Cohorts are a way of grouping students in UR Student. The system makes it easy to Add or Remove Students from Cohorts as their interests and activities change during their time at UR. You are responsible for maintaining your school’s or department’s Cohorts. This example uses Class Year Cohort but the process is the same for any Cohort.

**Find a Student**

1. From the Home page, type **Find Students URSTU N1196** in the search bar and press **Enter**
2. Type the **student's name** in the lower search bar
3. Press **Enter** or click **Search**
4. Click the **Student** link from search results
5. Click the **Actions** button to **View Student Cohort History**
6. Click **Student Cohort**
7. Click **View Student Cohort History for Student**

**Add Student to Cohort**

1. From the Student record, click the **Actions** button
2. Hover the cursor over **Student Cohort**
3. Select **Add to Cohort**
4. Click **Student Cohort** field
5. Select **By Type**
6. Select **Cohort Type**
7. Select relevant **Cohort**
8. Select **As of Now** or **By a Specific Date** radio button
9. Click **OK**
10. Click **Done**

**Remove Student from Cohort**

1. From the Student record, click the **Actions** button
2. Hover the cursor over **Student Cohort**
3. Select **Remove from Cohort**
4. Click **Student Cohort** field
5. Select **By Type**
6. Select **Cohort Type**
7. Select relevant **Cohort**
8. Select **As of Now** or **By a Specific Date** radio button
9. Click **OK**
10. Click **Done**