

Collections and Batch Changes Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. Collections and Batch Changes can be used to complete certain actions in mass. Collections Step 1 Go to Administration> Student Info.> Show Student List Step 2 Clear any recent students (This is important! The collection will grab onto these names if not cleared!) a. Go to bottom of page and click clear b. Also check top search, if there is anything there, clear history

Step 3 Choose students for collection **Grade Level specific. Make sure to do batch enrollments by grade or you could end up with a major mess**

- a. Click Collector at bottom of browser window
- b. Click "Add to Collection" This will bring up a student list to choose from
- c. Check off boxes next to names you wish to add OR Check All
- d. Choose "Add Selected" button e. A green Items Added Successfully message will appear and you may click "Return to Collector Home" button f. Choose view to see who is in this Collection Step 4. Choose Reg, Enr, Tchr from any student on the Student List (as shown below) Step 5. On the following page choose the appropriate action from the dropdown menu and click OK

Step 6. Change the Start Date, Grade, School Track and any other necessary information that you would like to change Step 7. Click "Preview Changes" at the bottom right of the screen

Step 8. The next page you may review the students in the collection and the fields changed on the previous page Step 9. Type CONFIRM in the box and click Perform Changes to complete the process
Batch Changes Step 1. Activate your collection by either creating a new one or using on that is there
Step 2. Go to the page in the system you want to make changes for the students. For example you may change student's demographics, NSLP, Family Information and so forth. Go to that area for ANY student Step 3. Click the BATCH button in the purple box in the collection

Step 4. Click OK in the box that appears Step 5. At the top of the page a purple box will appear where you will see the first student active in the white box Step 6. Make the changes you would like on the student's page and SAVE Step 7. Then click next student in the Batch box and make changes to that students page. You may move backwards by clicking previous student or next student to see the newest Step 8. When you have completed your changes, turn OFF Batch Mode by clicking off in the upper box. Then close the purple box at the bottom of the page by clicking the Red X

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