ProgressBook StudentInformation

Student Profile Bulk Update Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
7/15/15	Student Record Tab	15.0.0 Updates – Updated screenshot showing the Requires Paper Copy of Report Card option
12/22/14	Annual Record tab	14.6.7 Updates – Updated screenshot for Annual record tab showing Distance student was transported from residence to school building option
11/21/14	Entire document	Fix alignment
9/26/14	Entire document	14.5.0 and 14.6.0 Updates - Update screenshots, new fields
7/10/14	All tabs but the Review Updates tab	14.4.3 Updates – update screenshots to display updated layout of fields on tabs and addition of the Attending District IRN Last October field
5/27/14	FN-Attributes-No Date tab FN-Graduate tab	14.3.0 Updates – update screenshot that includes Admission to Current High School Date 14.3.0 Updates – update screenshot that includes CORE Graduation Requirement Exemption Date, CORE Graduation Requirement Met, and Expected Graduation Date
6/18/13	FN-Attributes-No Date tab	13.5.0 Updates – updated screenshot that includes Attending Building IRN Next Year and Third Grade Reading Guarantee fields
11/1/12	FS-Standing & FD-Attributes-Effective Date tab	13.1.1 Updates - updated screenshot that includes County of Residence
4/27/12	FS-Standing & FD-Attributes Effective Date tab	12.5.0 Updates – updated screenshot showing new

		Withdraw to IRN field
9/29/11	FN-Graduate tab	12.0.0 Updates – new screenshot fields added, Military Compact Graduation Alternative and CORE Graduation Requirement Exemption
10/6/10	FN-Attributes-No Date tab	11.0.0 Updates – new screenshot – added CTE fields and Tech Prep Completer field

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Before an update can be performed, navigate to the StudentInformation »

My Account »Ad Hoc Memberships page to create an ad-hoc membership

group of students you wish to update.

If this option is not displayed on your Ad-hoc updates menu, please contact you ITC support staff. Access may be restricted to this module. The update process takes you through a series of tabs for selecting the data elements to be updated.

Please see the Student and Registration End User Guide for detailed explanations on each student profile element.
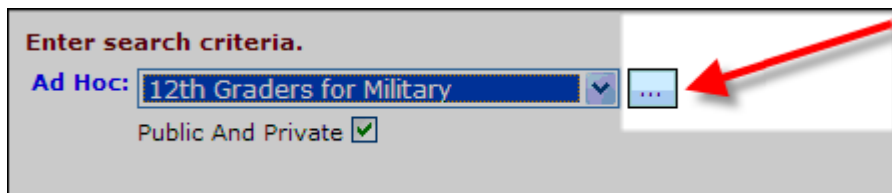
☐ Select Ad-Hoc tab

Navigation: StudentInformation » Management » Ad-Hoc Updates » Student Profile
Bulk Update

1. Select the Ad Hoc group for which you plan to make bulk updates.
2. Click on the 'Public and Private' checkbox to expand the ad-hoc membership
    groups available for updating to include both public and private ad-hoc
    membership groups.
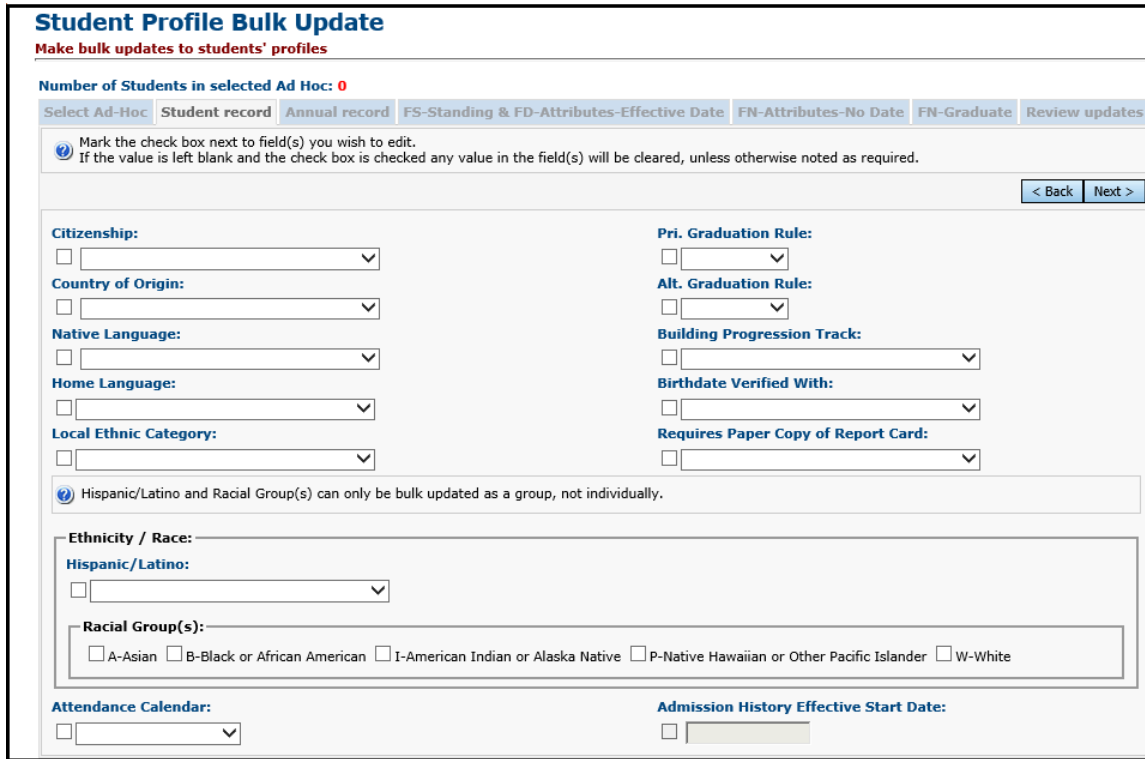3. Click the Next button [Next >] to continue.

**If you have not created an ad-hoc group to use for your update, click on the
ellipses to navigate to ad-hoc memberships to select students for updating.**

☐ **Student Record tab**

1. Make necessary changes to the Student Record fields.

2. Click the Next button [Next >] to continue.

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example: [☑ Citizenship: ▼] will clear out the Citizenship field for the selected ad-hoc membership group.

☐ Annual Record tab

1. Make necessary changes to Annual Record fields.

2. Click the Next button **Next >** to continue.

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.
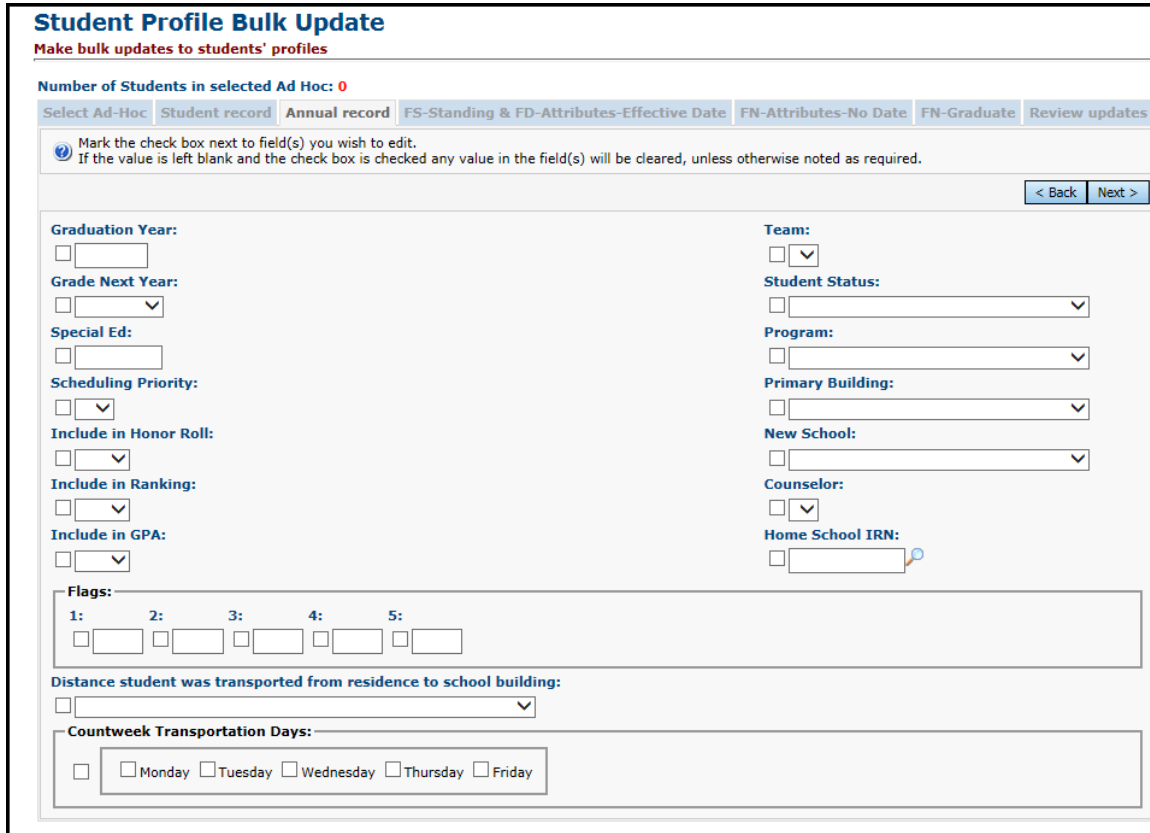
For example: **Graduation Year:** ☑☐ will clear out the Graduation Year field for the selected ad-hoc membership group.

☐ FS-Standing & FD-Attributes-Effective Date tab

1. Make necessary changes to FS-Standing and FD-Attributes-Effective Date fields.

These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button Next > to continue.

Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

Select Ad-Hoc | Student record | Annual record | **FS-Standing & FD-Attributes-Effective Date** | FN-Attributes-No Date | FN-Graduate | Review updates

ⓘ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

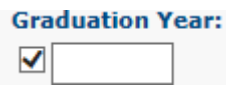[< Back] [Next >]

Effective Start Date: 9/25/2014 📅 ⚡

FS - Student Standing

Admission Reason:
☐ [▾]

Admitted From IRN:
☐ [   ] - [   ] 🔍

EMIS Situation:
☐ [▾] [...]

Withdrawn To IRN:
☐ [   ] - [   ] 🔍

District Relationship: **District of Residence:**
☐ [▾]   ☐ [   ] - [   ] 🔍

How Received: **How Received IRN:**
☐ [▾]   ☐ [   ] - [   ] 🔍

Percent of Time: **Tuition Type:**
☐ [   ]   ☐ [▾]

Attending Building IRN: **Assigned Building IRN:**
☐ [▾]   ☐ [▾]

County of Residence:
☐ [▾]

Sent To 1

Reason:
☐ [▾]

IRN:
☐ [   ] - [   ] 🔍

Percent of Time:
☐ [   ]

Sent To 2

Reason:
☐ [▾]

IRN:
☐ [   ] - [   ] 🔍

Percent of Time:
☐ [   ]

FD - Attributes - Effective Date

EMIS Grade Level
☐ [▾]

State Equivalent Grade
☐ [▾]

Disability Condition:
☐ [▾]

Section 504 Plan:
☐ [▾]

Disadvantagement:
☐ [▾]

Free/Reduced Lunch Status:
☐ [▾]

Reporting Calendar:
☐ [▾]

Attendance Pattern:
☐ [▾]

Preschool Poverty Level:
☐ [▾]

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example: Admission Reason: ☑ _____ will clear out the Admission Reason field for the selected ad-hoc membership group.

☐ **FN-Attributes-No Date tab**

1. Make necessary changes to FN-Attributes-No Date fields.

These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button [Next >] to continue.

Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

| Select Ad-Hoc | Student record | Annual record | FS-Standing & FD-Attributes-Effective Date | **FN-Attributes-No Date** | FN-Graduate | Review updates |

ⓘ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back] [Next >]

Grade Next Year:
☐ [_____ ▼]

Fiscal Year Began 9th:
☐ [____]

┌─ **CTE Program** ───┐
│ **CTE Program Area:**   **CTE Program of Concentration:**
│ ☐ [_____ ▼]   [** - Student is not a concentrator in any CTE Program ▼]
└──┘

Tech Prep Completer:
☐ [N ▼]

Accountability IRN:
☐ [_____ ▼]

Admission to Current High School Date:
☐ [_____ 📅]

Attending Building IRN Next Year:
☐ [_____ ▼]

Attending District IRN Last October:
☐ [_____] - [_____] 🔍

┌─ **Third Grade Reading Guarantee** ───────────────────────────┐
│ **Math Diagnostic Result Code:**
│ ☐ [_____ ▼]
│
│ **Reading Diagnostic Result Code:**
│ ☐ [_____ ▼]
│
│ **Writing Diagnostic Result Code:**
│ ☐ [_____ ▼]
└──┘

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example: **Fiscal Year Began 9th:** ☑ [   ] will clear out the Fiscal Year Began 9th field for the selected ad-hoc membership group.

☐ **FN-Graduate tab**

1. Make necessary changes to FN-Graduate fields.

🧨 **These fields are only available during the current school term and only to those administrators with access.**

2. Click the Next button Next > to continue.

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example: will clear out the Expected Graduation Date field for the selected ad-hoc membership group.

Review Updates Tab

1. Review the updates screen and do one of the following:

a. Save the changes via the Submit button `Submit` .

b. Edit your selections by selecting the Back button `< Back` to return to any of the previous tab screens.

Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: **1**

Select Ad-Hoc | Student record | Annual record | FS-Standing & FD-Attributes-Effective Date | FN-Attributes-No Date | FN-Graduate | **Review updates**

`< Back`

Please review all of the profile selections before finalizing.

Profile Item	New Values
Fiscal Year Began 9th:	Clear Values
Reporting Period:	N
Expected Graduation Date:	Clear Values

`Submit`

Once the profile changes are saved successfully, you will receive the following message.

Student Profile Bulk Update was completed successfully.