

School-Defined Groups

Updated Jul 15, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

A group is a collection of people with common attributes, e.g., Students by School Level, Alumni by Graduation Year, and Classes by Grade Level. There may be thousands of Veracross-generated groups in any given school, and the ability also exists to create school-defined groups to track any sort of group membership in a given year. Being tied to a school year is the key differentiator with [Profile Codes](#), which persist year to year by default.

Groups by Category - Axiom

https://axiom.veracross.com/vcdemo_client/#/results/7788

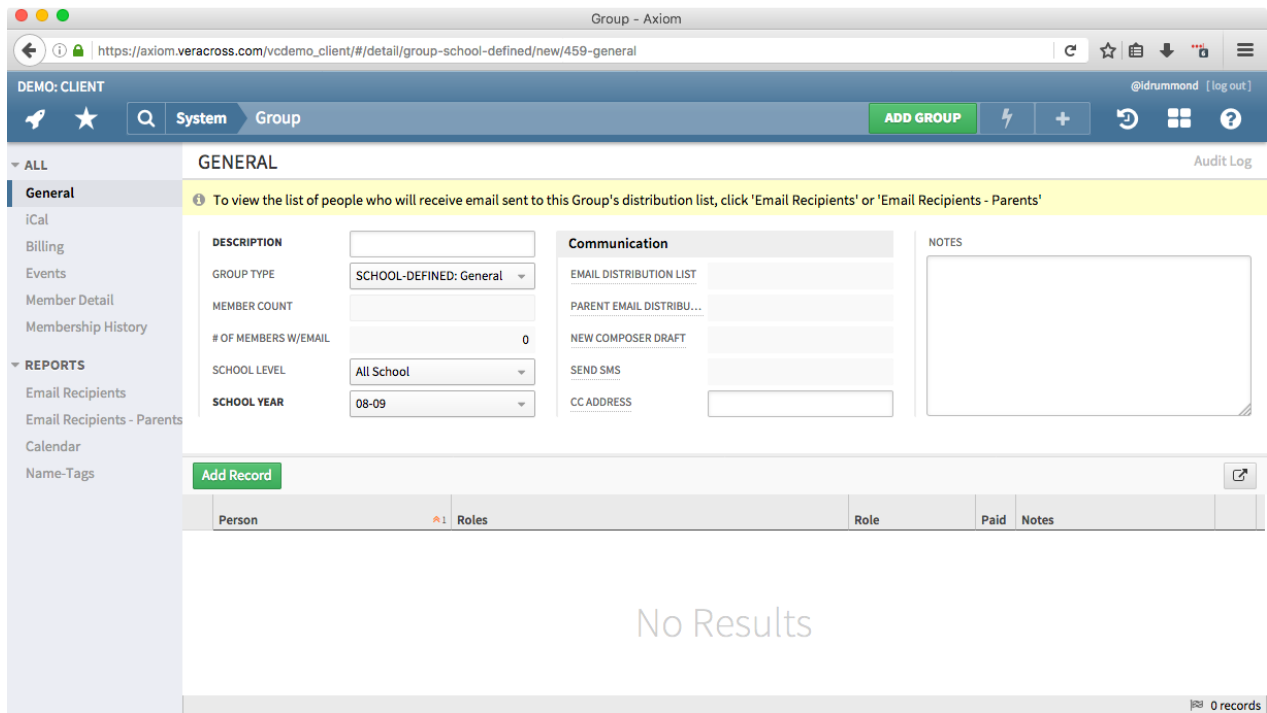
DEMO: CLIENT

Main Groups by Category Design Run Query

	Group Category	Active Groups
<input type="checkbox"/>	General	21
<input type="checkbox"/>	Students	352
<input type="checkbox"/>	Parents	281
<input type="checkbox"/>	Families	31
<input type="checkbox"/>	Grandparents	71
<input type="checkbox"/>	Staff & Faculty	187
<input type="checkbox"/>	Alumni	224
<input type="checkbox"/>	People	270
<input type="checkbox"/>	Classes	1,257
<input type="checkbox"/>	Events	1,152
<input type="checkbox"/>	Admissions	422
<input type="checkbox"/>	Financial Aid	25
<input type="checkbox"/>	New Enrollment	91
<input type="checkbox"/>	Re-Enrollment	128
<input type="checkbox"/>	Development	398
<input type="checkbox"/>	Finance	4
<input type="checkbox"/>	Athletic Program	80
<input type="checkbox"/>	Other Programs	183
<input type="checkbox"/>	Extended Care	12
<input type="checkbox"/>	Summer Program	73
<input type="checkbox"/>	Transportation	29
<input type="checkbox"/>	Reports	2
<input type="checkbox"/>	School-Defined	64

As with standard groups, school-defined ones create email distribution lists to facilitate easy communication. One place groups can be accessed is via the Main homepage, “Find Groups” under “General.”

Adding a School-Defined Group



To add a school-defined group, select “Add a Group” from the “Add” button **+ Add** on the System homepage. The **Description** and **School Year** are required, and the other options become available after clicking “Add Group.”

Use Cases: PTA Membership and School Trip Participants. A school could create a group to track members of a PTA, as membership likely changes from year to year. A school also could create groups to track students who participate in school trips in a given year. Both of these scenarios are appropriate for school-defined groups, as they are connected to a specific academic year.

Updating the School Year

The screenshot shows a web browser window with the URL https://axiom.veracross.com/vcdemo_client/#/detail/group-school-defined/17389/459-general. The page title is "Group: TEST GROUP - Axiom". The interface includes a navigation bar with "Main" and "Group: TEST GROUP" tabs, a search icon, and buttons for "UPDATE", a lightning bolt icon (highlighted with a red box), and a "+" button. A left sidebar lists navigation options under "ALL" (General, iCal, Billing, Events, Member Detail, Membership History) and "REPORTS" (Email Recipients, Email Recipients - Parents, Calendar, Name-Tags). A central "Action" menu is open, listing "Update Group School Year to Current School Year" (highlighted with a red box), "Send SMS...", "Send Voice Broadcast...", "Print to PDF", and "Print Record Detail". The background shows a table with columns for Name, Role, and a "2 records" indicator at the bottom right.

Role	
Abbott, Sheila	Student (7-D)
<None Specified>	<None Specified>

School-defined groups are reset each school year by default. To update a school-defined group to the current school year, select the "Update Group School Year to Current School Year" Action menu item. This procedure only works with school-defined groups (not Veracross-generated ones), and can be helpful if membership in a group extends beyond the current school year.