





## How Do I? Mass Assign Students to Student Groups

1. **Sign in to WINS.**
2. **Click on Records and Enrollment.**
3. **Click on Career and Program Information.**
4. **Click on Process Student Groups**
5. **Click**  and select the Run Control you wish to use. It may be necessary at Add a Run Control
6. **Choose External File** from the Selection Tool dropdown. (\*\*See Notes for file information\*\*)
7. **Click** , **Click** , **Navigate** to your file. **Click** , **Click** .
8. Under File Mapping **Click**  and **Select STUDENT GROUPS.**
9. To preview the list of students from your file **Click** [Preview Selection Results](#), **Click**  to return to the Mass Assign page.
10. **Enter** the Student Group code in the Student Group Field. Use  to look up the code if necessary.

11. **Enter** the Effective Date of the student group. This will typically be today's date.
12. If adding students to a student group **Select Active** for the **Effective Status**. If removing students from a student group **Select Inactive**.
13. **Click** . The Server Name should be PSUNX. **Click** .
14. **Select** [Process Monitor](#) to monitor the status of the Mass Assign process.
15. **Click**  as necessary to update the status information.

See How Do I? View Student Groups by Student if you would like to verify the success of the Mass Assign student group process.

### Notes

- The Student ID number should be in the first column and have a header row titled ID.
- The file needs to be a comma delimited file. In Excel you can choose ".csv" as a file ending by doing as Save As. The Helpdesk can assist you if you need more details.