

Mass Update Student Field Values

This document will assist users in the mass update process. Possible examples for the use of this function are updating student homerooms, assigning a Grade 9 Entry Date to high school freshmen, and graduation year.

Mass Updating a Student Field

Navigation: Start page > Student Selection > Special Functions > Student Field Value

1. On the **Start** page, select the desired group of students.
2. From the function popup menu, select **Student Field Value**.

The screenshot shows a web form titled "Student Field Value". At the top, it indicates "551 students are selected". The form is organized into two columns: "Option" and "Value".

Option	Value
Field To Change (Fields)	<input type="text"/>
New Field Value	<input type="text"/>
Options	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value. <input type="checkbox"/> Do not overwrite existing data.

Below the form, there is a warning: "WARNING: This change is irreversible." and a "Submit" button in the bottom right corner.

3. Complete the following fields.
 - a. **Field To Change** – enter the field name you wish to modify. Click the **Fields** link to see a list of fields.
 - b. **New Field Value** – enter the desired value for the selected students.
 - i. **Clear Field value** – check this box to remove any existing data and replace with blanks.
 - c. **Options** – Do not overwrite existing data – check this box if you want to preserve any existing data.
4. Click **Submit** to save changes.
5. Review the information on the confirmation screen.
6. Click **Submit** to finalize the changes.

CAUTION: These changes are irreversible. Make sure the information is correct prior to saving. To exit without saving, navigate to another screen.

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