

Pupil Batch Update – Enrolment Records

The ‘Pupil Batch Update’ function is used to amend or update details for a group of pupils at the same time. This manual will explain how Pupil Batch Update can be used to update the Teacher/Class Name and/or Enrolment Date. For example, it can be used to assign a group of pupils to a teacher.

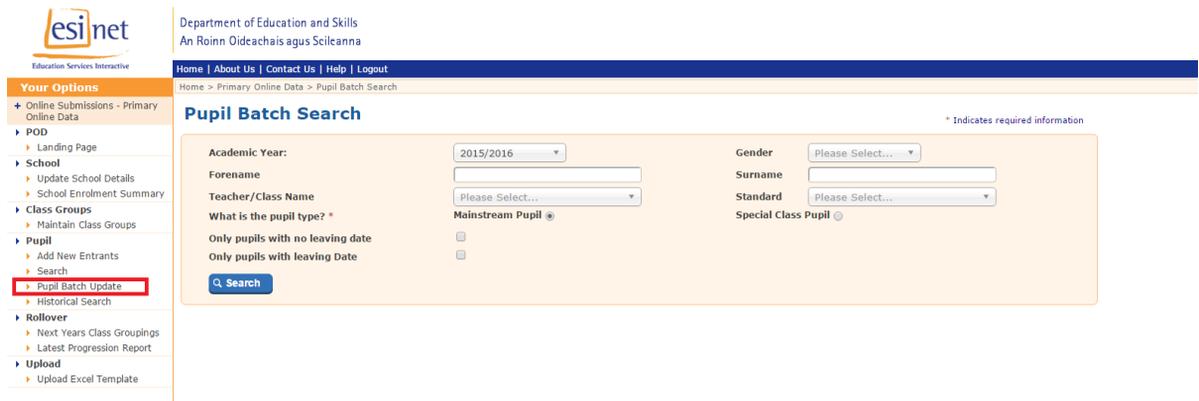


Fig. 1

- Select ‘Pupil Batch Update’ from the ‘Your Options’ panel on the left. This brings you to the ‘Pupil Batch Search’ screen (see Fig. 1)
- Define the pupils whose records you wish to update using the search criteria. You can search using a single field e.g. search for all Second Class pupils using the Standard dropdown, or you can use a number of fields to narrow the search e.g. search for all Female Second Class pupils using the “Standard” and “Gender” dropdowns. You must also choose whether to search for mainstream or special pupils. Click ‘Search’.

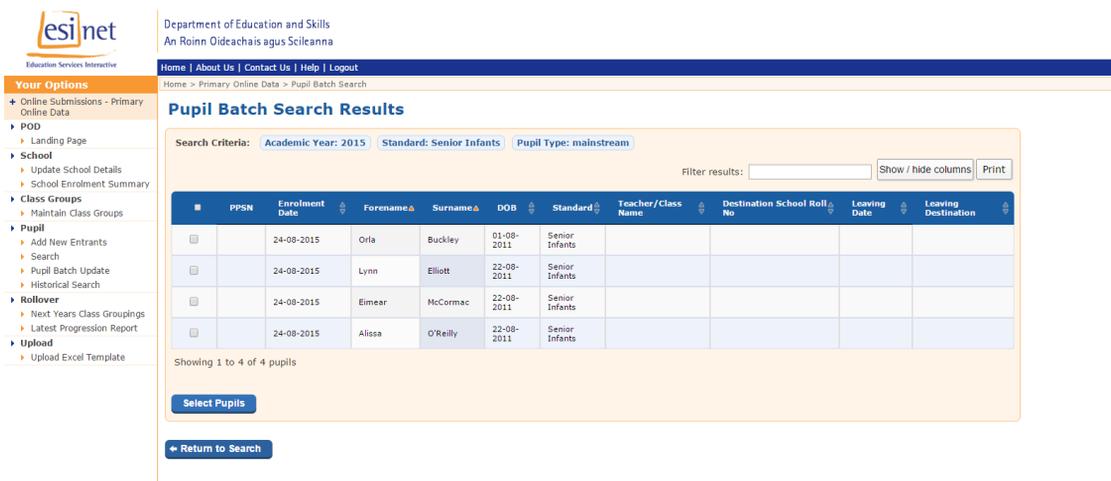


Fig. 2

- The 'Pupil Batch Search Results' page (Fig. 2) is returned. In the example given, you can see the Search Criteria that we have searched for i.e. all the Mainstream Senior Infants in the 2015/2016 academic year. Select the pupils you wish to update by ticking the box beside pupil ID, then click on 'Select Pupils'.
- Please note: If you are trying to update a large number of pupils who are not assigned to a teacher/class, you can choose the option 'Not Assigned to Teacher' under the 'Teacher/Class Name', this will show you the pupils that will need to be batched to a class.

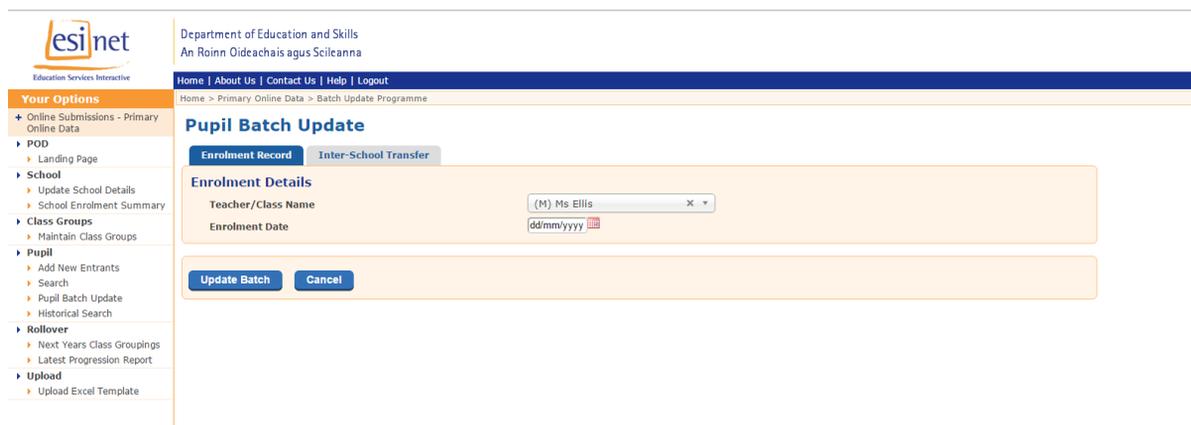


Fig. 3

- You should now be on the 'Enrolment Record' tab of the 'Pupil Batch Update' page. (Fig. 3) On this screen you can for example, assign all selected pupils to a Teacher/Class Group by selecting a Teacher/Class from the dropdown menu, and/or you can update the enrolment date for all selected pupils by entering an enrolment date into the field provided. You do not have to enter data in both fields, you can choose one or the other or both. If you only choose the Teacher/Class Name and leave the Enrolment Date blank, the original enrolment dates will remain the same and will not be overwritten. In the example given we are assigning all selected pupils to Ms Ellis' class and have left the Enrolment Date blank. Click 'Update Batch' to save the change.

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Your Options

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Pupil Batch Search Results

Search Criteria: Academic Year: 2015 Standard: Senior Infants Pupil Type: mainstream

Filter results: Show / hide columns Print

	PPSN	Enrolment Date	Forename	Surname	DOB	Standard	Teacher/Class Name	Destination School Roll No	Leaving Date	Leaving Destination
<input type="checkbox"/>		24-08-2015	Orla	Buckley	01-08-2011	Senior Infants	Ms Ellis			
<input type="checkbox"/>		24-08-2015	Lynn	Elliott	22-08-2011	Senior Infants	Ms Ellis			
<input type="checkbox"/>		24-08-2015	Eimear	McCormac	22-08-2011	Senior Infants	Ms Ellis			
<input type="checkbox"/>		24-08-2015	Alissa	O'Reilly	22-08-2011	Senior Infants	Ms Ellis			

Showing 1 to 4 of 4 pupils

Select Pupils

Return to Search

Fig. 4

- Clicking 'Update Batch' will bring you back to the 'Pupil Batch Search Results' page. As you can see in the example above (Fig. 4) the pupils in question are now assigned to Ms Ellis' class and original Enrolment Date has remained the same. If you wish to update another batch of pupils, clicking the 'Return to Search' button at the bottom of the screen will bring you back to the 'Pupil Batch Search' page. You can also review your 'School Enrolment Summary' report after each batch update to ensure pupils have been batched correctly.