

[admin essential](#), [advanced feature](#)

# Collections and Batch Changes



This manual is Under Development and Review. It may be moved, removed, or renamed without notice. Thank you for your patience while we work on updating and organizing this information.

Collections and Batch Changes can be used to complete certain actions in mass.

## Collections

1. Go to Administration> Student Info.> Show Student List
2. Clear any recent students (This is important! The collection will grab onto these names if not cleared!)
  1. Go to bottom of page and click clear
  2. Also check top search, if there is anything there, clear history
3. Choose students for collection
  1. Click Collector at bottom of browser window
  2. Click "Add to Collection" This will bring up a student list to choose from
  3. Check off boxes next to names you wish to add OR Check All
  4. Choose "Add Selected" button
  5. A green Items Added Successfully message will appear and you may click "Return to Collector Home" button
  6. Choose view to see who is in this Collection
4. Choose Reg, Enr, Tchr from any student on the Student List (as shown below)
5. On the following page choose the appropriate action from the dropdown menu and click OK
6. Change the Start Date, Grade, School Track and any other necessary information that you would like to change
7. Click "Preview Changes" at the bottom right of the screen
8. The next page you may review the students in the collection and the fields changed on the previous page
9. Type CONFIRM in the box and click Perform Changes to complete the process

## Batch Changes

1. Activate your collection by either creating a new one or using one that is there
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
3. Click the BATCH button in the purple box in the collection
4. Click OK in the box that appears
5. At the top of the page a purple box will appear where you will see the first student active in the

white box

6. Make the changes you would like on the student's page and SAVE
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
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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Last update: **2017/01/24 20:46**