How to use the Bulk Update Facility

A3

Pupil Census 2023/24

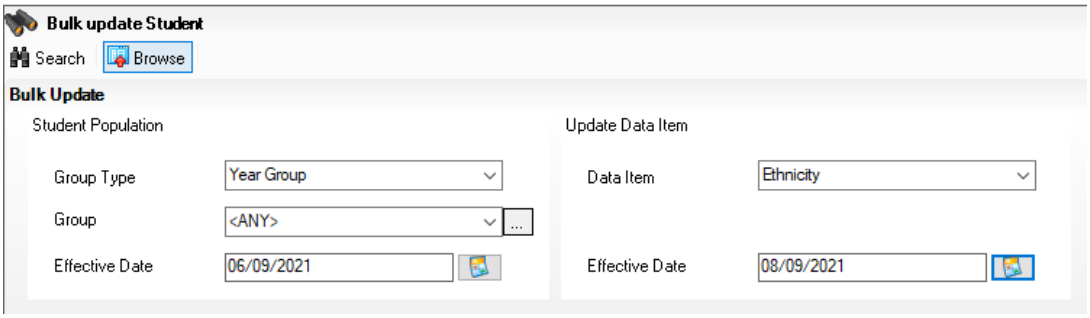
For All Schools

Using Bulk Update

The Bulk Update facility allows you to simultaneously assign values to a group of student records. Bulk update also enables the user to edit any individual exceptions if required. For example, you could set the Emergency Consent to **Yes** for all pupils within a group and then edit those that are the exception.

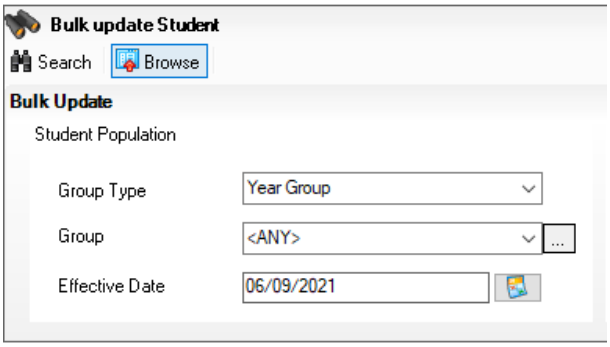
Selecting your Data

Routines / Student or Pupil / Bulk Update

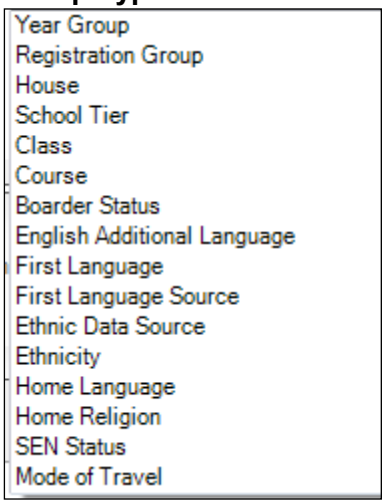


In the **Student Population** panel select the appropriate **Group Type** and **Group** from the drop-down lists.

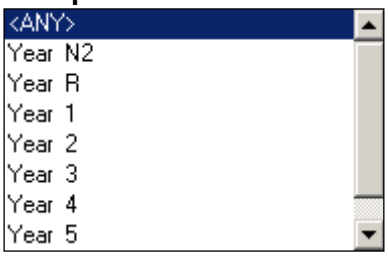
Student Population Drop Down Lists:



Group Type



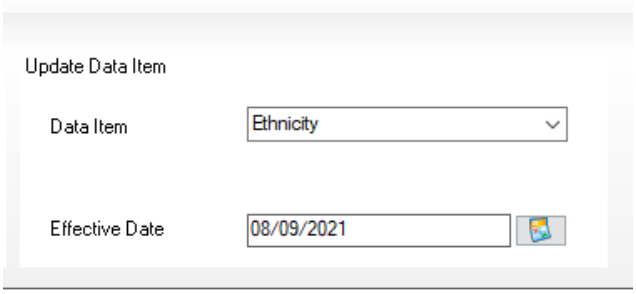
Group



The available selection will change for **Group** - depending on the **Group Type** selected

Select an **Effective Date**. The **default** is set to today's date. You may wish to set the effective date back to an earlier period.

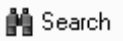
Update Data Item panel:



In the **Update Data Item** panel, you can select the required **Data Item** from the drop-down list that you want to update for the students who belong to your selected Group Type and Group.

The **Effective Date** on the Update Data Item panel is the date from which the data item will be changed. The **default** is set to today's date. Historical dates can be used in this area.

Note: You will need to ensure the Data Item effective date is prior to the imminent census date to ensure that any changes made in bulk update are correctly recorded in the census file. Therefore, if you are making changes after census day, you will need to set the effective date back to a date before census day.

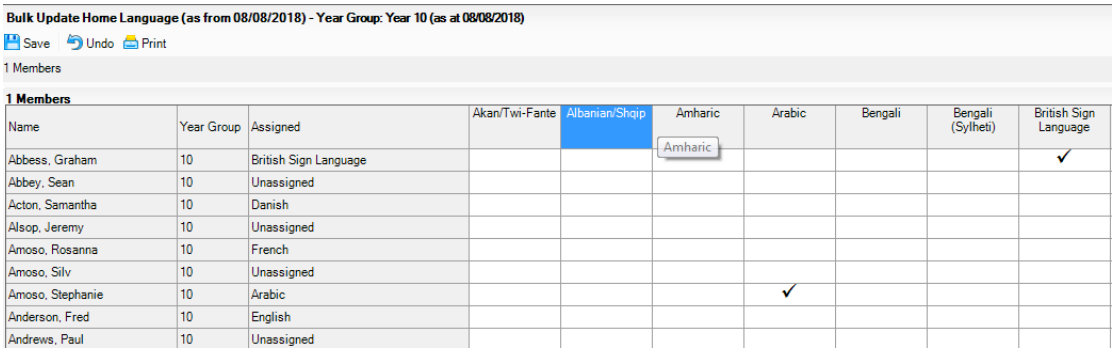
When you have made your selection, click on the **Search** button 

at the top of the screen to display your pupils / student and the matching selection criteria.

Updating your Data

Single Updates

The records will appear in alphabetical and ascending order. There are two column types these are **Read Only** (with a grey background) and **Data Entry** (white background).



Name	Year Group	Assigned	Akan/Twi-Fante	Albanian/Shqip	Amharic	Arabic	Bengali	Bengali (Sylheti)	British Sign Language
Abbess, Graham	10	British Sign Language							✓
Abbey, Sean	10	Unassigned							
Acton, Samantha	10	Danish							
Alsop, Jeremy	10	Unassigned							
Amoso, Rosanna	10	French							
Amoso, Silv	10	Unassigned							
Amoso, Stephanie	10	Arabic				✓			
Anderson, Fred	10	English							
Andrews, Paul	10	Unassigned							

It may be useful to sort the columns into a more logical order. For example, those pupils that have **Unassigned** next to their names are pupils who are missing the data item in that column.

Click on the appropriate column heading to sort the column.

E.g. Clicking on the **Assigned** column heading will sort the column so that all of the **Unassigned** pupil records appear at the top of the list. This makes it easier for you to update the records.

You can enter data into columns by left clicking once appropriate data field. A **tick** will then appear in the box. You will also see that the selection made appears in the greyed out **Assigned** column.

When you have completed all necessary changes, click on the **Save** button

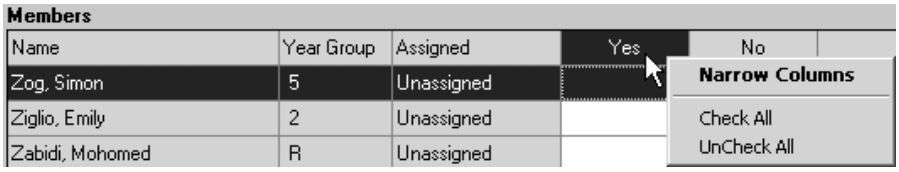
at the top of the screen. This will then save your changes into the student record.

Group Updates

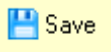
Once you have made your **Group** and **Data** selections and clicked on the search button it may be the case that you have no selections and all of your pupils have **Unassigned** for that data area.

It is possible to update one column and then alter individual values if required.

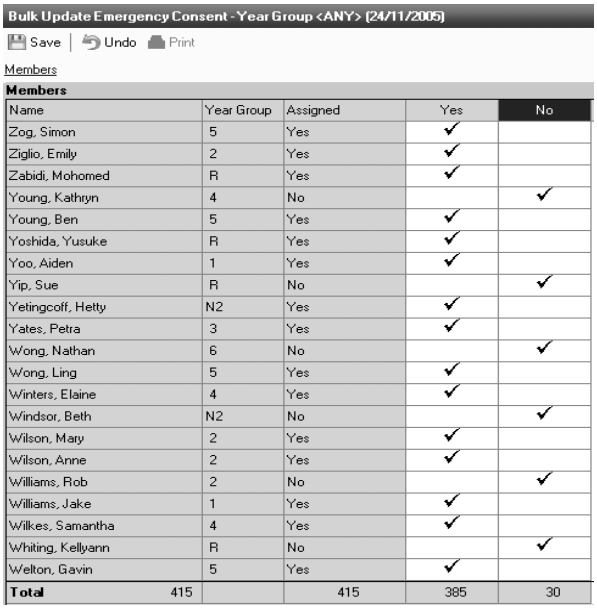
In order to do this **Right Click** on the appropriate column heading and select **Check All**. This will put a tick next to all the pupils who appear in your Group selection.



You can then make any individual amendments as necessary. To select several pupils at a time, hold down your **Ctrl Key** and click on the name of the required pupil. Repeat this for all the required pupils and then click in the appropriate **data entry** column, this will then enter a tick for all those selected pupils.

When you have finished, click on the 

button at the top of the screen to save your changes.



Name	Year Group	Assigned	Yes	No
Zog, Simon	5	Yes	✓	
Ziglio, Emily	2	Yes	✓	
Zabidi, Mohomed	R	Yes	✓	
Young, Kathryn	4	No		✓
Young, Ben	5	Yes	✓	
Yoshida, Yusuke	R	Yes	✓	
Yoo, Aiden	1	Yes	✓	
Yip, Sue	R	No		✓
Yetingcoff, Hetty	N2	Yes	✓	
Yates, Petra	3	Yes	✓	
Wong, Nathan	6	No		✓
Wong, Ling	5	Yes	✓	
Winters, Elaine	4	Yes	✓	
Windsor, Beth	N2	No		✓
Wilson, Mary	2	Yes	✓	
Wilson, Anne	2	Yes	✓	
Williams, Rob	2	No		✓
Williams, Jake	1	Yes	✓	
Wilkes, Samantha	4	Yes	✓	
Whiting, Kellyann	R	No		✓
Welton, Gavin	5	Yes	✓	
Total 415		415	385	30

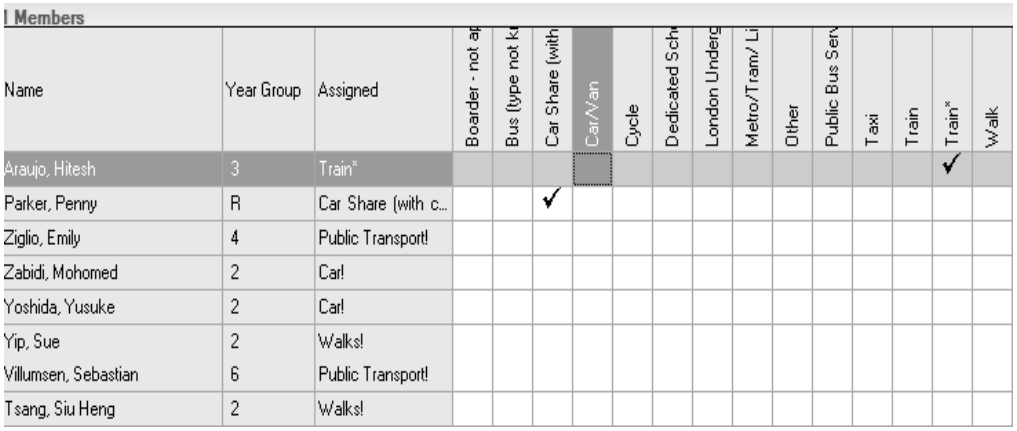
You will see the total number of records returned listed at the bottom of the screen. These totals will automatically be adjusted as the updates are made.

Tips

Right Clicking on the heading of a data entry column (a column with a white background) and selecting **Narrow Column** will reduce the width of the columns.

Right Clicking on the heading of any read only column (grey background) will allow you to select any additional columns that you wish to see. These will also appear as read only columns.

If some pupils appear with an **exclamation mark** or **asterisk** in the assigned column after their data item, i.e. Car! Train* this is an old invalid code and should be updated **to the new codes**, i.e. those without exclamation marks or asterisks. Remember to **Save** any changes made.



Name	Year Group	Assigned	Boarder - not ap	Bus (type not ka	Car Share (with	Car/Van	Cycle	Dedicated Sch	London Underg	Metro/Tram/ Li	Other	Public Bus Serv	Taxi	Train	Train*	Walk
Araujo, Hitesh	3	Train*													✓	
Parker, Penny	R	Car Share (with c...			✓											
Ziglio, Emily	4	Public Transport!														
Zabidi, Mohomed	2	Car!														
Yoshida, Yusuke	2	Car!														
Yip, Sue	2	Walks!														
Villumsen, Sebastian	6	Public Transport!														
Tsang, Siu Heng	2	Walks!														

Bulk update data fields required for Census return

An * denotes data fields which are collected in the census although, not all of these data items are collected in every census return.

*Boarder Status	*SEN Status
*English Additional Language	*SEN Provision Type
*First Language	*Mode of Travel
*First Language source	*Youth Support Services Agreement
*Ethnic data source	*Service Children in Education
*Ethnicity	*Source of Service Children
*SEN Provision Type	