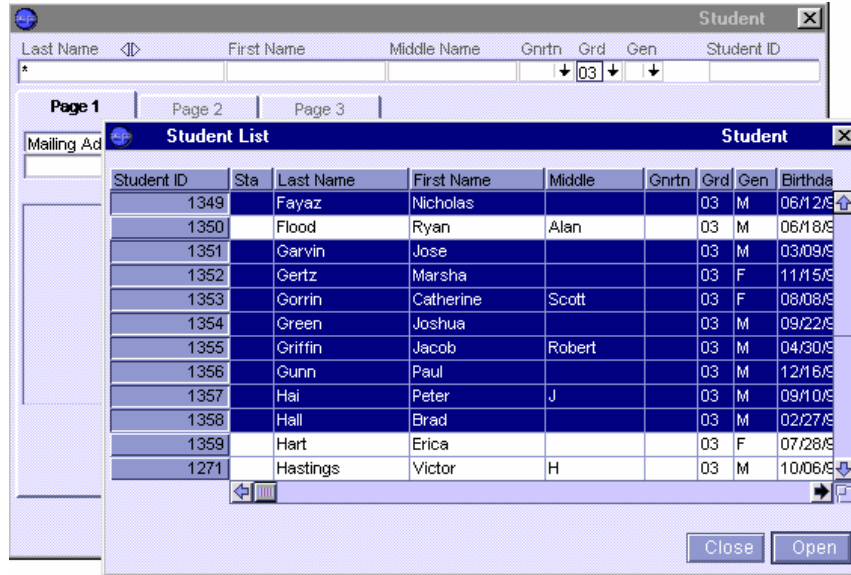


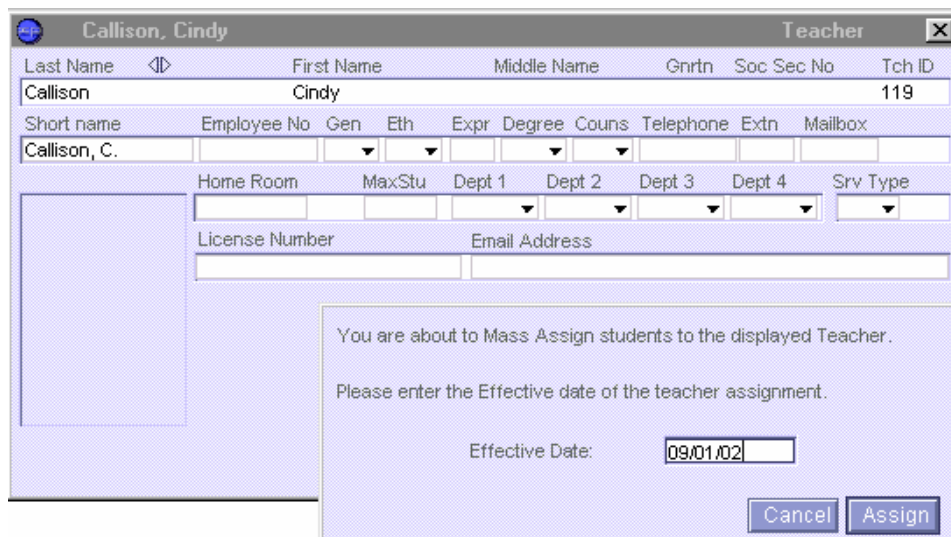
## Mass Assign Students to Teachers in Elementary School

1. Using the find function in the Student atom or Generic Selection (Utilities folder), select (highlight) students assigned to a particular teacher. Drag the group onto your desktop and an atom (data) will appear. It will be labeled the first name of the first student you selected.



2. Open the Teacher atom and find the teacher to which these students will be assigned. Drag the list atom from the desktop onto the teacher atom and drop.

A message will appear – “You are about to Mass assign student to teacher, effective date ...” Enter the first day of school here and then select assign.



3. Now you can check the Student atom that the students were correctly assigned to a teacher.

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID
Hall	Brad			03	M	1358

Mailing Address	City	St	Zip Code
5700 Carbon Cyn Rd #112	Pleasantville	CA	92653

Parent/Guardian Name	Family ID
M/M Daniel Hall	

Telephone	UnL
714-555-8794	

Birth Date	Soc Sec No.	Eth	ConcSch/Home	Bus 1	Bus 2
02/27/94		WV			

Enter Date	Code	Leave Date	Code	OrgEntDate	Code	EntGrd	Yr/Grad
09/03/02	R1			09/07/99	E1	00	2012

Tchr#	Name	Room#	Couns#	Name	ESL	IS
119	Callison, C.					

4. Run a CHANGE query to assign HomeRoom.

CHANGE ASTU HomeRoom = 210 IF Advisor = 119

OR

If using the HomeRoom number on the teacher atom (make sure the Advisor field from ASTU is dragged to the top of the ATCH table):

CHANGE ASTU ATCH 1,HomeRoom = 2,HomeRoom

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Tchr#	Name	Room#	Couns#	Name	ESL	IS
119	Callison, C.	210				