



# ProgressBook StudentInformation Ad-Hoc Updates Guide



*ProgressBook*<sup>®</sup>  
*StudentInformation*

Ohio

# **ProgressBook StudentInformation Ad-Hoc Updates Guide**

(This document is current for v18.4.0 or later.)

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# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Ad-Hoc Updates Guide* have been made.

Product Version	Heading	Page	Reason
18.4.0	<i>"Bulk Update Student Profiles"</i>	17	Updated images to reflect change from <b>Attending District IRN Last October</b> to <b>Previous Year District IRN</b> .
18.1.0	<i>"Bulk Assign Counselors"</i>	4	Updated images to reflect new user interface.

# Table of Contents

<b>Change Log</b>	<b>i</b>
<b>Ad-Hoc Updates Overview</b>	<b>1</b>
Copy Student Memberships.....	1
Clear Fees.....	3
<b>Bulk Assignments</b>	<b>4</b>
Bulk Assign Counselors .....	4
Assign Counselors by Homeroom.....	4
Assign Counselors Randomly .....	6
Assign Counselors Manually.....	10
Bulk Assign Homerooms.....	15
Bulk Assign Lockers.....	15
Bulk Assign Student Fees .....	16
<b>Bulk Updates</b>	<b>17</b>
Bulk Update Student Profiles.....	17
Business Rules for Student Profile Bulk Update – FS and FD Records .....	23
Bulk Update Diploma Type.....	23
Bulk Update Graduation Date .....	24
Update Graduation Date by Student Status.....	25
Update Graduation Date by Ad-Hoc Membership.....	26
Bulk Update Courses .....	27
Bulk Update Manual Courses .....	27
Bulk Update Fall Initialization Blocks .....	28
Bulk Update Course College Credit .....	28
Bulk Update Manual Course College Credit .....	30
Bulk Assign or Update Non-Public SSID.....	33

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# Ad-Hoc Updates Overview

Ad-hoc updates update the StudentInformation database and create a report with results for you to verify. You can make the following types of ad-hoc updates:

- [“Copy Student Memberships”](#)
- [“Clear Fees”](#)
- [“Bulk Assign Counselors”](#)
- [“Bulk Assign Homerooms”](#)
- [“Bulk Assign Lockers”](#)
- [“Bulk Assign Student Fees”](#)
- [“Bulk Update Student Profiles”](#)
- [“Bulk Update Diploma Type”](#)
- [“Bulk Update Graduation Date”](#)
- [“Bulk Update Courses”](#)
- [“Bulk Update Manual Courses”](#)
- [“Bulk Update Fall Initialization Blocks”](#)
- [“Bulk Update Course College Credit”](#)
- [“Bulk Update Manual Course College Credit”](#)
- [“Bulk Assign or Update Non-Public SSID”](#)

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## Copy Student Memberships

### Navigation: Home – Management – Ad-Hoc Updates – Student Membership Copy

You can copy student membership assignments from the previous year (source) to the current year in context (destination) for students registered in the same building both years. The start date of the copied assignments is the first day of school of the current year.

**Note:** *If a student membership assignment already exists in a student’s record for the current year, you cannot copy it in from the previous year.*

1. Place the correct building and destination year in context.
2. On the **Student Membership Copy** screen, on the **Search Criteria** tab, select the student membership assignments you wish to copy by moving items in the **Membership Group** and **Membership** dual listboxes from the left side of the screen to the right side. (If you do not select any item in a list, all items are returned in the search results.)

**Note:** *These options function independently of each other. For example, If you select both **Membership Group** 15-15 and **Membership** 115004, all students in membership group 15-15 and all students with membership code 115004 are returned in the search results.*

- (Optional) To include student membership assignments that have stop dates in the previous or current year, select the **Include Student Memberships with Stop Dates** check box.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy

**Student Membership Copy**

From this screen, you can promote Student Memberships.

Search Criteria | **Select Student Memberships**

**i** The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

**Membership Group**

50 - 50  
test - test  
11 - Intervention  
12 - Post-secondary Enrollment Options Program

**Membership**

115002 - Educational travel  
115004 - Mentor program  
115005 - Tutorial program  
120010 - Early College high School

**Include Student Memberships with Stop Dates**

**Search**

- Click **Search**.

The search results display on the **Select Student Memberships** tab. The following are excluded from the search results:

- Students not enrolled in both source and destination school years.
- Memberships that do not exist in both source and destination school years.
- Students already assigned to the membership in the destination school year.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy

**Student Membership Copy**

From this screen, you can promote Student Memberships.

Search Criteria | **Select Student Memberships**

**Back To Search Criteria** | **Copy Memberships**

<input type="checkbox"/>	Student ▲	Code	Membership	Membership Group	Start Date	Stop Date
<input type="checkbox"/>	STUDENT, ALLISON	420003	Basketball	42 - Interscholastic Athletics	Dec 09, 2015	
<input type="checkbox"/>	STUDENT, CARMEN	405007	Music Activities (not associated with course which credit ea	40 - Extracurricular/Intracurricular Programs and Servi	Jan 29, 2016	
<input type="checkbox"/>	STUDENT, DONNY	420006	Wrestling	42 - Interscholastic Athletics	Dec 09, 2015	
<input type="checkbox"/>	STUDENT, FRANCISCA	420002	Football	42 - Interscholastic Athletics	Sep 28, 2015	
<input type="checkbox"/>	STUDENT, HILARY	420011	Swimming and Diving	42 - Interscholastic Athletics	Dec 09, 2015	
<input type="checkbox"/>	STUDENT, KIM	405004	Foreign Language Clubs	40 - Extracurricular/Intracurricular Programs and Servi	Dec 01, 2015	

- Select the check box beside the student membership assignment(s) you want to copy from the previous year to the year in context.
- Click **Copy Memberships**.

## Clear Fees

### Navigation: Home – Management – Ad-Hoc Updates – Clear Fees

You can use this batch process to zero out all fees with a credit balance and/or a debit balance.

**Note:** You can only use this batch process if your school is configured to use fee accounting.

- On the **Clear Fees** screen, make your selections in the following fields:
  - Clear Credit Fees** (optional) – Zeros out fees that have a credit balance. The process applies an unrefunded payment (type U) to fees with a credit balance.
  - Clear Debit Fees** (optional) – Zeros out fees that have a debit balance. This is performed at the end of the school year in a building that does not wish to carry outstanding fee balances forward for the next school year. Fee payment records with a pay status of A (Amnesty) are posted.
  - Pay reference for credit balance fees** (optional) – Enter a reference description for any credit balance fees applied to each payment record. This field defaults to **Unrefunded**.
  - Pay reference for fees owed** (optional) – Enter a reference description for any debit balance fees applied to each payment record. This field defaults to **Amnesty**.
  - Pay Date** (required) – Enter the date that will be applied to each payment record. This field defaults to today's date.
  - Fee Types to process** (required) – Choose one or more fee types to clear out. All fee types are selected by default.

StudentInformation > Management > Ad-Hoc Updates > Clear Fees

### Clear Fees

Enter the criteria for the fees to zero. Click Submit to create a batch job which will zero the fees.

Clear Credit Fees:	<input checked="" type="checkbox"/>
Clear Debit Fees:	<input type="checkbox"/>
Pay reference for credit balance fees:	Unrefunded
Pay reference for fees owed:	Amnesty
Pay Date: <sup>*</sup>	9/19/2017
<b>Fee Types to process:</b>	
General Fees:	<input checked="" type="checkbox"/>
Course Fees:	<input checked="" type="checkbox"/>
Misc Fees:	<input checked="" type="checkbox"/>
Program Fees:	<input checked="" type="checkbox"/>
Membership Fees:	<input checked="" type="checkbox"/>

[Submit Job](#)

- Click **Submit Job**.

The batch process examines all fees of the types you specified for the current school, school year and schedule and generates a report displaying the grand total of all payments entered by the batch process.

# Bulk Assignments

You can use ad-hoc updates to make several types of bulk assignments in StudentInformation. For detailed instructions, see the appropriate topic:

- [“Bulk Assign Counselors”](#)
- [“Bulk Assign Homerooms”](#)
- [“Bulk Assign Lockers”](#)
- [“Bulk Assign Student Fees”](#)

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## Bulk Assign Counselors

You can assign groups of students to counselors using the following methods:

- [“Assign Counselors by Homeroom”](#)
- [“Assign Counselors Randomly”](#)
- [“Assign Counselors Manually”](#)

### Assign Counselors by Homeroom

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Counselor Bulk Assignment**

This method assigns counselors to students based on the default counselor for each student’s homeroom. To use this method, you must select a homeroom term to use for looking up homeroom assignments for students.

**Note:** *This method does not assign counselors to students who are not assigned to homerooms or to students assigned to homerooms that do not have a defined default counselor.*

1. On the **Counselor Bulk Assignment** screen, on the **Assignment Method** tab, select an **Assignment Method** of **Homeroom**.

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

**Counselor Bulk Assignment**

Here you can assign a bulk group of students to counselors

Assignment Method: **Homeroom** (selected) | Random | Manual

**Homeroom Term:** -- Select Homeroom Term --

Buttons: Cancel, Next >

**Information:**

- This assignment method will assign counselors to students by selecting the counselor that is defined as the default counselor for each student's homeroom. In order to assign counselors based on homeroom, you must select a homeroom term to use for looking up homeroom assignments for students.
- Students not assigned to homerooms will not get counselor assignments. Students assigned to homerooms without a counselor definition will not get counselor assignments.

2. In the **Homeroom Term** drop-down list, select the proper homeroom term for which you want to assign counselors.
3. Click **Next**.
4. On the **Options** tab, for each homeroom, in the **Counselor** drop-down list, select the counselor you want to assign to the homeroom.

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

**Counselor Bulk Assignment**

Here you can assign a bulk group of students to counselors

Assignment Method | **Options** | Confirmation | Results

**Information:**

- Changing the counselor for the homeroom will save the counselor permanently for this homeroom. To edit homeroom details further, see the Homeroom Maintenance page.

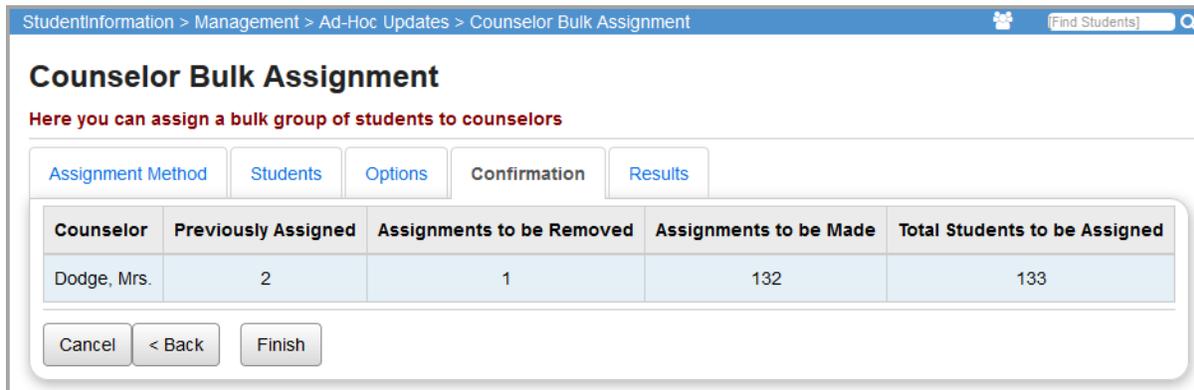
Homeroom ▲	HR Term	Teacher	Room	Grades	Counselor
A100 - A100	FullYear		None - Not Specified	10	<input type="text"/>
A104 - A104	FullYear		None - Not Specified	12	<input type="text"/>
A105 - A105	FullYear		None - Not Specified	09, 10, 11, 12	Dodge, Mrs. <input type="text"/>
A107 - A107	FullYear	Stafford	ISR - In-school suspension room		<input type="text"/>
A109 - A109	FullYear	Staff	None - Not Specified	11, 12	<input type="text"/>

Buttons: Cancel, < Back, Next >

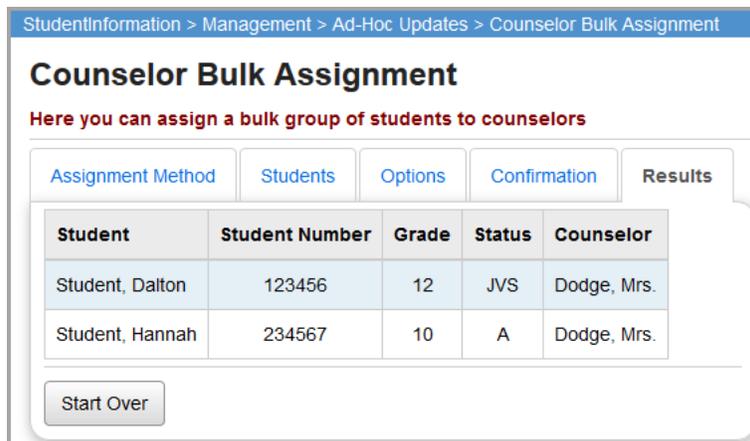
[Back To Top](#)

5. Click **Next**.

6. On the **Confirmation** tab, confirm the following information:
  - **Counselor** – Name of counselor to assign to the selected students.
  - **Previously Assigned** – Number of students previously assigned to the counselor.
  - **Assignments to be Removed** – Number of students to remove from the counselor.
  - **Assignments to be Made** – Number of students to add to the counselor.
  - **Total Students to be Assigned** – Total number of students to assign to this counselor in the current process.



7. (Optional) To make any changes, click **Back**, and modify your criteria.
8. When you are satisfied and want to confirm the counselor assignments, click **Finish**.  
The **Results** tab displays the new counselor assignments.



9. (Optional) To continue assigning counselors, click **Start Over**.

## Assign Counselors Randomly

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Counselor Bulk Assignment

This method assigns counselors to students in a random fashion, although you may choose whether or not to respect grade level assignments.

1. On the **Counselor Bulk Assignment** screen, on the **Assignment Method** tab, select an **Assignment Method** of **Random**.

The screenshot shows the 'Counselor Bulk Assignment' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment'. Below this is a search bar with 'Find Students' and a 'Go To' field. The main heading is 'Counselor Bulk Assignment' with a sub-heading: 'Here you can assign a bulk group of students to counselors'. There are four tabs: 'Assignment Method', 'Students', 'Options', and 'Results'. Under 'Assignment Method', there are three radio buttons: 'Homeroom', 'Random' (which is selected), and 'Manual'. A blue information icon is followed by the text: 'This assignment method will assign counselors to students in a random fashion. You may choose whether or not to respect grade level assignments with the random assignments.' Below this is a checkbox labeled 'Respect Grade Level Assignments:' which is checked. At the bottom, there are two buttons: 'Cancel' and 'Next >'.

2. (Optional) If you do not want to limit the assignment of counselors to only those counselors assigned to the student's grade level, de-select the **Respect Grade Level Assignments** check box.
3. Click **Next**.
4. On the **Students** tab, in the **Select Students By** option, choose a method of selecting the students to whom you want to assign counselors:
  - To search using various search criteria, select **Search Criteria**. Then choose any of the following criteria:
    - **Last Name** (If you enter a partial last name, select the check box to use the wildcard filter.)
    - **First Name** (If you enter a partial first name, select the check box to use the wildcard filter.)
    - **Team**
    - **Gender**
    - **Program**
    - **Student Status**
    - **Grade Level**

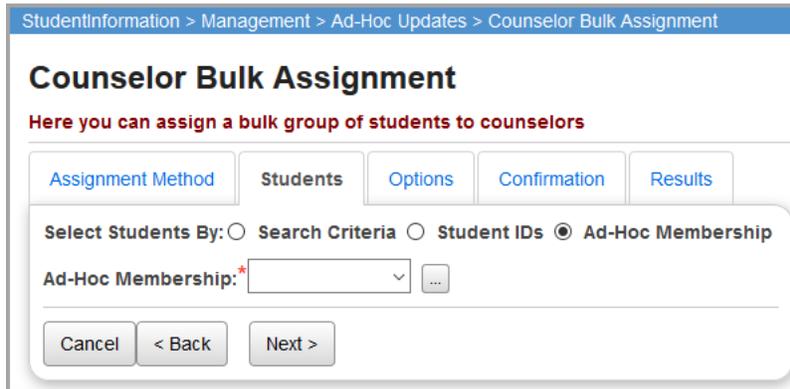
The screenshot shows the 'Counselor Bulk Assignment' form with the 'Search Criteria' radio button selected. The form includes a breadcrumb trail at the top: 'StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment'. Below the title, there is a sub-header: 'Here you can assign a bulk group of students to counselors'. The form has five tabs: 'Assignment Method', 'Students', 'Options', 'Confirmation', and 'Results'. Under 'Select Students By:', there are three radio buttons: 'Search Criteria' (selected), 'Student IDs', and 'Ad-Hoc Membership'. Below this, there are input fields for 'Last Name:' and 'First Name:', each with a checkbox. There are also dropdown menus for 'Team:' and 'Gender:'. The 'Program' section has a list of options: '\*\* - NOT APPLICABLE', '01 - Multiple Disabilities', '02 - Deaf-Blindness', '03 - Hearing Impairments', '04 - Visual Impairments', and '05 - Speech & Language Impair.'. The 'Student Status' section has a list of options: 'A - ACTIVE RES', 'AL - Active -LEAP Students', 'BVLA - Black River VLA', 'FN - Foster Non Resident', 'FS - Foreign Exchange Student', and 'JFN - JVS Foster Student'. The 'Grade Level' section has a list of options: 'KG - KG', '01 - 01', '02 - 02', '03 - 03', '04 - 04', and '05 - 05'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

- To select students by student ID, select **Student IDs**. Then enter the student IDs separated by a comma.

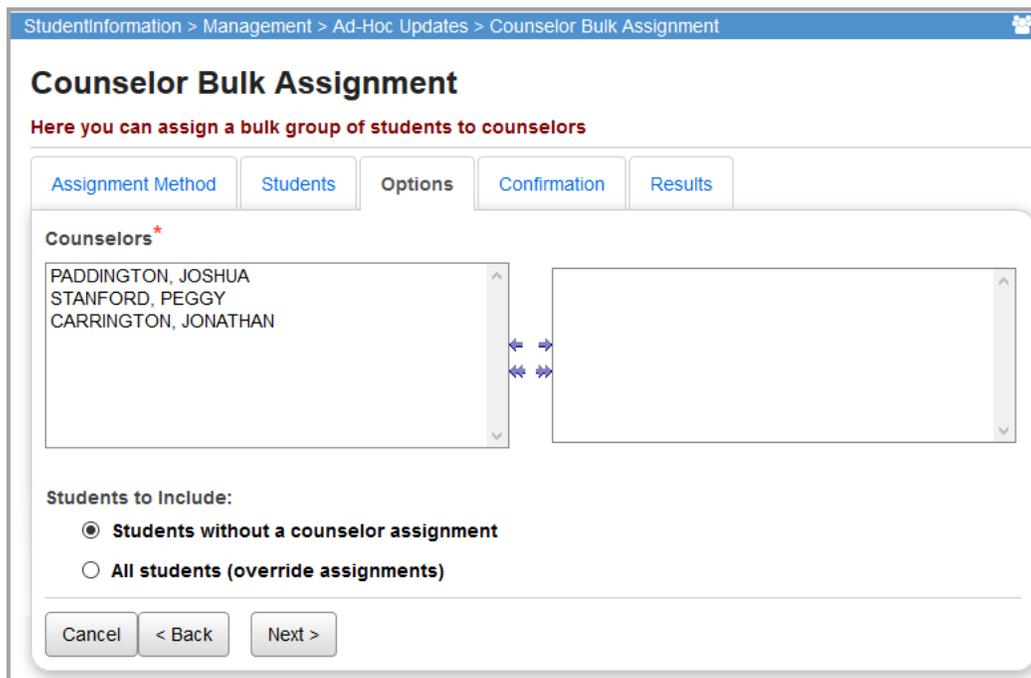
The screenshot shows the 'Counselor Bulk Assignment' form with the 'Student IDs' radio button selected. The breadcrumb trail and title are the same as in the previous screenshot. The sub-header is also the same. The 'Assignment Method' tab is selected. Under 'Select Students By:', there are three radio buttons: 'Search Criteria', 'Student IDs' (selected), and 'Ad-Hoc Membership'. Below this, there is a large empty text area for entering student IDs. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

- To select students by ad-hoc membership, select **Ad-Hoc Membership**. Then in the **Ad-Hoc Membership** drop-down list, select the predefined membership.

**Note:** To find or build an ad-hoc membership, click . (For more information on setting up ad-hoc memberships, see the ProgressBook StudentInformation Getting Started Guide.)

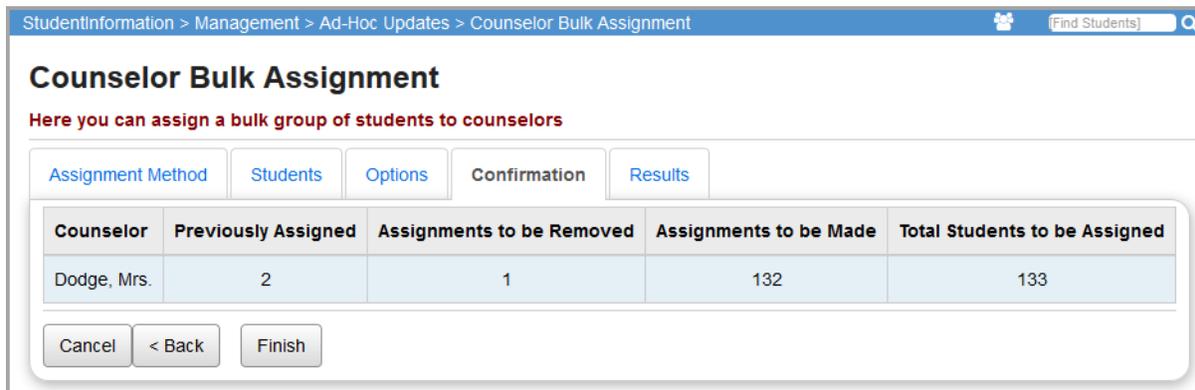


- Click **Next**.
- On the **Options** tab, select one or more counselors to randomly assign to the selected students by moving them from the left to the right side of the screen.
- (Optional) If you want this process to override any existing counselor assignments, in the **Students to Include** option, select the **All students (override assignments)** radio button.

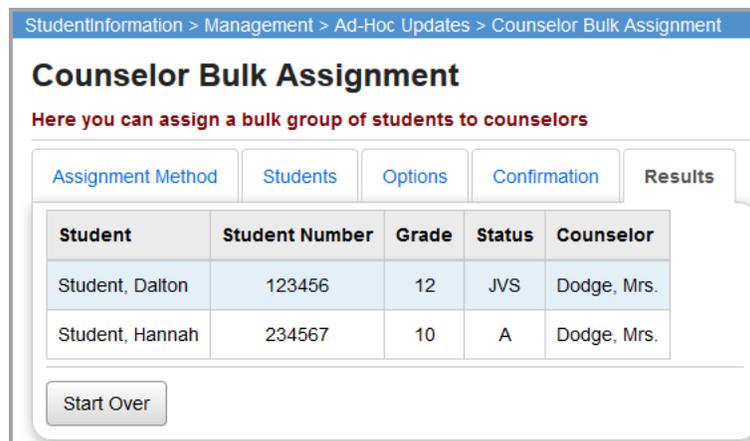


- Click **Next**.

9. On the **Confirmation** tab, confirm the following information:
  - **Counselor** – Name of counselor to assign to the selected students.
  - **Previously Assigned** – Number of students previously assigned to the counselor.
  - **Assignments to be Removed** – Number of students to remove from the counselor.
  - **Assignments to be Made** – Number of students to add to the counselor.
  - **Total Students to be Assigned** – Total number of students to assign to this counselor in the current process.



10. (Optional) To make any changes, click **Back**, and modify your criteria.
11. When you are satisfied and want to confirm the counselor assignments, click **Finish**.  
The **Results** tab displays the new counselor assignments.



12. (Optional) To continue assigning counselors, click **Start Over**.

## Assign Counselors Manually

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Counselor Bulk Assignment

This method lets you select a single counselor to assign to selected students. All students matching your search criteria are assigned to the counselor, regardless of grade level assignments.

1. On the **Counselor Bulk Assignment** screen, on the **Assignment Method** tab, select an **Assignment Method** of **Manual**.

The screenshot shows the 'Counselor Bulk Assignment' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment'. Below this is a search bar with 'Find Students' and 'Go To' buttons. The main heading is 'Counselor Bulk Assignment'. A red sub-heading reads 'Here you can assign a bulk group of students to counselors'. There are four tabs: 'Assignment Method', 'Students', 'Options', 'Confirmation', and 'Results'. Under the 'Assignment Method' tab, three radio buttons are visible: 'Homeroom', 'Random', and 'Manual', with 'Manual' being selected. An information box below the radio buttons states: 'Manually assigning counselors allows you to select a single counselor for assignment to the selected students. All students matching the search criteria entered will be assigned to the counselor selected, regardless of grade level assignments.' At the bottom of the form are 'Cancel' and 'Next >' buttons.

2. Click **Next**.
3. On the **Students** tab, in the **Select Students By** option, choose a method of selecting the students to whom you want to assign the counselor:
  - To search using various search criteria, select **Search Criteria**. Then choose any of the following criteria:
    - **Last Name** (To use the wildcard filter, select the check box.)
    - **First Name** (To use the wildcard filter, select the check box.)
    - **Team**
    - **Gender**
    - **Program**
    - **Student Status**
    - **Grade Level**

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

### Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method | **Students** | Options | Confirmation | Results

Select Students By:  Search Criteria     Student IDs     Ad-Hoc Membership

Last Name:      First Name:

Team:     Gender:

**Program**

** - NOT APPLICABLE 01 - Multiple Disabilities 02 - Deaf-Blindness 03 - Hearing Impairments 04 - Visual Impairments 05 - Speech & Language Impair.	<input type="checkbox"/>	
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**Student Status**

A - ACTIVE RES AL - Active -LEAP Students BVLA - Black River VLA FN - Foster Non Resident FS - Foreign Exchange Student JFN - JVS Foster Student	<input type="checkbox"/>	
---	--------------------------	--

**Grade Level**

KG - KG 01 - 01 02 - 02 03 - 03 04 - 04 05 - 05	<input type="checkbox"/>	
--	--------------------------	--

Cancel    < Back    Next >

- To select students by student ID, select **Student IDs**. Then enter the student IDs separated by commas.

The screenshot shows the 'Counselor Bulk Assignment' form. The breadcrumb trail is 'StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment'. The form title is 'Counselor Bulk Assignment' with a subtitle 'Here you can assign a bulk group of students to counselors'. There are five tabs: 'Assignment Method', 'Students', 'Options', 'Confirmation', and 'Results'. Under 'Select Students By:', the radio buttons are 'Search Criteria', 'Student IDs' (which is selected), and 'Ad-Hoc Membership'. Below this is a large empty text area for entering student IDs. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

- To select students by ad-hoc membership, select **Ad-Hoc Membership**. Then in the **Ad-Hoc Membership** drop-down list, select the predefined membership.

**Note:** To find or build an ad-hoc membership, click . (For more information on setting up ad-hoc memberships, see the ProgressBook StudentInformation Getting Started Guide.)

The screenshot shows the 'Counselor Bulk Assignment' form with the 'Ad-Hoc Membership' radio button selected. The 'Ad-Hoc Membership:' field now contains a dropdown menu and a 'More options' icon. The 'Next >' button is visible at the bottom.

- Click **Next**.
- On the **Options** tab, in the **Counselor** drop-down list, select the counselor to assign to the selected students.

- (Optional) If you want this process to override any existing counselor assignments, in the **Students to Include** option, select **All students (override assignments)**.

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

### Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method | **Students** | Options | Confirmation | Results

**Counselors\***

- PADDINGTON, JOSHUA
- STANFORD, PEGGY
- CARRINGTON, JONATHAN

**Students to Include:**

Students without a counselor assignment

All students (override assignments)

Cancel < Back Next >

- Click **Next**.
- On the **Confirmation** tab, confirm that you want to assign the counselor to all of the selected students. If needed, de-select any individual student. (You can also select or de-select all students in the list using the **Students selected by default** check box).

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

### Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method | Students | Options | **Confirmation** | Results

Students selected by default

		Student Name	Student Number	Grade	Status	Counselor
1	<input type="checkbox"/>	ABE, DILLON	490378	11	A	PADDINGTON, JOSHUA
2	<input type="checkbox"/>	ADDINGTON, COLTON	506015	09	I	PADDINGTON, JOSHUA
3	<input type="checkbox"/>	BARNY, TAYLER	796094	12	A	PADDINGTON, JOSHUA
4	<input type="checkbox"/>	COLTSWORD, HOPE	920016	09	HS	PADDINGTON, JOSHUA

Cancel < Back Finish

- Click **Finish**.

The **Results** tab displays the new counselor assignments.

StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment

### Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method   Students   Options   Confirmation   **Results**

Student	Student Number	Grade	Status	Counselor
COLTSWORD, HOPE	920016	09	HS	PADDINGTON, JOSHUA
ABE, DILLON	490378	11	A	PADDINGTON, JOSHUA
BARNY, TAYLER	796094	12	A	PADDINGTON, JOSHUA
ADDINGTON, COLTON	506015	09	I	PADDINGTON, JOSHUA

Start Over

10. (Optional) To continue assigning counselors, click **Start Over**.

## Bulk Assign Homerooms

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Homeroom Bulk Assignment**

You can assign and/or mass update homerooms by grade level and/or terms using several different options.

For detailed information on bulk assigning homerooms, see the *ProgressBook StudentInformation Student Homeroom Guide*.

## Bulk Assign Lockers

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Locker Bulk Assignment**

You can assign lockers to students and/or mass update locker assignments using several different options.

For detailed information on bulk assigning lockers, see the *ProgressBook StudentInformation Student Lockers Guide*.

## Bulk Assign Student Fees

### **Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Fee Assignment**

This batch process generates fee entries for students based on defined general fees; course fees based on each student's course schedule; membership fees for students belonging to specific membership groups; and program fees for students enrolled in specific programs. You can select the fee types to assign in any combination. Fees are assigned only to students who are enrolled in the working school for the current school year in context.

**Note:** *You can only run this process if the Finalize School Year process is complete.*

For detailed information on bulk assigning student fees, see the *ProgressBook StudentInformation Fees Guide*.

# Bulk Updates

You can use ad-hoc updates to make several types of bulk updates in StudentInformation. For detailed instructions, see the appropriate topic:

- [“Bulk Update Student Profiles”](#)
- [“Bulk Update Diploma Type”](#)
- [“Bulk Update Graduation Date”](#)
- [“Bulk Update Courses”](#)
- [“Bulk Update Manual Courses”](#)
- [“Bulk Update Fall Initialization Blocks”](#)
- [“Bulk Update Course College Credit”](#)
- [“Bulk Update Manual Course College Credit”](#)
- [“Bulk Assign or Update Non-Public SSID”](#)

## Bulk Update Student Profiles

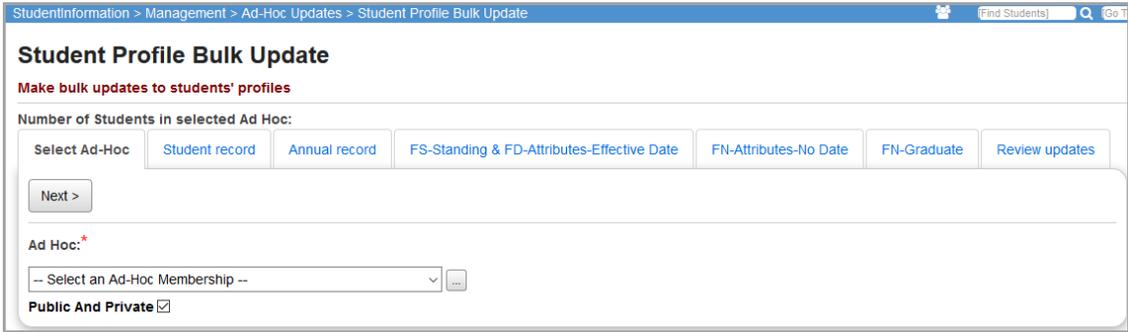
### Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update

This process lets you mass update specific field values on the student profile for a collection of students using ad-hoc membership groups.

1. On the **Student Profile Bulk Update** screen, on the **Select Ad-Hoc** tab, in the **Ad Hoc** drop-down list, select the ad-hoc group to which your bulk updates should apply.

**Note:** To find or build an ad-hoc membership, click . (For more information on setting up ad-hoc memberships, see the ProgressBook StudentInformation Getting Started Guide.)

2. (Optional) To expand the available ad-hoc membership groups to include both public and private groups, select the **Public And Private** check box.
3. Click **Next**.



The screenshot shows the 'Student Profile Bulk Update' web interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update'. Below this, the page title is 'Student Profile Bulk Update' with a sub-header 'Make bulk updates to students' profiles'. A section titled 'Number of Students in selected Ad Hoc:' contains several tabs: 'Select Ad-Hoc', 'Student record', 'Annual record', 'FS-Standing & FD-Attributes-Effective Date', 'FN-Attributes-No Date', 'FN-Graduate', and 'Review updates'. The 'Select Ad-Hoc' tab is active. Below the tabs is a 'Next >' button. Underneath, there is a label 'Ad Hoc:' followed by a dropdown menu showing '-- Select an Ad-Hoc Membership --' and a small 'More' icon. At the bottom, there is a checked checkbox labeled 'Public And Private'.

- (Optional) If you need to change any fields on the **Student record**, **Annual record**, **FS-Standing & FD-Attributes-Effective Date**, **FN-Attributes-No Date**, or **FN-Graduate** tabs, you can make those changes.

**Note:** These available/visible fields may vary based on the school year and your security rights.

**Note:** To clear a student profile field for all members of the selected ad-hoc group, select the check box beside the field, and ensure the field has no value selected in the drop-down list.

- When you are finished making changes on each tab, click **Next**.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

**Student Profile Bulk Update**

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 3

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 >

Citizenship:  [Dropdown]

Country of Origin:  [Dropdown]

Native Language:  [Dropdown]

Home Language:  [Dropdown]

Local Ethnic Category:  [Dropdown]

Pri. Graduation Rule:  [Dropdown]

Alt. Graduation Rule:  [Dropdown]

Building Progression Track:  [Dropdown]

Birthdate Verified With:  [Dropdown]

Requires Paper Copy of Report Card:  [Dropdown]

Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

**Ethnicity / Race:**

Hispanic/Latino:  [Dropdown]

**Racial Group(s):**

A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Attendance Calendar:  [Dropdown]

Admission History Effective Start Date:  [Text Field]

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update Find Students  (Go To)

## Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 3

**!** 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 >

<b>Graduation Year:</b> <input type="checkbox"/> <input type="text"/>	<b>Team:</b> <input type="checkbox"/> <input type="text"/>
<b>Grade Next Year:</b> <input type="checkbox"/> <input type="text"/>	<b>Student Status:</b> <input type="checkbox"/> <input type="text"/>
<b>Special Ed:</b> <input type="checkbox"/> <input type="text"/>	<b>Program:</b> <input type="checkbox"/> <input type="text"/>
<b>Scheduling Priority:</b> <input type="checkbox"/> <input type="text"/>	<b>Primary Building:</b> <input type="checkbox"/> <input type="text"/>
<b>Include in Honor Roll:</b> <input type="checkbox"/> <input type="text"/>	<b>New School:</b> <input type="checkbox"/> <input type="text"/>
<b>Include in Ranking:</b> <input type="checkbox"/> <input type="text"/>	<b>Counselor:</b> <input type="checkbox"/> <input type="text"/>
<b>Include in GPA:</b> <input type="checkbox"/> <input type="text"/>	<b>Home School IRN:</b> <input type="checkbox"/> <input type="text"/>

**Flags:**

1:  2:  3:  4:  5:

Distance student was transported from residence to school building:

**Countweek Transportation Days:**

Monday
  Tuesday
  Wednesday
  Thursday
  Friday

**Note:** If you want to update **Countweek Transportation Days**, you must also select a value for **Distance student was transported from residence to school building**.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update (Find Students) [Q] (Go To)

### 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

**i** 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: \* 10/18/2016

#### 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:

Disadvantage:

Free/Reduced Lunch Status:

Limited English Proficiency:

Reporting Calendar:

Attendance Pattern:

Preschool Poverty Level:

**Note:** Your selection in the **Reporting Calendar** drop-down list updates the **Attendance Pattern**.

**Note:** For information on how StudentInformation updates FS and FD records, see [“Business Rules for Student Profile Bulk Update – FS and FD Records.”](#)

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

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:  
 [dropdown]

Fiscal Year Began 9th:  
 [text]

Military Student:  
 [dropdown]

**CTE Program**

CTE Program Area: [dropdown] CTE Program of Concentration: [dropdown]  
 [dropdown] \*\* - Student is not a concentrator in any CTE Program

Tech Prep Completer:  
 N [dropdown]

Accountability IRN:  
 [dropdown]

Admission to Current High School Date:  
 [calendar]

Attending Building IRN Next Year:  
 [dropdown]

Previous Year District IRN:  
 [text] - [text] 🔍

**Third Grade Reading Guarantee**

Math Diagnostic Result Code:  
 [dropdown]

Reading Diagnostic Result Code:  
 [dropdown]

Writing Diagnostic Result Code:  
 [dropdown]

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

**Student Profile Bulk Update**  
 Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 3

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 >

CORE Economics and Financial Literacy Requirement Met:  [Dropdown]

CORE Fine Arts Requirement Met:  [Dropdown]

CORE Graduation Requirement Exemption:  [Dropdown]

CORE Graduation Requirement Exemption Date:  [Date Picker]

CORE Graduation Requirement Met:   (Check the box to update and indicate that the CORE Graduation Requirement has been met)

Exempted from Physical Education Graduation Requirement:  [Dropdown]

Expected Graduation Date:  [Date Picker]

Graduation Date:  [Date Picker]

Diploma Type:  [Dropdown]

OGT Graduation Alternative:  [Dropdown]

Military Compact Graduation Alternative:  [Dropdown]

The **Review updates** tab displays the changes you have selected on the previous tabs so you can review them before committing them to the database.

6. (Optional) To return to previous tabs, click **Back**, and make any needed changes.
7. When you are ready to submit the changes, click **Submit**.

A confirmation message displays.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

**Student Profile Bulk Update**  
 Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 3

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
Citizenship:	Clear Values
Ethnicity:	W - White
Include in Ranking:	Yes

Submit

## Business Rules for Student Profile Bulk Update – FS and FD Records

StudentInformation processes the student profile bulk update using the following logic:

1. Determines how to update FS and FD records for each student from the bulk update based on how the effective date relates to existing FS and FD records:
  - a. **Withdrawal record with effective date immediately before the bulk update effective date** – Does not apply the bulk update.
  - b. **Nonwithdrawal record with effective date immediately before the bulk update effective date** – Inserts a new record with the bulk update effective date, applies the bulk updates and copies any other field values from the prior record.
  - c. **Withdrawal or nonwithdrawal record with effective date equal to the bulk update effective date** – Applies the bulk updates.
  - d. **Admission record with effective date immediately after the bulk update effective date** – Does not apply the bulk update.
2. Propagates the bulk update for each student within the school year by applying the bulk update field values to each subsequent record (which does not change the records' effective date) until the end of the school year. However, if StudentInformation finds a withdrawal record for the school year, it applies the bulk update values to the record and stops updating any following records.
3. Removes any duplicate records resulting from the updates:
  - a. **Sequence of two or more withdrawal records that are the same except for the effective start date** – Does not change these records since they are not duplicates.
  - b. **Sequence of two or more nonwithdrawal records that are the same except for the effective start date** – Removes all but the earliest record.
  - c. **Two records back-to-back that are the same except for the effective start date and the second record is a withdrawal** – Updates the earlier record with the **Withdraw Date** and **Reason** (FS records) or **Effective End Date** (FD records) and removes the later record.

**Note:** StudentInformation updates the following FS fields when a student's pre-existing field values are blank: *DistrictAdmissionReason, DistrictRelationship, IRNDistrictofResidence, HowReceived, HowReceivedIRN, AttendancePercentage, TuitionType, IRNAttendingBuilding, IRNAssignedBuildingArea, SentToReason, and SentToReasonIRN.*

## Bulk Update Diploma Type

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Update Diploma Type

You can mass update students' diploma type for EMIS reporting. This process updates the **Diploma Type** field on the **FN-Graduate** tab of the selected students' profile. You can then modify the **Diploma Type** field for any exception students.

1. On the **Bulk Update of Student Diploma Type** screen, select the graduation date(s) of students for whom you want to update the diploma type by moving them from the **All Graduation Dates** dual listbox to the **Assigned Graduation Dates** list.

2. In the **Set diploma type to** drop-down list, select the diploma type to assign to the students.
3. (Optional) To only update the diploma type of those students that pass a certain graduation/eligibility rule, in the **for students passing rule** drop-down list, select the rule.
4. (Optional) To use a mark type in the current year total credit calculations, in the **Mark Type** drop-down list, select the mark type.
5. (Optional) If you want the update process to recalculate the student data for the graduation/eligibility rule you selected in [step 3](#), select the **Recalculate student rule data** check box.
6. (Optional) If you want to override any existing selected diploma types with the diploma type you selected in [step 2](#), select the **Override current diploma type** check box.

StudentInformation > Management > Ad-Hoc Updates > Update Diploma Type

**Bulk Update of Student Diploma Type**

From this screen, you can submit a job to update the student EMIS diploma type.

All Graduation Dates	Assigned Graduation Dates
04/30/2016 06/01/2016 06/04/2016 07/19/2016	

Set diploma type to: \*

for students passing rule:

Mark Type:

Recalculate student rule data:

Override current diploma type:

- Select the diploma type to assign to the students.
- Optional. If selected, only those students that pass the rule will be assigned the selected diploma type.
- Optional. Select the mark type to be used in current year total credit calculations.
- Optional. If checked, the system will recalculate the student data for the selected rule.

7. Click **Save**.  
A confirmation message displays.

## Bulk Update Graduation Date

You can update selected grade 12 students (seniors) with a specific graduation date. You then need to modify the graduation date on any exception students that should not have this graduation date.

You can select students to update using the following methods:

- To update the graduation date based on student status, see [“Update Graduation Date by Student Status.”](#)
- To update the graduation date based on ad-hoc membership groups, see [“Update Graduation Date by Ad-Hoc Membership.”](#)

## Update Graduation Date by Student Status

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Update Graduation Date

1. On the **Bulk Update of Student Graduation Date** screen, on the **Status Search** tab, in the **Select the Student Statuses to be included** area, select one or more statuses of students to include on the bulk update by moving them from the left side of the screen to the right side, noting the following guidelines:
  - You probably want to update your active status students, as well as some other statuses of students to whom you will give diplomas.
  - You probably want to include non-residents if they are coming into your district and will graduate from your school.
  - You probably do not want to include residents going elsewhere, because they most likely are not going to get a diploma from your district. (However, JVS and contract vocational schools must report the graduation information even though they will not issue the diploma. Both the home schools and the vocational schools must report the information.)

**Note:** This process includes only grade 12 students with the status(es) you select.

The screenshot shows the 'Bulk Update of Student Graduation Date' screen. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date'. Below this is the title 'Bulk Update of Student Graduation Date' and a red sub-header: 'This screen allows for a mass update of student graduation dates'. There are two tabs: 'Status Search' (active) and 'Ad-Hoc Membership'. Under 'Status Search', there is a section 'Select the Student Statuses to be included:' with a list of statuses on the left: 'A - ACTIVE RES', 'ACCA - ASHLAND ACADEMY', 'AE - ACTIVE ELSEWHERE', and 'D - DELETED'. Arrows indicate that these statuses can be moved to a selection box on the right. Below this is a 'File Download Options' section with two dropdown menus: 'Select A File Type' and 'Select A Download Method'. At the bottom, there is a 'Graduation Date:' field with a calendar icon, an 'Override Existing:' checkbox which is checked, and a 'Run Type:' section with radio buttons for 'Verify' (selected) and 'Update'. A blue 'Submit' button is at the bottom left.

2. In the **File Download Options** area, use the drop-down lists to select a file type and a download method.
3. In the **Graduation Date** field, enter the graduation date for this year's seniors or select it from the calendar date picker.
4. (Optional) If you do not want the new graduation date to override any existing graduation dates for the selected students, de-select the **Override Existing** check box.

5. In the **Run Type** field, select either to **Verify** the list of possible updates without actually making the updates or to **Update** the selected students with the graduation date.



**Caution:** Please run in **Verify** mode first. The **Update** process cannot be undone.

6. Click **Submit**.

If you selected to run in **Update** mode, a confirmation message displays, stating how many records updated.

7. (Optional) If there are exception students in this group whose graduation date you did not want to update, enter the correct graduation date for these students on the **FN-Graduate** tab of their student profile.

## Update Graduation Date by Ad-Hoc Membership

**Navigation:** StudentInformation – Management – Ad-Hoc Updates – Update Graduation Date

1. On the **Bulk Update of Student Graduation Date** screen, on the **Ad-Hoc Membership** tab, in the **Select Ad-Hoc Membership** drop-down list, select the ad-hoc group to which your bulk update should apply.

**Note:** To find or build an ad-hoc membership, click . (For more information on setting up ad-hoc memberships, see the ProgressBook StudentInformation Getting Started Guide.)

StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date

### Bulk Update of Student Graduation Date

This screen allows for a mass update of student graduation dates

Status Search Ad-Hoc Membership

Select Ad-Hoc Membership:\* -- Select an Ad-Hoc Membership -- ...

**File Download Options**

Select A File Type Select A Download Method

Graduation Date:\*  

Override Existing:

Run Type:  Verify  Update

Submit

2. In the **File Download Options** area, use the drop-down lists to select a file type and a download method.

3. In the **Graduation Date** field, enter the graduation date for this year's seniors or select it from the calendar date picker.
4. (Optional) If you do not want the new graduation date to override any existing graduation dates for the selected students, de-select the **Override Existing** check box.
5. In the **Run Type** field, select either to **Verify** the list of possible updates without actually making the updates or to **Update** the selected students with the graduation date.



**Caution:** Please run in **Verify** mode first. The **Update** process cannot be undone.

6. Click **Submit**.

If you selected to run in **Update** mode, a confirmation message displays, stating how many records updated.

7. (Optional) If there are exception students in this group whose graduation date you did not want to update, enter the correct graduation date for these students on the **FN-Graduate** tab of their student profile.

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## Bulk Update Courses

**Navigation:** StudentInformation – Management – Ad-Hoc Updates – Bulk Course Update

You can bulk update selected courses with a core subject area or dual credit indicator.

For detailed information on bulk updating courses, see the *ProgressBook StudentInformation EMIS Guide*.

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## Bulk Update Manual Courses

**Navigation:** StudentInformation – Management – Ad-Hoc Updates – Bulk Manual Course Update

You can bulk update selected manually entered courses with a core subject area or dual credit indicator.

For detailed information on bulk updating manual courses, see the *ProgressBook StudentInformation EMIS Guide*.

## Bulk Update Fall Initialization Blocks

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Bulk Update Fall Initialization Blocks

You can perform a bulk update to set/unset the options on the student profile to exclude FS, FD, and FN records from fall initialization updates.

For detailed information on bulk updating fall initialization blocks, see the *ProgressBook StudentInformation EMIS Guide*.

## Bulk Update Course College Credit

### Navigation: StudentInformation – Management – Ad-Hoc Updates – College Credit Management

This process lets you mass update the college credit value of regular (not manually entered) dual credit courses for students enrolled in dual credit courses during the school year in context. (To update manually entered course college credit, see [“Bulk Update Manual Course College Credit.”](#))

1. Open the **College Credit Management** screen with the building and school year in context that you want to update.
2. On the **EMIS Student** tab, select the dual credit **Course** whose college credit value you want to update for any student.
3. In the **Course Sections** drop-down list, select the appropriate course section for which you want to perform the update.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student | Manually Entered Courses

Course: 766C - INTERMEDIATE SPANISH I | Course Sections: (766C) INTERMEDIATE SPANISH I - 11

A list of students assigned to the selected course section displays in a grid.

4. Select the check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students.)

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student Manually Entered Courses

Course: 766C - INTERMEDIATE SPANISH I Course Sections: (766C) INTERMEDIATE SPANISH I - 11

**Save Selected** CORE Subject Area: FLR **Bulk Assign & Save Selected**

<input type="checkbox"/> Check All	Student Number	Student	Grade	College Credit
<input checked="" type="checkbox"/>			12	<input type="text"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>
<input checked="" type="checkbox"/>			12	<input type="text" value="0.000000"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>

5. Enter the college credit for the selected students using one of the following methods:

- Update selected students individually:
  - i. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
  - ii. Click **Save Selected**.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student Manually Entered Courses

Course: 766C - INTERMEDIATE SPANISH I Course Sections: (766C) INTERMEDIATE SPANISH I - 11

**Save Selected** CORE Subject Area: FLR **Bulk Assign & Save Selected**

<input type="checkbox"/> Check All	Student Number	Student	Grade	College Credit
<input checked="" type="checkbox"/>			12	<input type="text" value="0.5"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>
<input checked="" type="checkbox"/>			12	<input type="text" value="0.8"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>
<input type="checkbox"/>			12	<input type="text" value="0.000000"/>

- Bulk update selected students:
  - i. In the text box above the grid, enter the amount of college credit earned by all of the selected students.
  - ii. Click **Bulk Assign & Save Selected**.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student Manually Entered Courses

Course: 766C - INTERMEDIATE SPANISH I Course Sections: (766C) INTERMEDIATE SPANISH I - 11

Save Selected CORE Subject Area: FLR **Bulk Assign & Save Selected** 0.7

<input type="checkbox"/>	Student Number	Student	Grade	College Credit
<input checked="" type="checkbox"/>			12	0.5
<input type="checkbox"/>			12	0.000000
<input checked="" type="checkbox"/>			12	0.8
<input type="checkbox"/>			12	0.000000
<input type="checkbox"/>			12	0.000000

A confirmation message displays, and the students' college credit for the course is updated and included in the Period G GC transfer.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

The Student College Credit records were saved

## Bulk Update Manual Course College Credit

### Navigation: StudentInformation – Management – Ad-Hoc Updates – College Credit Management

This process lets you mass update the college credit value of manually entered dual credit courses for students enrolled in dual credit courses during the school year in context. (To update regular course college credit, see [“Bulk Update Course College Credit.”](#))

1. Open the **College Credit Management** screen with the building and school year in context that you want to update.

- On the **Manually Entered Courses** tab, select the check box in the row of each student whose college credit you want to update for the indicated course. (You can also select **Check All** to select all students/courses.)

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student | Manually Entered Courses

Save Selected | Bulk Assign & Save Selected

<input type="checkbox"/> Check All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credit
<input checked="" type="checkbox"/>	123456	Student, TRENTON M	09	2016-2017	0088 - Business Math	BUS	<input type="text"/>
<input type="checkbox"/>	987654	Student, MARK P	09	2016-2017	0077 - English 12	ENG	<input type="text"/>

- Enter the college credit for the selected student(s) using one of the following methods:
  - Update selected students individually:
    - In the row of each student, in the **College Credit** column, enter or update the college credit the student earned in the course.
    - Click **Save Selected**.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student | Manually Entered Courses

Save Selected | Bulk Assign & Save Selected

<input type="checkbox"/> Check All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credit
<input checked="" type="checkbox"/>	123456	Student, TRENTON M	09	2016-2017	0088 - Business Math	BUS	<input type="text" value="0.8"/>
<input type="checkbox"/>	987654	Student, MARK P	09	2016-2017	0077 - English 12	ENG	<input type="text"/>

- Bulk update selected students:
  - In the text box above the grid, enter the amount of college credit you want to assign to all of the selected students for each indicated course.

ii. Click **Bulk Assign & Save Selected**.

The screenshot shows the 'College Credit Management' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > College Credit Management'. Below this, the title 'College Credit Management' is displayed, followed by the instruction: 'From this screen, you can update college credit values for courses that are marked dual credit.' There are two tabs: 'EMIS Student' and 'Manually Entered Courses'. Below the tabs, there are two buttons: 'Save Selected' and 'Bulk Assign & Save Selected'. The 'Bulk Assign & Save Selected' button is highlighted with a red circle, and next to it is a text input field containing the value '0.8'. Below these elements is a table with the following columns: 'Check All', 'Student Number', 'Student', 'Grade', 'School Year', 'Course', 'CORE Subject Area', and 'College Credit'. The table contains two rows of data:

<input type="checkbox"/>	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credit
<input checked="" type="checkbox"/>	123456	Student, TRENTON M	09	2016-2017	0088 - Business Math	BUS	<input type="text"/>
<input type="checkbox"/>	987654	Student, MARK P	09	2016-2017	0077 - English 12	ENG	<input type="text"/>

A confirmation message displays, and the students' college credit for the course is updated and included in the Period G GC transfer.

The screenshot shows the 'College Credit Management' interface with a confirmation message. The breadcrumb trail is the same: 'StudentInformation > Management > Ad-Hoc Updates > College Credit Management'. The title 'College Credit Management' is displayed, followed by the instruction: 'From this screen, you can update college credit values for courses that are marked dual credit.' Below this, a green message box contains the text: 'The Manually Entered Course College Credit records were saved'.

## Bulk Assign or Update Non-Public SSID

### Navigation: StudentInformation – Management – Ad-Hoc Updates – Non-Public SSID Management

This process lets you auto-assign or mass update the non-public SSID required for pre-identifying non-public school students for OCBA testing.

1. With the school district you want to update in context, open the **Non-Public SSID Management** screen. (This screen is only available to non-public school districts.)

**Note:** The non-public SSID prefix is a four-letter code assigned by ODE.

2. Select the students you want to add to your bulk assign list, or click the check box in the header for the check box column to select all students.
3. Click **Assign Non-Public SSID to Selected Students**.

**Note:** If you select all students, any previously assigned SSIDs will be converted to the new Non-Public SSID. A message displays requesting confirmation that you want to re-assign the existing Non-Public SSIDs.

<input type="checkbox"/>	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input checked="" type="checkbox"/>	Student	Gabriella		07	F	1120	
<input checked="" type="checkbox"/>	Student	Dominic	J	KG	M	1001	
<input type="checkbox"/>	Student	Natalie	M	06	F	1106	
<input checked="" type="checkbox"/>	Student	Natalie	M	06	F	1107	
<input type="checkbox"/>	Student	SaraBeth	A	01	F	1021	
<input type="checkbox"/>	Student	Karter	J	02	M	1041	
<input checked="" type="checkbox"/>	Student	Kennedy	R	07	F	1121	

A message displays confirming the SSIDs have been assigned.

The selected students have been assigned a Non-Public SSID successfully!

- (Optional) To see an updated list of students with non-public SSIDs, select the **Show students that have been assigned a Non-Public SSID** check box.

StudentInformation > Management > Ad-Hoc Updates > Non-Public SSID Management

Non-Public SSID Management

The selected students have been assigned a Non-Public SSID successfully!

SKSD

Show students that have been assigned a Non-Public SSID

<input type="checkbox"/>	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input type="checkbox"/>	Student	Gabriella		07	F	1120	SKSD00000
<input type="checkbox"/>	Student	Dominic	J	KG	M	1001	SKSD00001
<input type="checkbox"/>	Student	Natalie	M	06	F	1106	SKSD00002
<input type="checkbox"/>	Student	Natalie	M	06	F	1107	
<input type="checkbox"/>	Student	Sara	A	01	F	1021	
<input type="checkbox"/>	Student	Karter	J	02	M	1041	
<input type="checkbox"/>	Student	Kennedy	R	07	F	1121	SKSD00003
<input type="checkbox"/>	Student	Gabriel	G	04	M	1077	

The column under **Non-Public SSID** displays the SSIDs, which are assigned sequentially, starting with the four-letter district prefix plus five numbers. The number 00000 is assigned to the first student, 00001 to the second student, and so forth. If any non-public SSIDs have previously been assigned in your district, StudentInformation automatically assigns the next available number.

**Note:** To add or edit a non-public SSID for an individual student, see the ProgressBook StudentInformation Student and Registration Guide.