

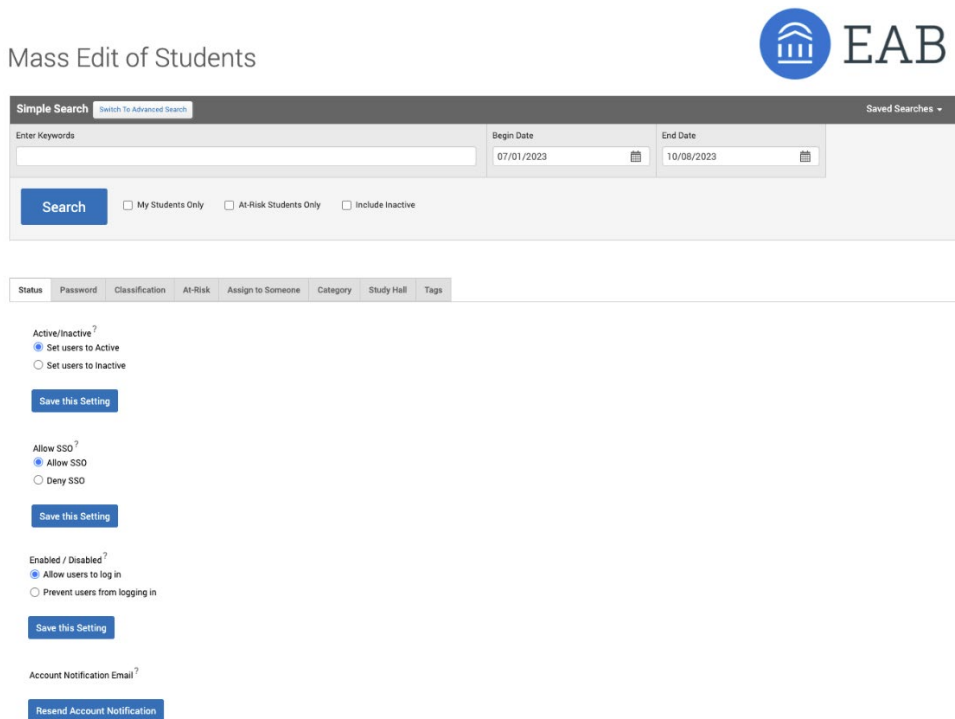
Navigate: Assigning Students to Staff Manually

Objective: Most users are created and updated through automated data import. This article is for administrators who need to create or edit a user (student or staff) manually. Creating and editing users manually are contained in the User Management section of the Administration page. This includes mass editing students and mass editing staff. Permissions for creating and editing users manually are located within the User Management section, and more specifically in Role Configuration & Access in the Administration drawer of the Edit Role page. Additional items can be configured by request only to EAB staff.

1. Select “Mass Edit of Students” in the Administration Tab.

This page lets you edit a number of students quickly and efficiently. **Mass Edit of Students** gives you access to numerous settings that includes setting active users to inactive, assigning categories and setting weekly study hall requirements. The process works like this:

1. Use the simple (or Advanced) search to view a list of your students.
2. Select your students.
3. Perform an action upon the selected students by choosing a tab and completing the criteria.



Mass Edit of Students

Simple Search [Switch To Advanced Search](#) Saved Searches ▾

Enter Keywords Begin Date End Date

My Students Only At-Risk Students Only Include Inactive

Status Password Classification At-Risk Assign to Someone Category Study Hall Tags

Active/Inactive?
 Set users to Active
 Set users to Inactive

Allow SSO?
 Allow SSO
 Deny SSO

Enabled / Disabled?
 Allow users to log in
 Prevent users from logging in

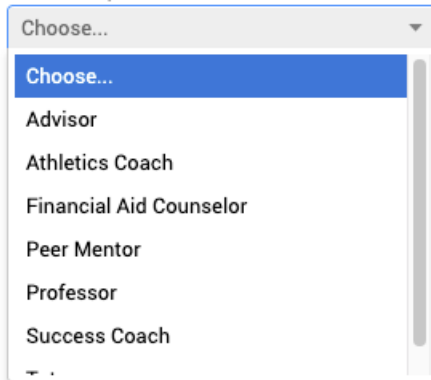
Account Notification Email?

2. Once the student population is selected, select “Assign to Someone”



- Add to...
 Remove from...

Relationship



3. Select “Add to”
4. Select the Relationship
5. Type the name of the individual you would like to assign the students to.
 - a. For Graduate Assistants, it will be their Graduate Assistant email that you type in rather than name or 917.