



Student Profile Bulk Update Quick Reference


Before an update can be performed, navigate to the Home » 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 your 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.

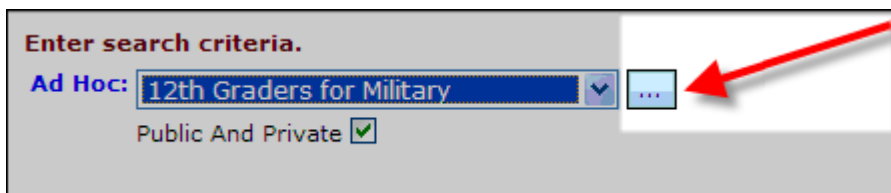


Select Ad Hoc tab

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  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.




The screenshot shows a form with the following elements:

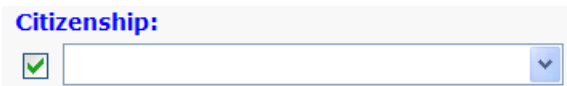
- A label "Enter search criteria." in red.
- A label "Ad Hoc:" in blue.
- A dropdown menu showing "12th Graders for Military" with a downward arrow.
- A small blue button with three horizontal ellipses (...).
- A red arrow pointing to the ellipses button.
- A label "Public And Private" with a checked checkbox.



Student Record tab


1. Make necessary changes to the Student Record fields.
2. Click the Next button  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.

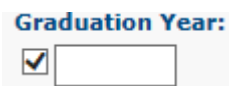
For example:  will clear out the Citizenship field for the selected ad-hoc membership group.



Annual Record tab

1. Make necessary changes to Annual Record fields.
2. Click the Next button  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 Graduation Year field for the selected ad-hoc membership group.



FS-Standing & FD-Attributes-Effective Date tab


1. Make necessary changes to the FS-Standing & 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  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.

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



FN-Attributes-No Date tab


3. Make necessary changes to the FN-Attributes-No Date fields.

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

4. Click the Next button  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 Fiscal Year Began 9th field for the selected ad-hoc membership group.

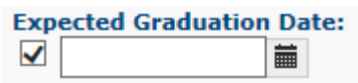
☐ **FN-Graduate tab**

1. Make necessary changes to the 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  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 .
 - b. Edit your selections by selecting the Back button  to return to any of the previous tab screens.

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

Student Profile Bulk Update was completed successfully.