

Bulk Update

This facility can be used to identify and enter missing data or to correct invalid data. You can also use the Effective Dates to back date the data.

To access Bulk Update, go to: **Routines | Student | Bulk Update** to display the Bulk Update Student page:

The screenshot shows a web browser window titled "Bulk update Student" from "TEERS EDGE PRIMARY SCHOOL". The browser's address bar and menu are visible at the top. The main content area is divided into two columns. The left column, titled "Student Population", contains three input fields: "Group Type" with a dropdown menu showing "Year Group", "Group" with a dropdown menu showing "<ANY>" and a search icon, and "Effective Date" with a text box containing "28/11/2006" and a calendar icon. The right column, titled "Update Data Item", contains two input fields: "Data Item" with a dropdown menu showing "Ethnic Data Source" and "Effective Date" with a text box containing "28/11/2006" and a calendar icon. The browser's status bar at the bottom shows "Links", "Help", and "Close" buttons.

1. Enter the **Group Type** and **Group** in Student Population to select the subset of pupils you wish to work on.

The Group Types that are available are:

- Year Group
- Registration Group
- House (i.e. School House)
- School Tier
- Class
- Course
- Boarder Status
- English Additional Language
- First Language
- Ethnic Data Source
- Ethnicity
- Home Language
- Meal Type
- Home Religion
- SEN Status
- Mode of Travel

The **Group** is a subset of the values available for the data you chose in **Group Type** and allows you to refine your search further, for example, enter **Year Group** in the **Group Type** and the **Group** list will list the individual Year Groups plus an option for any year group (to list all pupils) for you to select, enter **Ethnicity** and you will get a listing of each ethnic category plus options to list any, none (to identify where data is missing) or invalid (to identify pupils allocated to old codes).

- From the Update Data Item select the data you wish to work on e.g. ethnicity, connexions assent etc

Note: You can amend the effective dates to backdate the changes you make for example, to before the Census Date, which means you can avoid amending the 'History' for individual pupils.

- Once you have set your criteria, click on search and you will see a screen, similar to the example below, listing the pupils that match the criteria you set in the Group Type and Group and the column headings relating to the data you requested.

Bulk Update Ethnic Data Source - Year Group <ANY> (28/11/2006)

Amend these dates if it's after the census date.

Name	Year Group	Assigned	Ascribed by...	Ascribed by...	Other	Provided by...	Provided by...
Adedeji, Payal	1	Unassigned					Provided by the parent
Affleck, Alexis	R	Unassigned					
Agathocleous, Joe	1	Unassigned					
Ahmad, Carina	1	Unassigned					
Aldridge, Courtney	1	Unassigned					
Allim, Farah	1	Unassigned					
Aloia, Paolo	R	Unassigned					
Andrews, Paul	N2	Unassigned					
Antas, Sergei	5	Unassigned					
Aperen, Alex	3	Unassigned					
Araujo, Hitesh	2	Unassigned					
Atkinson, Ben	N2	Unassigned					
Atkinson, Ben	N2	Unassigned					
Total	431	431	15	11	0	0	185

When you have the list of pupils right click into the appropriate header and chose 'select all' to enter a tick in each row or you can click into selected rows in the appropriate column.

Note: If the bulk of your pupils all fall within one category, e.g. in the majority of cases Ethnic Data Source is most likely to be the parent, you allocate ticks to all pupils in one go by right-clicking in the column heading of 'Provided by Parent' and choosing the **Check All** facility. Then simply reassign individual pupils to their correct category.

- Save your data

The following page will give more precise information on the best way of amending Mode of Travel data.

Select each old code you wish to work on in turn – these will be in red with a warning symbol .e.g. Bicycle. This will list all the pupils currently listed under the old Bicycle code. Then find the new Cycle column and right click in the column heading and 'Check All'.

Bulk update Student

Search Browse

Bulk Update

Student Population

Group Type: Mode of Travel

Group: Bicycle

Effective Date: 08/12/2006

Update Data Item

Data Item: Mode of Travel

Effective Date: 08/12/2006

Bulk Update Mode of Travel

Save Undo Print

1 Members

1 Members

Name	Year Group	Assigned	Boarder - not ap	Bus (type not k	Car Share (with	Car/Van	Cycle	Dedicated Sch	London Underg	Metro/Tram/ Li	Other	Public Bus Serv	Taxi	Train	Walk
Akalin, Ali	12	Bicycle!													
Baird, Stanley	11	Bicycle!													
Bloggs, Fred	12	Bicycle!													
Booth, Kate	11	Bicycle!													
Brickell, Edie	13	Bicycle!													
Carey, Wayne	11	Bicycle!													
Clarke, Paul	12	Bicycle!													

Make sure that the "Group Type" and the "Data Item" are both showing "Mode of Travel".

This little grey button here should help solve the problem.

Click on the grey box with the three full stops and make sure that it is showing "inactive items are currently visible..." Having done this you can then select one of the old codes and "Search" on that code. Once all the students with that particular old code are visible in the screen below, you can then bulk update the whole column to the new code that matches.