. Note the “Additional English Lessons” group name near the top of the screen has the “” icon next to it to indicate that we are looking at an Extended Group of pupils rather than a class of pupils.

The items shown are listed below:

Item	Description
Name	This is the pupil name. Note the icons displayed next to the pupil name as quick references for additional information available for this pupil. Click on the/hover your mouse over the icons for more information. You can click on the pupil name to be taken directly to the “Pupil→Show” screen and review all of the details for this pupil.
Class	This is the class the pupil is currently in.
Date of Birth	The DOB of the pupil in the format “DD/MM/YYYY”.
Gender	“M” or “F”.
SEN	SEN information for this pupil.
Ethnicity	Ethnicity information for this pupil.
Free School Meals	“Y” or “N” depending upon the status of Free School Meals.
English as an Additional Language	“Y” or “N” depending upon the status of English as an Additional Language.
Joined in Year	The NC Year that the pupil joined the school.
Left in Year	Either “N/A [---]” if the pupil is still current within the school or (for example) “2009/2010 [Y6]” if the pupil has been archived.
Unique Pupil Number	The unique pupil number assigned to the pupil at your location.

**ACTION:**        Click “Back” to select another Extended Group to view or “Cancel” to return to the home page.

