

## Mass Update

Use the **Mass Update** option to permanently change one set of values to another set of values for the same field. For example, maybe all of the students in Homeroom 101 are being switched to Homeroom 14.

It is possible to mass update a field with another field or an expression. For those, you need to perform an Advanced Mass Update.

**Note:** Before you perform a mass update, you must select the records you want to work with. If you neglect to do this, you might accidentally mass update all of the records in your database.

**IMPORTANT:** It is not possible to reverse a mass update. Proceed with caution.


### To use the Mass Update option:

1. Go to any list page, such as the Student List:

Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com
Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@scl.com
Alper, Heather	248235	1062566430	11	C206	11/15/1993	Active	halper@blueyonder.com
Amico, Elaine	244040	1304051361	12	B206	8/20/1991	Active	epilla@hotmail.com
Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com
Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	rAnderson@eudora.com

2. Select the records you want to mass update by doing one of the following:

- Select their checkboxes and then from the **Options** menu, select **Show Selected**.
- Use a query.
- Use a snapshot.

**Note:** Be sure to check the record counter to verify that it lists the correct number, such as  if you selected 25 records.

3. From the **Options** menu, click **Mass Update**. The Mass Update dialog box appears:

- Use the **Field** drop-down to select the field whose value you want to replace, such as **Homeroom**.
- Type or select the **Value** to replace the existing value. For yes/no fields, such as **Include in Honor Roll**, a checkbox appears. Select the checkbox to indicate a value of *true* or *yes*. Deselect the checkbox to indicate a value of *false* or *no*.
- Click **Update**.
- The system confirms the field and value that you selected. Click **OK** or **Cancel**.
- If you clicked **OK**, the system confirms the number of records that will be affected and asks if you want to continue. Click **OK** to complete the mass update or **Cancel** to cancel the operation.

## Modify List

Use the **Modify List** option to quickly and easily edit text on a list page for any field that is editable. This is especially useful when you need to change values for multiple records.

**Note:** If you need to change a particular value to the same value for a large number of records, it makes sense to perform a [mass update](#).


### To use the Modify List option:



- Go to any list page, such as the Student List:



Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global								
Options Reports Help								
Student List								
1: Ackerman, James 0 of 760 selected Primary Active Students								
Details	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Contacts	<input type="checkbox"/> Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com
Attendance	<input type="checkbox"/> Adam, Monique	208544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Conduct	<input type="checkbox"/> Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Transcript	<input type="checkbox"/> Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Assessments	<input type="checkbox"/> Allen, Diana	208872	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
Schedule	<input type="checkbox"/> Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com
Membership	<input type="checkbox"/> Amico, Elaine	244040	1304051361	12	B208	6/20/1991	Active	epilla@hotmail.com
Transactions	<input type="checkbox"/> Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Documents	<input type="checkbox"/> Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Snapshots	<input type="checkbox"/> Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
	<input type="checkbox"/> Anderson, Lee	260887	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
	<input type="checkbox"/> Anderson, Margaret	238301	1395487850	11	C108	8/20/1992	Active	manderson@comcast.com
	<input type="checkbox"/> Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	rAnderson@eudora.com

- From the **Options** menu, click **Modify List**. A Pencil  appears below the names of fields that can be edited:

Student List								
1: Adkerman, James 0 of 760 selected Primary Active Students								
	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
<input type="checkbox"/>	Adkerman, James	293479	1345664569	11	C107	8/19/1992	Active	jadkerman@comcast.com
<input type="checkbox"/>	Adam, Monique	208544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
<input type="checkbox"/>	Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
<input type="checkbox"/>	Allen, Diana	208972	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C206	11/15/1993	Active	halper@blueyonder.com
<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com
<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
<input type="checkbox"/>	Anderson, Isabella	283490	1260305554	09	B105	5/12/1995	Active	ipost@earthlink.com
<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com

- Click  in the column containing the text you want to edit. Two new icons replace the pencil in the selected column:

Homeroom	
<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	 Urdi, M
3	 Coyne, M

- Do one of the following:
  - Select a checkbox to change its value to "yes," or deselect it to change its value to "no".
  - Use the drop-down to select the desired value.
  - Type a value in the blank field.
- Repeat Step 4 for as many records as you need to modify.
- When you have finished making your modifications, at the top of the column:
  - Click  to save all of your changes. *If you don't do this before moving to a new page, all of your changes will be lost.*
  - Click  to discard all of your changes and leave the values in the column as they were.