

## How to create a student population

When you select the Batch menu, you will now see two options, Batch Audits & Student Populations. Student populations are a way for you to create one file and use the same PID's for multiple batches or reports via a drop down where you can select your population.

There are two ways to create a student population. One way it to go to the Student Population page. Here you will see a list of all Student Populations in uAchieve we will go over this type first. Tip: this page can be sorted by each column header by clicking on that column.

Click the Add population button.

Id	Name	Last Modified	By	Clone	Edit	Delete
5	Ken Test		REGKDK			<input type="checkbox"/>
9	ERC Test		REGKDK			<input type="checkbox"/>

Use a unique naming convention to assist your in locating yours in the Student Population drop down. Click 'Save & Continue'

**INSTRUCTIONAL TOOLS**

Find a Student Students Batch Reports

### Add Population

Name:

This takes you to the criteria page. There are two ways to enter Criteria; 'List of Students' or 'Selection Criteria'. The default is Selection Criteria. Click 'Add Population Criteria'

My Unique Name

How do you want to define your student population?  List of Students  Selection Criteria

[Select All/None](#)

And/Or	(	Operand	Operator	Value	)	Move Up	Move Down	Edit	Delete
No criteria found									

By Clicking 'Add Population Criteria' you are sent to the interface we are all familiar with. Use the correct 'operator' either **in** for a list or **is** for a single PID. Enter your PIDS in the Manually Entered value area.

Clicking 'Save' takes you to the Criteria List page to: (1) edit, delete or preview your criteria. Clicking 'Preview' shows you the students names associated with the PIDS entered. From here you can run a batch by navigating through the menu bar (2)

And/Or (	Operand	Operator	Value	)	Move Up	Move Down	Edit	Delete
	StudentPID	in	A15746858 A15461170 A14825365 A13619123 A14420922 A15490046 A14762745 A13940288 A15645553 A13573811 A14015851 A14819621 A14568779 A14575310 A14525522 A15465455 A15296683 A14421594 A15038695 A15251888		↑	↓	✎	☐

Once on the Batch page, you will see a line for 'Student Population' Click the drop down and select the one you just made. You can even make edits on the fly with the 'edit population button'. This can also be your first stop; you can create a new student population by clicking 'create new population'

The second way to create a Student Population is to select 'List of students' as the way to add your criteria, you will have two options:

One option is to manually add a list of students by pasting comma separated student PIDS or searching in the boxes supplied and clicking "Add to Population".

Home Find a Student Students Batch Reports Settings

### Criteria List

testing Update Name Return to List

How do you want to define your student population? **List of Students** Selection Criteria Clear List Export List Preview

#### Manually Add List

Enter a comma separated list of students you wish to add to the criteria. You can also search for students by name or Student ID to add the list. Select 'Add to Population' to add students to the population.

Student IDs:  
STUDENT ID, STUDENT ID, STUDENT ID...

Search Student by Name: Student Name (Min 3 Char) Search Student by Student ID: STUDENT ID (Min 3 Char) Add to Population

Upload File

The Second is to upload a file. Follow the instructions provided on the page for uploading a CSV file.

Home Find a Student Students Batch Reports Settings

### Criteria List

testing Update Name Return to List

How do you want to define your student population? List of Students **Selection Criteria** Clear List Export List Preview

#### Manually Add List

#### Upload File

1) File Type\*  
 Student IDs Only  
A comma separated list (file type .csv) of Student IDs.  
Example:  
STUDENTID,STUDENTID,STUDENTID,STUDENTID

2) File Name\* Choose File No file chosen

Student ID, Degree Program, Catalog Y/T  
A comma separated list (file type .csv) of Student IDs, degree programs, and catalog year/term. Can include "Student ID only" entries. **Each entry must be a separate line.**  
Example:  
STUDENTID,DPROG,CATLYT  
STUDENTID,DPROG,CATLYT  
STUDENTID  
STUDENTID,DPROG,CATLYT

Clicking the "Preview" button for either way will result in a page that lists the student's names along with the PIDS you entered.