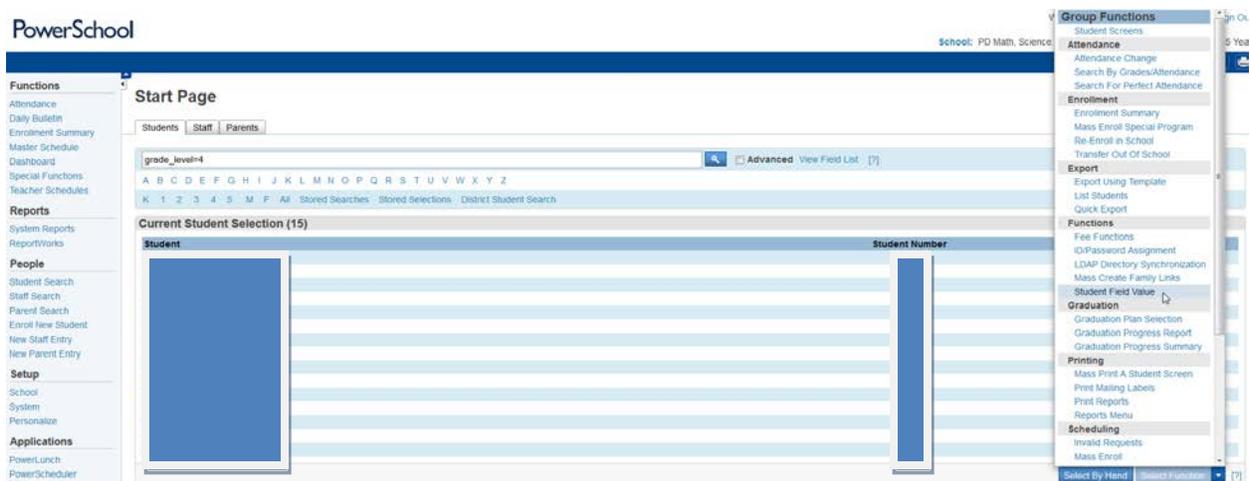


Mass Change Fields using Student Field Value

Use the Student field value function to update or enter the same value in a field for a group of students. This function prevents you from having to change the value for each student one by one. **Be very careful when using this function because to correct any mistakes will be very time consuming.** To change a field value for a group of students:

1. On the start page, search for the group of students (select students by grade, last name, by hand, etc.)
2. Choose Student Field value from the functions pop-up menu.



After clicking functions button another page will display.

3. Enter the information as follows:
 - **Field to change** - Enter the field name in which you wish to alter data. If you need to view your list of fields, click the field link and a separate page will appear with the field list.
 - **New Field value** - Enter the value you want to enter for the selected students.
 - **Clear Field Value** - Select this check box only if you want to delete existing data from a field. When you use this box, clicking submit erases all values currently housed in that field and leaves it blank.
 - **Options** - Indicate what you want to do if the field for a student already contains a value. Select "Do not overwrite existing data" if you want to enter a value only if the field is currently blank.

Student Field Value

15 students are selected

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

WARNING: This change is irreversible.

4. Click Submit. If the system cannot find the field, or you entered incorrect information for the new value, an error appears. Click the back button to correct and re-enter the information. If you entered the correct information, the system displays a confirmation page.
5. Review the changes on the confirmation page. If you still intend to make the change, click Submit. If you no longer want to make the change, click the PowerSchool logo to return to the Start Page.