



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

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.

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, <i>From</i> 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.

5. Click **Reset Values**.

6. Select Students for Reset.

Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.				
Students That Meet Criteria (left grid)	Students who meet the criteria specified on the Reset Values utility page are listed.				
	<ul style="list-style-type: none"> If there are multiple pages, page through the list. 				
	Select the students to be reset:				
	<table> <tr> <td>Select</td><td>Select a student. Clear the field to unselect the student.</td></tr> <tr> <td>Print</td><td>Print a list of students who meet the criteria.</td></tr> </table>	Select	Select a student. Clear the field to unselect the student.	Print	Print a list of students who meet the criteria.
Select	Select a student. Clear the field to unselect the student.				
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 a student. Clear the field to unselect the student.
	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.

7. 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.

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



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