



ProgressBook StudentInformation Ad Hoc Updates Guide



StudentInformation

ProgressBook StudentInformation Ad Hoc Updates Guide

(This document is current for v21.3.0 or later.)

© 2022 Frontline Technologies Group LLC. All rights reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks, or Service Marks of the companies with which they are associated. Frontline Technologies Group LLC reserves the right at any time and without notice to change these materials or any of the functions, features, or specifications of any of the software described herein.

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
21.3.0	<i>"Bulk Update Student Profiles"</i>	17	Updated screenshots of the FN-Attributes-No Date and FN-Graduate tabs to reflect that fields have been removed from each.
20.4.0	<i>"Bulk Update Student Profiles"</i>	17	Updated screenshots to reflect the new user interface and that the Limited English Proficiency checkbox has been renamed English Learner .
20.0.0	<i>"Bulk Update Course College Credit"</i>	28	Updated screenshots and text to reflect that the Check All column header has been renamed Select All .
20.0.0	<i>"Bulk Update Manual Course College Credit"</i>	31	Updated screenshots and text to reflect that the Check All column header has been renamed Select All .
19.5.0	<i>"Bulk Update Course College Credit"</i>	28	Updated screenshots and text to reflect that the College Credit column has been renamed College Credits Earned .
19.5.0	<i>"Bulk Update Manual Course College Credit"</i>	31	Updated screenshots and text to reflect that the College Credit column has been renamed College Credits Earned .

Table of Contents

Change Log	i
Table of Contents	1
Ad Hoc Updates Overview	1
Copy Student Memberships.....	1
Clear Fees	3
Bulk Assignments	4
Bulk Assign Counselors	4
Assign Counselors by Homeroom	4
Assign Counselors Randomly.....	7
Assign Counselors Manually.....	11
Bulk Assign Homerooms.....	15
Bulk Assign Lockers.....	15
Bulk Assign Student Fees.....	16
Bulk Updates	17
Bulk Update Student Profiles.....	17
Business Rules for Student Profile Bulk Update – FS and FD Records	23
Bulk Update Diploma Type	24
Bulk Update Graduation Date.....	24
Update Graduation Date by Student Status.....	25
Update Graduation Date by Ad Hoc Membership	27
Bulk Update Courses	28
Bulk Update Manual Courses	28
Bulk Update Fall Initialization Blocks	28
Bulk Update Course College Credit.....	28
Bulk Update Manual Course College Credit.....	31
Bulk Assign or Update Non-Public SSID.....	32

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”

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.*

Ad Hoc Updates Overview

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

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 checkbox 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:

Clear Debit Fees:

Pay reference for credit balance fees:

Pay reference for fees owed:

Pay Date:

Fee Types to process:

General Fees: Course Fees: Misc Fees: Program Fees: Membership Fees:

[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”](#)

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.

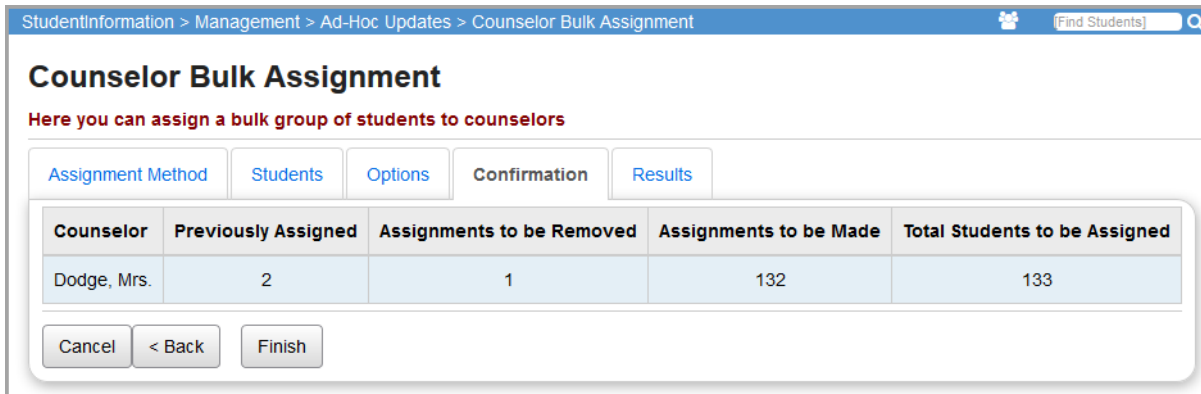
Homeroom ▲	HR Term	Teacher	Room	Grades	Counselor
A100 - A100	FullYear		None - Not Specified	10	<input type="text"/>
A104 - A104	FullYear		None - Not Specified	12	<input type="text"/>
A105 - A105	FullYear		None - Not Specified	09, 10, 11, 12	Dodge, Mrs. ▾
A107 - A107	FullYear	Stafford	ISR - In-school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

Buttons: Cancel, < Back, Next >

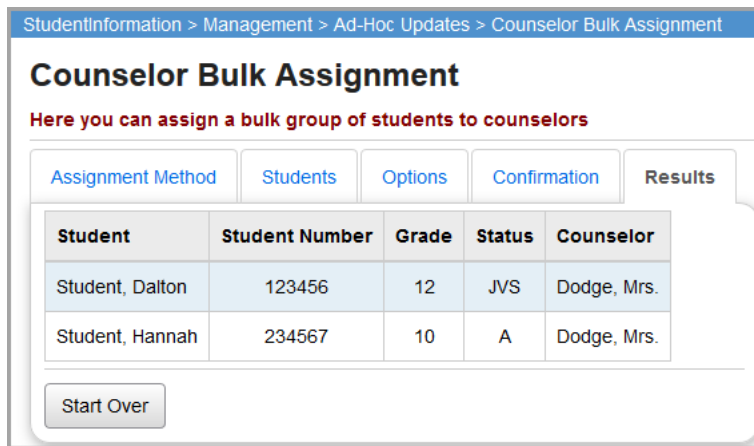
[Back To Top](#)

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.



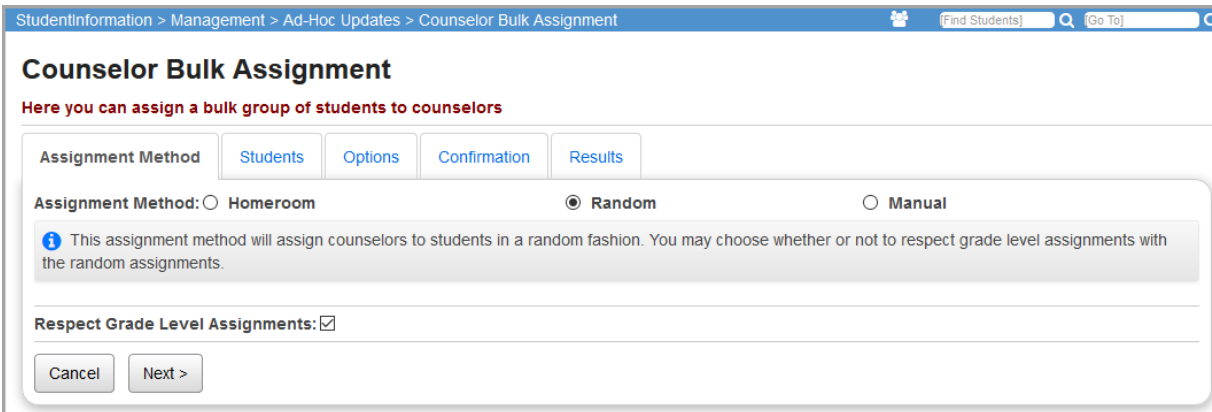
9. (Optional) To continue assigning counselors, click **Start Over**.

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', followed by 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 button options: 'Homeroom', 'Random' (which is selected), and 'Manual'. A blue information icon is next to a text box that reads: '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, there 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, deselect the **Respect Grade Level Assignments** checkbox.
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 checkbox to use the wildcard filter.)
 - **First Name** (If you enter a partial first name, select the checkbox to use the wildcard filter.)
 - **Team**
 - **Gender**
 - **Program**
 - **Student Status**
 - **Grade Level**

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 the title 'Counselor Bulk Assignment' and a subtitle: 'Here you can assign a bulk group of students to counselors'. The interface has five tabs: 'Assignment Method', 'Students', 'Options', 'Confirmation', and 'Results'. The 'Students' tab is active. Under 'Select Students By', there are three radio buttons: 'Search Criteria' (selected), 'Student IDs', and 'Ad-Hoc Membership'. Below these are input fields for 'Last Name' and 'First Name', each with a checkbox for wildcard filtering. There are also dropdown menus for 'Team' and 'Gender'. Three sections are shown with list boxes and arrows for selection: 'Program' (with options like '01 - Multiple Disabilities', '02 - Deaf-Blindness', etc.), 'Student Status' (with options like 'A - ACTIVE RES', 'AL - Active -LEAP Students', etc.), and 'Grade Level' (with options like 'KG - KG', '01 - 01', etc.). 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. The breadcrumb trail is 'StudentInformation > Management > Ad-Hoc Updates > Counselor Bulk Assignment'. The 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 button for 'Student IDs' is selected. Below this is a large empty text input field. At the bottom 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 is a dropdown menu with a small '...' button to its right. The rest of the form structure is identical to the previous screenshot.

- 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.

7. (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.

8. 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.

Counselor	Previously Assigned	Assignments to be Removed	Assignments to be Made	Total Students to be Assigned
Dodge, Mrs.	2	1	132	133

At the bottom are 'Cancel', '< Back', and 'Finish' buttons.

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.

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
Student, Dalton	123456	12	JVS	Dodge, Mrs.
Student, Hannah	234567	10	A	Dodge, Mrs.

Start Over

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**.

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

Assignment Method: Homeroom Random **Manual**

i 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.

Cancel Next >

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 checkbox.)
 - **First Name** (To use the wildcard filter, select the checkbox.)
 - **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.	

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	

Grade Level

KG - KG	
01 - 01	
02 - 02	
03 - 03	
04 - 04	
05 - 05	

Cancel < Back Next >

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

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

*

Cancel < Back 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.)


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

Ad-Hoc Membership:* 

Cancel < Back Next >

- 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, deselect any individual student. (You can also select or deselect all students in the list using the **Students selected by default** checkbox).

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

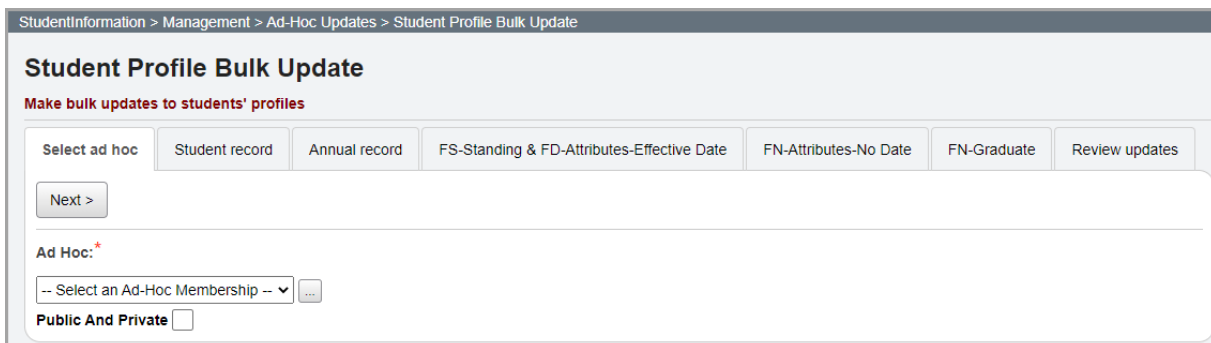
Navigation: StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

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** checkbox.
3. Click **Next**.



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


Student Profile Bulk Update

Make bulk updates to students' profiles

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Next >

Ad Hoc: *

-- Select an Ad-Hoc Membership -- 

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: The name of the ad hoc membership you selected and the number of students in the ad hoc membership display above the tabs.

Note: The available 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 checkbox 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

Selected ad hoc membership: 18-19 Baseball
 Number of students in selected ad hoc membership: 16

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

i Select the checkbox next to the field(s) you wish to edit.
 If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

Citizenship: <input type="checkbox"/> <input type="text"/>	Pri. Graduation Rule: <input type="checkbox"/> <input type="text"/>
Country of Origin: <input type="checkbox"/> <input type="text"/>	Alt. Graduation Rule: <input type="checkbox"/> <input type="text"/>
Native Language: <input type="checkbox"/> <input type="text"/>	Building Progression Track: <input type="checkbox"/> <input type="text"/>
Home Language: <input type="checkbox"/> <input type="text"/>	Birthdate Verified With: <input type="checkbox"/> <input type="text"/>
Local Ethnic Category: <input type="checkbox"/> <input type="text"/>	Requires Paper Copy of Report Card: <input type="checkbox"/> <input type="text"/>

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

Ethnicity / Race:

Hispanic/Latino:

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:

Admission History Effective Start Date:

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

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: 18-19 Baseball
 Number of students in selected ad hoc membership: 16

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

i Select the checkbox next to the field(s) you wish to edit.
 If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

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

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: 18-19 Baseball
 Number of students in selected ad hoc membership: 16

Select ad hoc Student record Annual record **FS-Standing & FD-Attributes-Effective Date** FN-Attributes-No Date FN-Graduate Review updates

*Select the checkbox next to the field(s) you wish to edit.
 If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.*

< Back Next >

Effective Start Date: 3/29/2021

FS - Student Standing

Satellite Student:
 - (If Satellite Student is the only option chosen then only existing FS records will be updated)

Admission Reason:
 [dropdown]

Admitted From IRN:
 [dropdown] - [dropdown] Q

EMIS Situation:
 [dropdown] ...

Withdrawn To IRN:
 [dropdown] - [dropdown] Q

District Relationship:
 [dropdown]

District of Residence:
 [dropdown] - [dropdown] Q

How Received:
 [dropdown]

How Received IRN:
 [dropdown] - [dropdown] Q

Percent of Time:
 [input]

Tuition Type:
 [dropdown]

Attending Building IRN:
 [dropdown]

Assigned Building IRN:
 [dropdown]

County of Residence:
 [dropdown]

Sent To 1

Reason:
 [dropdown]

IRN:
 [dropdown] - [dropdown] Q

Percent of Time:
 [input]

Sent To 2

Reason:
 [dropdown]

IRN:
 [dropdown] - [dropdown] Q

Percent of Time:
 [input]

FD - Attributes - Effective Date

EMIS Grade Level:
 [dropdown]

State Equivalent Grade:
 [dropdown]

Disability Condition:
 [dropdown]

Section 504 Plan:
 [dropdown]

Disadvantagemet:
 [dropdown]

Free/Reduced Lunch Status:
 [dropdown]

English Learner:
 [dropdown]

Immigrant Status:
 [dropdown]

Attendance Pattern:
 [dropdown]

Preschool Poverty Level:
 [dropdown]

Reporting Calendar:
 [dropdown]

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 [Find Students] [Go To]

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: Band - SADOE High School
 Number of students in selected ad hoc membership: 5

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Select the checkbox next to the field(s) you wish to edit.
 If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

Grade Next Year:

Retained Status:

Fiscal Year Began 9th:

Military Student:

CTE Program

CTE Program Area: **CTE Program of Concentration:** ** - Student is not a concentrator in any CTE Program

Tech Prep Completer:
 N

Accountability IRN:

Attending Building IRN Next Year:

Previous Year District IRN:
 - Q

Third Grade Reading Guarantee

Math Diagnostic Result Code:

Reading Diagnostic Result Code:

Writing Diagnostic Result Code:

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

Student Profile Bulk Update
 Make bulk updates to students' profiles

Selected ad hoc membership: Band - SADOE High School
 Number of students in selected ad hoc membership: 5

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

i Select the checkbox next to the field(s) you wish to edit.
 If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back | Next >

CORE Economics and Financial Literacy Requirement Met:
 Y - District has determined this student met requirement

CORE Fine Arts Requirement Met:
 [Dropdown]

CORE Graduation Requirement Exemption:
 [Dropdown]

Exempted from Physical Education Graduation Requirement:
 [Dropdown]

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

Student Profile Bulk Update was completed successfully.

Selected ad hoc membership: 18-19 Baseball
 Number of students in selected ad hoc membership: 16

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

Start New Bulk Update

i Please review all of the profile selections before finalizing.

Profile Item	New Values
Scheduling Priority:	2
Student Status:	A - ACTIVE RES

8. (Optional) Click **Start New Bulk Update** to continue bulk updating different student groups.

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, IRNDistrictResidence, 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** checkbox.
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** checkbox.

Bulk Update of Student Diploma Type

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

All Graduation Dates: 04/30/2016, 06/01/2016, 06/04/2016, 07/19/2016

Assigned Graduation Dates: [Empty]

Set diploma type to: [Dropdown]

for students passing rule: [Dropdown]

Mark Type: [Dropdown]

Recalculate student rule data:

Override current diploma type:

Submit Cancel

- 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.

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 the Student Statuses to be included:

A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED

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, deselect the **Override Existing** checkbox.
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.

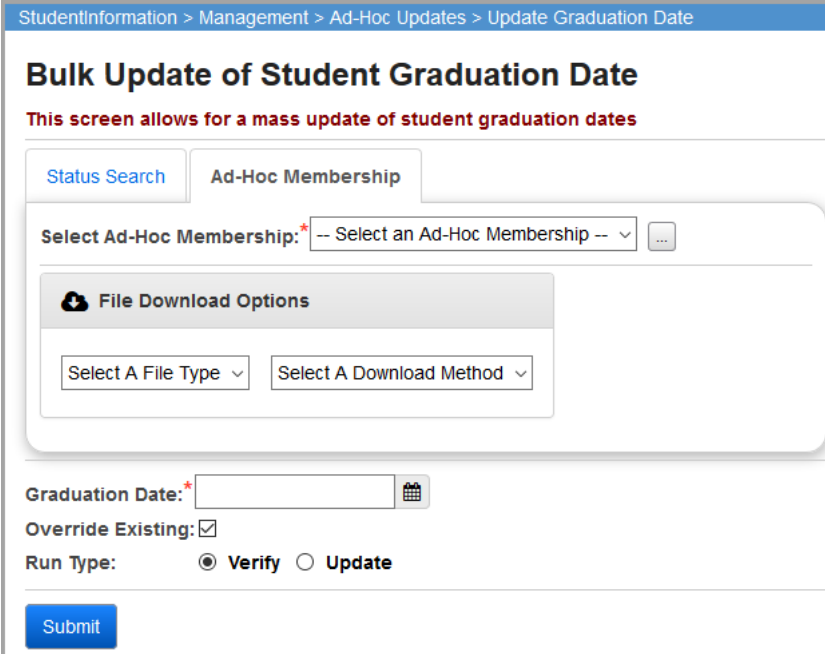
6. Click **Submit**.
If you selected to run in **Update** mode, a confirmation message displays, stating how many records updated.
7. (Optional) If there are exception students in this group whose graduation date you did not want to update, enter the correct graduation date for these students on the **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.)



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, deselect the **Override Existing** checkbox.
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.

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*.

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.

- 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: MECT-1234 - Strength of Materials Course Sections: (MECT-1234) Strength of Materials - 1

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

- For the selected course section, select the checkbox in the row of each student whose college credit you want to update. (You can also select the **Select All** checkbox to apply the update to 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: MECT-1234-CN - Strength of Materials Course Sections: (MECT-1234-CN) Strength of Materials - 1

Save Selected CORE Subject Area: CTA Bulk Assign & Save Selected

<input type="checkbox"/> Select All	Student Number	Student	Grade	College Credits Earned
<input checked="" type="checkbox"/>	310871329	Holland, Kasey	12	<input type="text" value="3.0"/>
<input type="checkbox"/>	96991704	Shaffer, Bart	12	<input type="text"/>

- Enter the college credit for the selected students using one of the following methods:
 - Update selected students individually:
 - In the row of each student, in the **College Credits Earned** column, enter the number of college credits 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: MECT-1234-CN - Strength of Materials Course Sections: (MECT-1234-CN) Strength of Materials - 1

Save Selected CORE Subject Area: CTA Bulk Assign & Save Selected

<input type="checkbox"/> Select All	Student Number	Student	Grade	College Credits Earned
<input checked="" type="checkbox"/>	310871329	Holland, Kasey	12	<input type="text" value="3.0"/>
<input type="checkbox"/>	96991704	Shaffer, Bart	12	<input type="text"/>

- Bulk update selected students:
 - i. In the text box above the grid, enter the number of college credits 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: MECT-1234-CN - Strength of Materials Course Sections: (MECT-1234-CN) Strength of Materials - 1

Save Selected CORE Subject Area: CTA Bulk Assign & Save Selected

<input type="checkbox"/> Select All	Student Number	Student	Grade	College Credits Earned
<input checked="" type="checkbox"/>	310871329	Holland, Kasey	12	<input type="text"/>
<input checked="" type="checkbox"/>	96991704	Shaffer, Bart	12	<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.

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.
2. On the **Manually Entered Courses** tab, select the checkbox in the row of each student whose college credit you want to update for the indicated course. (You can also select the **Select All** checkbox to apply the update to all students and 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"/> Select All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credits Earned
<input checked="" type="checkbox"/>	123897	ADKINS, MARY C	10	2019-2020	175C - WESTERN CIVILIZATION	SOO	<input type="text" value="3.000000"/>
<input checked="" type="checkbox"/>	123743	ADKINS, OWEN L	12	2019-2020	College Math - CCP Math	BUS	<input type="text" value="4.250000"/>
<input type="checkbox"/>	123009	BACHELDER, AMOS M	10	2019-2020	CCPMUS014 - JAZZ ENSEMBLE	FAR	<input type="text" value="3.500000"/>

3. Enter the college credit for the selected student(s) using one of the following methods:
 - Update selected students individually:
 - i. In the row of each student, in the **College Credits Earned** column, enter or update the number of college credits the student earned in the course.
 - 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

Save Selected | Bulk Assign & Save Selected

<input type="checkbox"/> Select All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credits Earned
<input checked="" type="checkbox"/>	123897	ADKINS, MARY C	10	2019-2020	175C - WESTERN CIVILIZATION	SOO	<input type="text" value="3.000000"/>
<input checked="" type="checkbox"/>	123743	ADKINS, OWEN L	12	2019-2020	College Math - CCP Math	BUS	<input type="text" value="4.250000"/>
<input type="checkbox"/>	123009	BACHELDER, AMOS M	10	2019-2020	CCPMUS014 - JAZZ ENSEMBLE	FAR	<input type="text" value="3.500000"/>

- Bulk update selected students:
 - i. In the field above the grid, enter the number of college credits you want to assign to all of the selected students for each indicated course.

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

StudentInformation > Management > Ad-Hoc Updates > College Credit Management [Find Students] [Go To]

College Credit Management

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

EMIS Student Manually Entered Courses

<input type="checkbox"/> Select All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credits Earned
<input checked="" type="checkbox"/>	123897	ADKINS, MARY C	10	2019-2020	175C - WESTERN CIVILIZATION	SOO	<input type="text" value="3.000000"/>
<input checked="" type="checkbox"/>	123743	ADKINS, OWEN L	12	2019-2020	College Math - CCP Math	BUS	<input type="text" value="4.250000"/>
<input type="checkbox"/>	123009	BACHELDER, AMOS M	10	2019-2020	CCPMUS014 - JAZZ ENSEMBLE	FAR	<input type="text" value="3.500000"/>

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

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 checkbox in the header for the checkbox 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.

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

Non-Public SSID Management

Enter the Non-Public SSID Prefix

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 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** checkbox.

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 below **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.