Batch Teacher Assignments

Permissions Required: Site Leaders (SEL Implementation Lead or other school administrator)

To assign students to a teacher in batch, follow the steps below:

- Navigate to the **Settings** (gear icon) in the top right corner and click on **Admin**
- Click on Assignment Review on the left navigation
- Click on the three dots (...) for More Actions and click on Batch Assignments

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	Sites			Remov	e Manual Changes	
Q. Name or email Rate	er Y Sites	Apply Clear	Apply Clear filters			
				Batch	Assignments	
Show Only Incomplete Ratings	s 📃 Show Only Unassigned Stude	nts		Export	Export as CSV	
ite.	Rater Name	Student Name	Grade	Rating Status	Manual Changes	
11 b.W						
allbridge Elementary	Addison Campbell	Lara. Alexis	5th Grade			
allbridge Elementary Randle Middle School	Addison Campbell Alexandra Ford	Lara, Alexis Williams, Aubrex	5th Grade 6th Grade			
Fallbridge Elementary Randle Middle School Joyluck Middle School	Addison Campbell Alexandra Ford Alexandra Ford	Lara, Alexis Williams, Aubrey York, Lochian	5th Grade 6th Grade 8th Grade			

- Select the Rater who you would like to assign students to by searching for their name
- Copy / Paste or type in the Student IDs that you would like to assign to the educator

his will allow you to ass Nected Rater	ign multiple students to	o a rater at once.
elected Rater		
Eliana Evans		
	×	
te the StudentIDs you wou	uld like to assign to the sel	ected educator above. Add a
gle StudentID per line.		
979597096		
979719166		
979515799		
997571661		
)79971599 270110000		
379119990		
170055057		
	Add and Close	Add and Assign More

• Either Add and Close or Add and Assign More

Note: This process does NOT unassign any previously assigned students to this educator.

