



Mass Update

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Before a student can be enrolled in a local program, the program must be set up by the district on *Registration > Maintenance > District Profile > Local Program Codes*. Then, the campus must select the program on *Registration > Maintenance > Campus Profile > Campus Local Program Codes* to make it available at the campus.

Mass Update

Registration > Utilities > Reset Values

The Reset Values utility can be used to mass update student records.

Update data:

Under **Parameters For Reset:**

☐ Select the students whose data will be reset:

Campus	Select to reset data for students at one campus, or leave blank to reset data at all campuses. If selected: Campus ID Select the campus.
Grade Level	Select to reset data for students in one grade level, or leave blank to reset data for all grade levels. If selected: Grd Level Select the grade level.
Track	Select to reset data for students on one track, or leave blank to reset data for all tracks. If selected: Track Select the track.

☐ You must select at least one of the following:

Active Students	Select to reset data for all active students.
Inactive Students	Select to reset data for all inactive students.

☐ Under **Item to Reset:**

Select the specific item of data to be reset.

☐ Under **Values to Reset:**

From	Specific	If selected, the drop-down field is enabled listing possible values for the field you selected to reset, or a date field allows you to enter a valid date. Select the value to reset.
	All	If selected, all values for the selected item (including blanks) are reset.
	Blank	If selected, only blank values for the selected item are reset.
To	Specific	If selected, the drop-down field is enabled listing possible new values for the field you selected to reset, or a date field allows you to enter a valid date. Select the new value.
	Blank	If selected, From values are changed to blank.

The *Local Program* option allows you to add a local program for a group of students who are in a particular local programs (i.e., **Specific to Specific**). Or, you can add a particular local program for all selected students who are not currently in that program (i.e., **All to Specific**).

If you select **From Specific**, use the adjacent drop-down field to specify the program in which the students are currently enrolled. You will be adding a local program for the students currently enrolled in this program.

If you select **From All**, you will be adding a local program for the students who are not currently enrolled in the **To** program.

For **To Specific**, use the adjacent drop-down field to specify the program you are adding for the students.

Keep Entry Date	This field is only displayed if you are adding a program for students enrolled in a particular program (i.e., Specific to Specific). Select the field if you want to use the student's entry date from the original program. Otherwise, you can specify a new entry date.
Entry Date	If you are <i>not</i> keeping the original entry date, or if you are adding the generic program for all students, specify the student entry date for the generic program you are adding.
Local Program Code	Select a generic program for a group of students who are in a particular generic programs.

☐ Click **Reset Values**.

☐ Select Students for Reset.

Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.
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Students That Meet Criteria (left grid)	Students who meet the criteria specified on the Reset Values utility page are listed.	
	• If there are multiple pages, page through the list.	
	Select the students to be reset:	
	Select	Select a student. Clear the field to unselect the student. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
	Print	Print a list of students who meet the criteria.

Click → to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under **Students To Be Reset**.

Click → to move only the selected students from the left grid to the right grid.

Students To Be Reset (right grid)	The selected students are listed.	
	Select	Select any students to be removed from the list. Clear the field keep the student selected.
	Print	Print a list of students to be reset.

Click «- to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.

Click ← to remove any selected students from the list to be reset. They will be listed in the left grid again.

Click **Save** to reset the values for the selected students.

- You are prompted to confirm that you wish to reset the values. Click **Yes**.
- A message is displayed indicating the number of records updated. Click OK.
- You are prompted to print the report. Click **Yes** to print the report. [Review, save, and/or print the report](#).

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Close** to close the window and return to the Reset Values page.

Individual Update

Registration > Maintenance > Student Enrollment > Local Programs

Determine into which grid the record should be added.

☐ Click **+Add** to add a record.

A blank row is added to the grid.

Campus	The campus ID to which you logged on is displayed.
Entry Date	To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar. If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. The student can have only one active record (i.e., a record without an exit date). The entry/exit dates for different records cannot overlap.
Exit Date	To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar. The exit date should be the school day following the last day the student was in the program.
Reason	If you are withdrawing the student from the program, click  to select the withdrawal reason. CAUTION: Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.
Local Program	Select the special program in which the student is participating.
TEA Code	This is a Read-only field and is populated with the student characteristic code assigned in the Local Program field.

Code 1-4

The fields are district-defined and not required. Update data as needed.

Code 1 = one character

Code 2 = two characters (For ADP this must be the ASDY track number.)

Code 3 = three characters

Code 4 = four characters

☐ Click **Save**.

NOTE: If the student is changing programs, exit the student from the program he is changing from, then add a new row and enroll the student in the new local program.



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