



## Bulk Update Manual COHI CORE Quick Reference

Task	Completed	Initials
Task #1 – Mass update CORE Subject Area field on Manual Course History records. <u><a href="#">StudentInformation » Management » Ad-Hoc Updates » Bulk Manual Course Update</a></u>	<input type="checkbox"/>	
Task #2 – Repeat process in Task #1 for each originating school. <u><a href="#">StudentInformation » Management » Ad-Hoc Updates » Bulk Manual Course Update</a></u>	<input type="checkbox"/>	
Task #3 – Verify all Manual Course History records are updated with a CORE Subject Area. <u><a href="#">StudentInformation » Management » Ad-Hoc Updates » Bulk Manual Course Update – View Summary</a></u>	<input type="checkbox"/>	