



Add and Remove Student from Cohort

Overview

This quick reference guide provides an overview of how to add or remove a student from a cohort.

Adding a Student to a Cohort Using Search Bar

1. Begin by searching for the task **Add Student To Cohort** in the main **Search Bar**.

A search bar with a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a single result: 'Add Student To Cohort' with a document icon and the word 'Task' below it. A mouse cursor is hovering over this result.

2. In the prompt, enter the following information and click **OK**.

- **Student:** Enter the student's name or ID number.
- **Student Cohort:** Enter or select the cohort to add.
- **Select Add Date:** Select to add the cohort now or on a specific date.

A form titled 'Add Student To Cohort' with a bookmark icon and a close 'X' icon in the top right corner. The form contains three main sections: 'Student' with a search input field, 'Student Cohort' with a dropdown menu, and 'Select Add Date' with two radio button options: 'As of Now' and 'By a Specific Date'. At the bottom of the form are two buttons: 'Cancel' and 'OK'.

3. The next screen will let you know that it's completed successfully. Click **Done**.

Adding a Student to a Cohort Using Their Profile

4. Search for the student in the main **Search Bar** and go into their profile.
5. Click on the **Actions** button and select **Student Cohort** and then **Add Academic Record to Cohort**.

A screenshot of a student profile page. On the left is a sidebar menu with categories: Summary, Academics, Action Items, Student Financials, Personal, Contact, and History. The 'Actions' category is expanded, showing a list of actions: Academic Record, Advising, Business Process, Duplicate Records, Hire, Holds, Note, Personal Data, Residency, and Student Cohort. The 'Student Cohort' action is highlighted with a red box. To the right of the sidebar is the student's profile information, including a photo, SCU ID, and Date of Birth. Below this information is a list of actions related to the student's cohort, with 'Add Academic Record to Cohort' highlighted by a red box and a mouse cursor hovering over it.

6. In the prompt, enter the following information and click **OK**.

- **Student:** This should populate with the student's name.
- **Student Cohort:** Enter or select the cohort to add.
- **Select Add Date:** Select to add the cohort now or on a specific date.



Add and Remove Student from Cohort

The dialog box is titled "Add Student To Cohort" and has a close button (X) in the top right corner. It contains three input fields: "Student" (with a red asterisk), "Student Cohort" (with a red asterisk), and "Select Add Date" (with a red asterisk). The "Select Add Date" field has two radio button options: "As of Now" and "By a Specific Date". At the bottom, there are two buttons: "Cancel" and "OK".

7. The next screen will let you know that it's completed successfully. Click **Done**.

Removing a Student from a Cohort Using Search Bar

8. Begin by searching for the task **Remove Student from Cohort** in the main **Search Bar**.

The search bar contains the text "Remove Student from Cohort" and has a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, there is a list of search results, with the first result being "Remove Student from Cohort" with a document icon and the word "Task" below it.

9. In the prompt, enter the following information and click **OK**.
- **Student:** Enter the student's name or ID number.
 - **Student Cohort:** Enter or select the cohort to remove.
 - **Select Remove Date:** Select to remove the cohort now or on a specific date.

The dialog box is titled "Remove Student from Cohort" and has a close button (X) in the top right corner. It contains three input fields: "Student" (with a red asterisk), "Student Cohort" (with a red asterisk), and "Select Remove Date" (with a red asterisk). The "Select Remove Date" field has two radio button options: "As of Now" and "By a Specific Date". At the bottom, there are two buttons: "Cancel" and "OK".

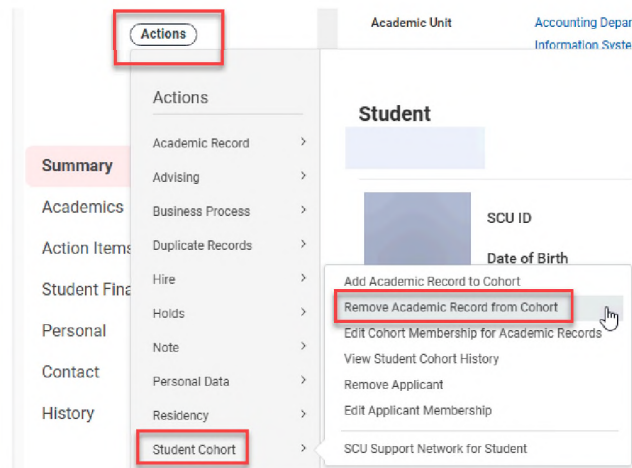
10. The next screen will let you know that it's completed successfully. Click **Done**.

Removing a Student from a Cohort Using Their Profile

11. Search for the student in the main **Search Bar** and go into their profile.
12. Click on the **Actions** button and select **Student Cohort** and then **Remove Academic Record from Cohort**.



Add and Remove Student from Cohort



14. The next screen will let you know that it's completed successfully. Click **Done**.

13. In the prompt, enter the following information and click **OK**.

- **Student:** This should populate with the student's name.
- **Student Cohort:** Enter or select the cohort to remove.
- **Select Remove Date:** Select to remove the cohort now or on a specific date.

Remove Student from Cohort 🔖 ✕

Student *

Student Cohort *

Select Remove Date * ☐ As of Now ☐ By a Specific Date

Cancel OK