



Mass Update

Table of Contents

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

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

1. Navigate to *Registration > Utilities > Reset Values*
2. 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: Grade 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.

NOTE: 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.

3. Under **Item to Reset**, select the specific item of data to be reset.
 - For this process, choose Local Program.
4. Under **Values to Reset**, select the appropriate options.



Back Cover