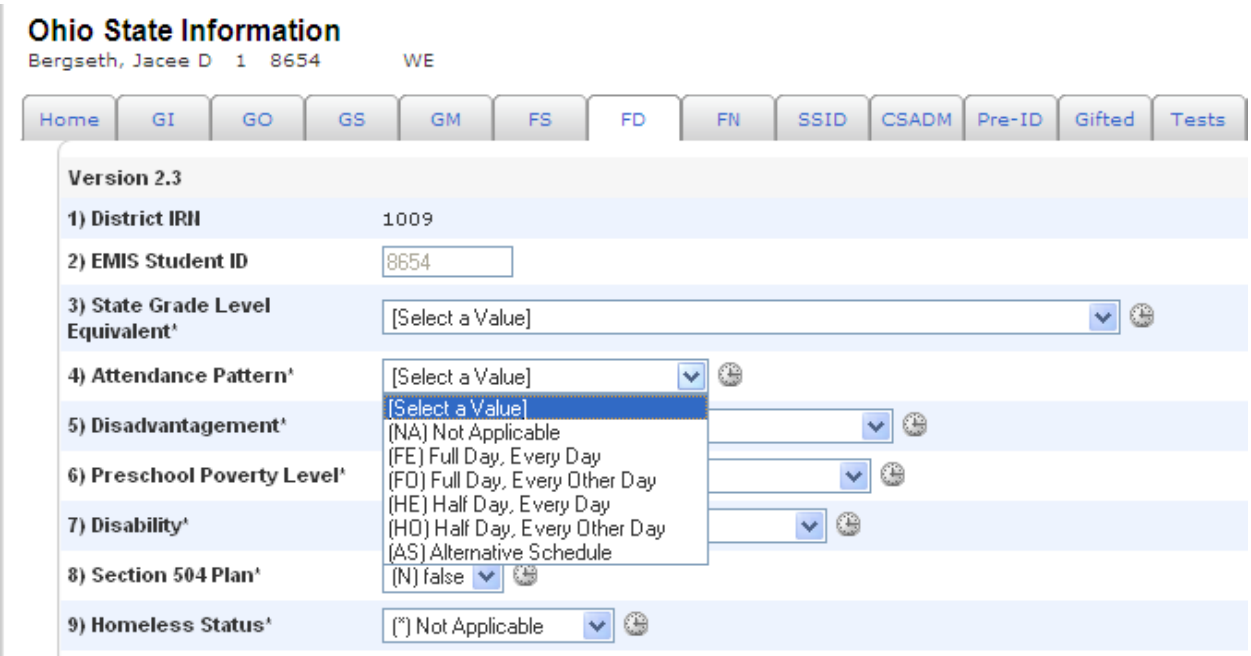
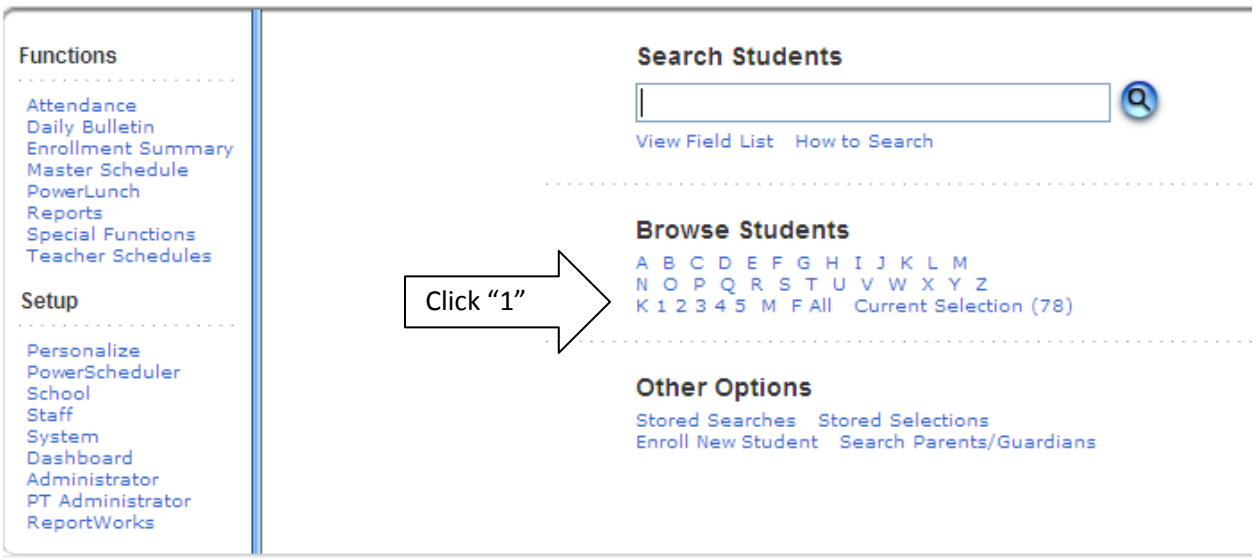
Using Student Field Value Function to Mass Update Student Records for EMIS

Before using student field value – be sure to first check what value to enter for the change.
Select a student. Go to the screen where the field resides. Determine the correct value to enter. For example, if changing all first graders KG attendance pattern at the start of the school year- select a student. Go to the State/Province – OH screen – FD tab. Click on the drop down for the Attendance Pattern field – values list shown below. The letters in the parentheses at the left of the value are what is used to mass update in the student field value function. Make a note of the fact that NA is the value for "Not Applicable".

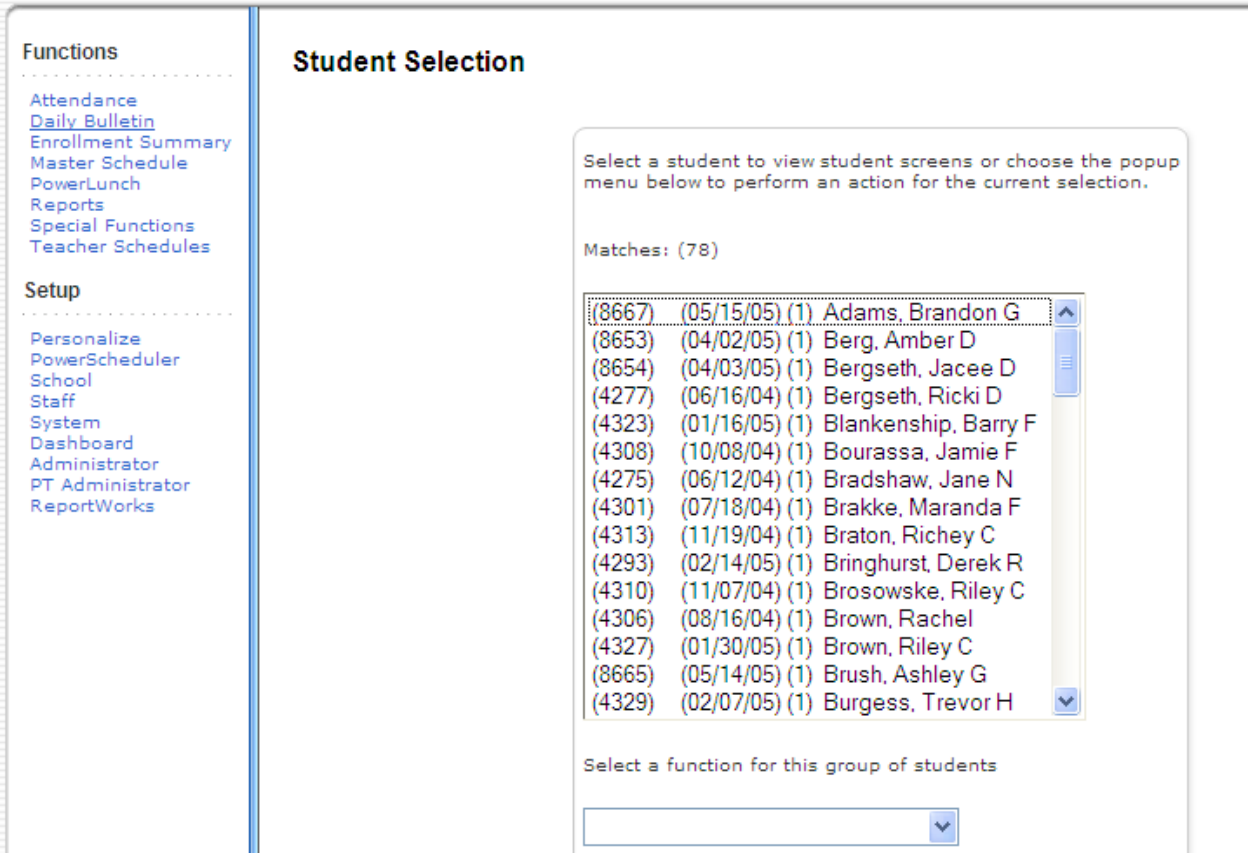


This update value needs to be determined before starting the process.

Select Group of students – (this exercise is to change 1st graders to show NA for OH_attendpattern)
1 was selected in the "Browse Students" section on the start page

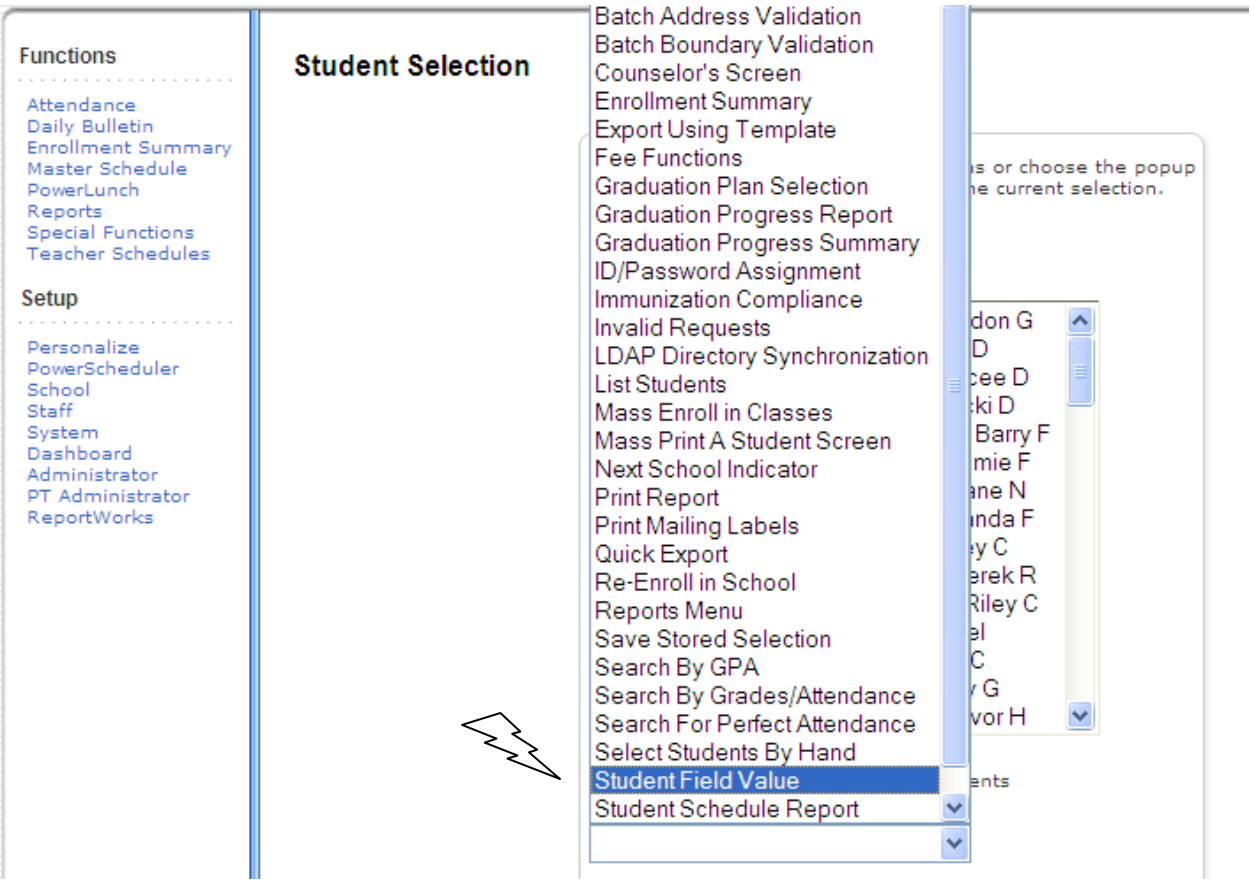


Results are displayed

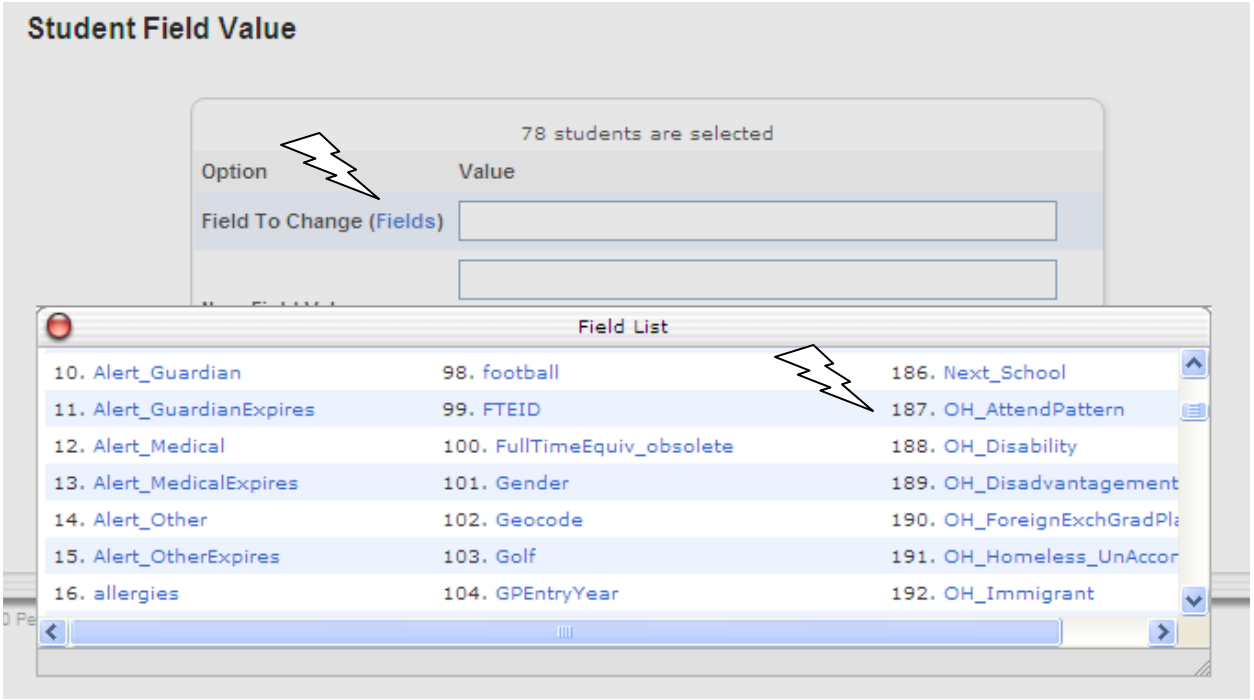


Click on the drop down box for list of “functions”

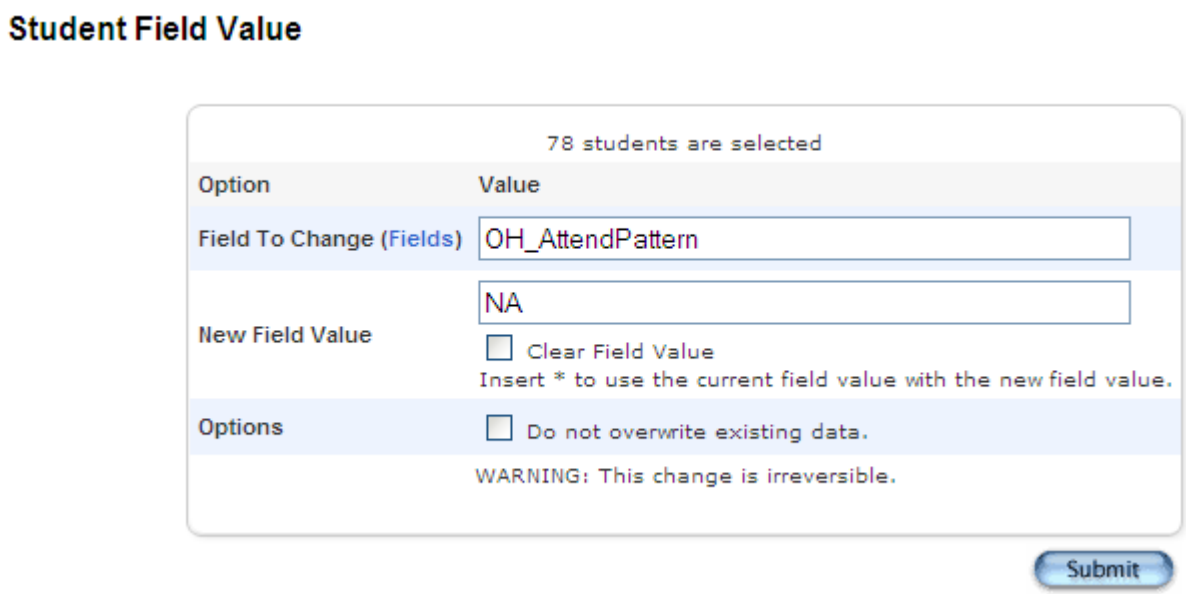
Scroll to and select “Student Field Value”



Click on “Fields” link to get a list of fields
Scroll through field list to “OH_AttendPattern” then click on it to select



Enter NA in “new field value” box (Remember we were organized and looked up this information BEFORE we started the update process)
* For this example, leave options unchecked
Click Submit



One of the few times PowerSchool tries to save you from yourself. Screen is returned showing what exactly is going to happen and to whom. There is even a red “WARNING” message

Field Value

78 students are selected			
Field To Change	OH_AttendPattern		
New Field Value	NA Clear Field Value is Off		
Options	Do not overwrite existing data is Off		
	WARNING: This change is irreversible.		
	Last, First	Old OH_AttendPattern	New OH_AttendPattern
1.	Kemink, Rachelle C		NA
2.	Bradshaw, Jane N		NA
3.	Kranzler, Joel P		NA
4.	Bergseth, Ricki D		NA
5.	Riley, Tom P		NA
6.	Loder, Casey B		NA
7.	Miasnik, Laura L		NA
8.	Ponchai, Matthew P		NA
9.	Gonzalez, Jonathan C		NA
10.	Smith, Jason		NA

If you are satisfied with what is being updated scroll down and click Submit at the bottom of the screen and the following screen returns

PowerSchool

Alert:

Completed.

Back

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