

Gifted Batch Update (Ohio)

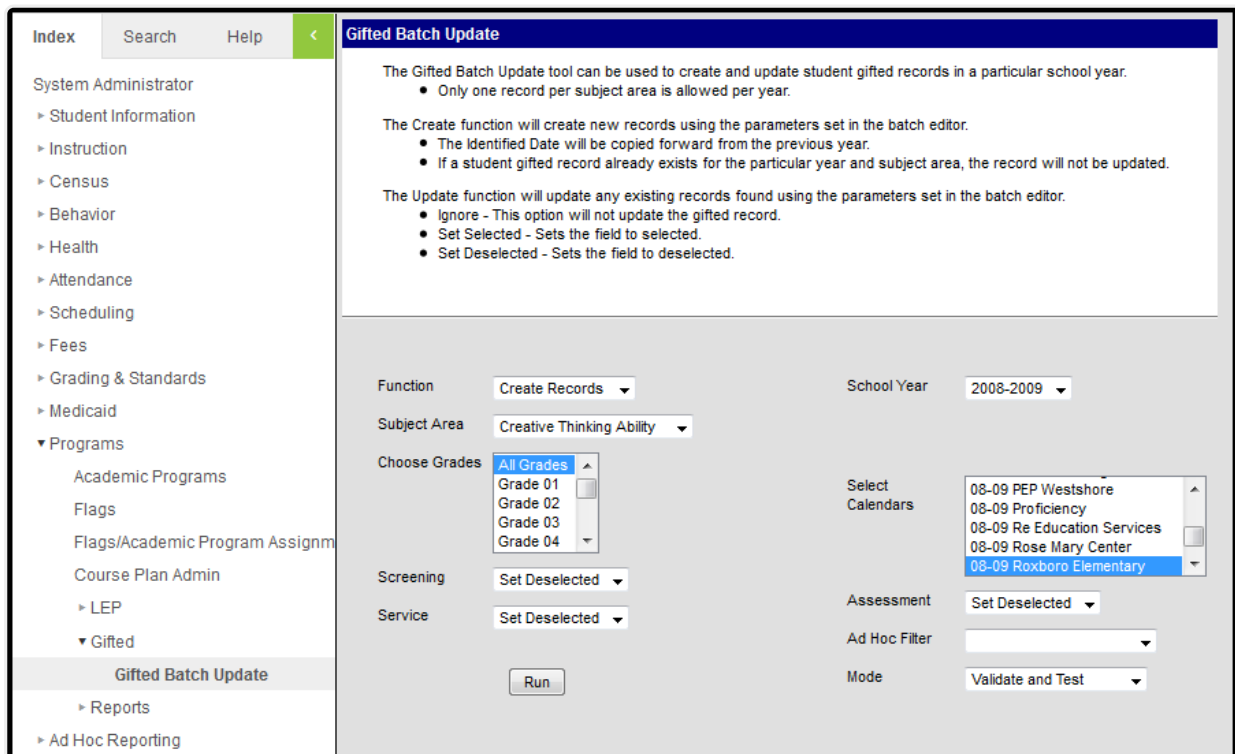
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The Gifted Batch Update wizard can be used to create gifted records for students en masse.

Each student is required to have a gifted record for each year. However, the Subject Areas screened each year varies by grade level.



Gifted Catch Update Editor

Gifted Batch Update Wizard Editor

The following table defines the options available on this wizard.

Field	Description
Actions	
Function	Indicates if the wizard is being run to create new gifted records or update existing ones.

Field	Description
Mode	Users have the option of using the wizard to validate and test , to review the records before they are created or to create or update actual records.
Records	
Subject Area	The subject in which the student was evaluated.
Screening	Indicates if the student was screened to determine giftedness in the subject area.
Service	Indicates if the student received services related to their giftedness in the subject area.
Assessment	Indicates if the student completed an assessment to determine giftedness in the subject area.
Students	
Choose Grades	The grade level of students for whom records will be created or updated.
Ad Hoc Filter	A pre-defined Ad hoc Filter defining students for whom records will be created or updated.
Dates	
School Year	The school year folder in which the gifted records will be sorted on the students' tabs.
Select Calendars	The calendars for which gifted records will be added. List is based on the School Year selected. Only students enrolled in the selected calendar(s) will have records created.

Using the Gifted Batch Update to Create New Records

1. Select the **Function** of the batch update as *Create Records*.
2. Select a **Subject Area** for the records created.
3. Indicate the **Grade Levels** of students for whom a new record should be created.
4. Indicate if student gifted status was determined through **Screening**.
If Selected, the Screened checkbox will be marked. If Deselected, both the Screened and the Assessed checkboxes will not be marked.
5. Indicate if the student is receiving **Services** related to their gifted status.
6. Select the **School Year** to which the record applies.
7. Select the **Calendar** for which gifted records should be added.
8. Indicate if an **Assessment** was performed to determine gifted status.
9. Select an **Ad hoc Filter** to limit records created to students in the filter.
10. Indicate if the wizard is being run to **Validate and Test** prior to creating or if records should be actively created.
11. Click **Run** to run the wizard.

When the wizard is run, a report will appear indicating the number of records to be created, the

Subject Area of the records, and student information of the records to be created, including first and last name, student number, and the checkboxes to be marked on the record.

If a record already exists for a student in the selected school year, a record will not be created.

If an **Identification Date** exists for a student in a previous school year, that date will be copied forward to the new record. If the student did not have an Identification Date, the record will default to "Not Identified" until a date is added.

Using the Gifted Batch Update to Update Existing Records

1. Select the **Function** of the batch update as *Update Records* .
2. Select a **Subject Area** for the records to be updated.
3. Indicate the **Grade Levels** of students for whom records will be updated.
4. Indicate if student gifted status was determined through **Screening**.
The Ignore option will leave this field unchanged in the record; the Selected or Deselected options will update this field.
5. Indicate if the student is receiving **Services** related to their gifted status.
6. Select the **School Year** to which the record applies.
7. Select the **Calendar** for which gifted records should be added.
8. Indicate if an **Assessment** was performed to determine gifted status.
9. Select an **Ad hoc Filter** to limit records created to students in the filter.
10. Indicate if the wizard is being run to **Validate and Test** prior to updating or if records should be actively updated.
11. Click **Run** to run the wizard.

When the wizard is run, a report will appear indicating the number of records to be updated, the Subject Area of the records, and student information of the records to be updated, including first and last name, student number, and the checkboxes to be marked on the record.