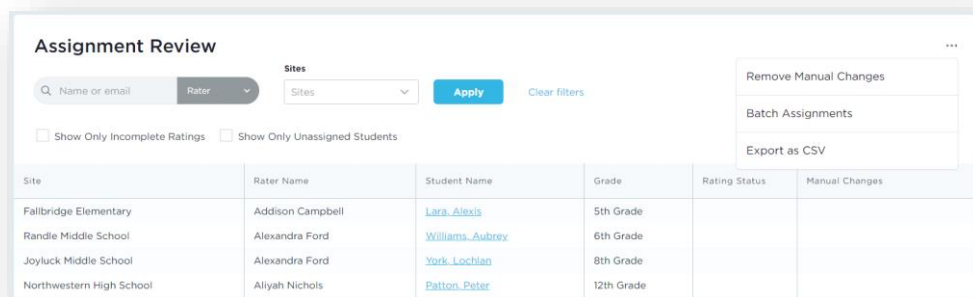# Batch Teacher Assignments
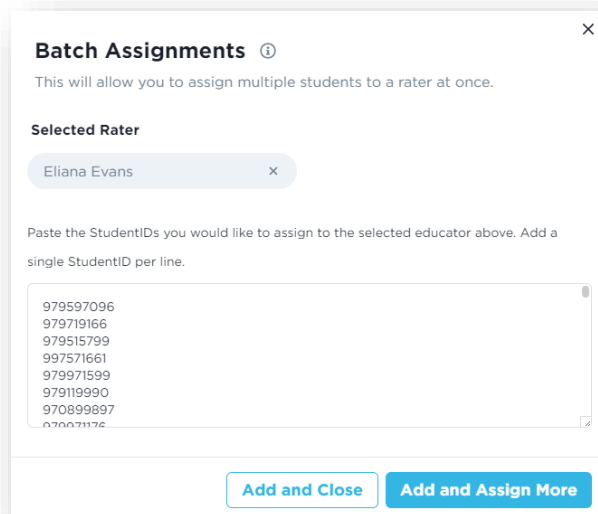
**Permissions Required: Site Leaders (SEL Implementation Lead or other school administrator)**

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**



- 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



- Either **Add and Close** or **Add and Assign More**

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

APERTURE EDUCATION