

# Gifted Batch Update (Ohio)

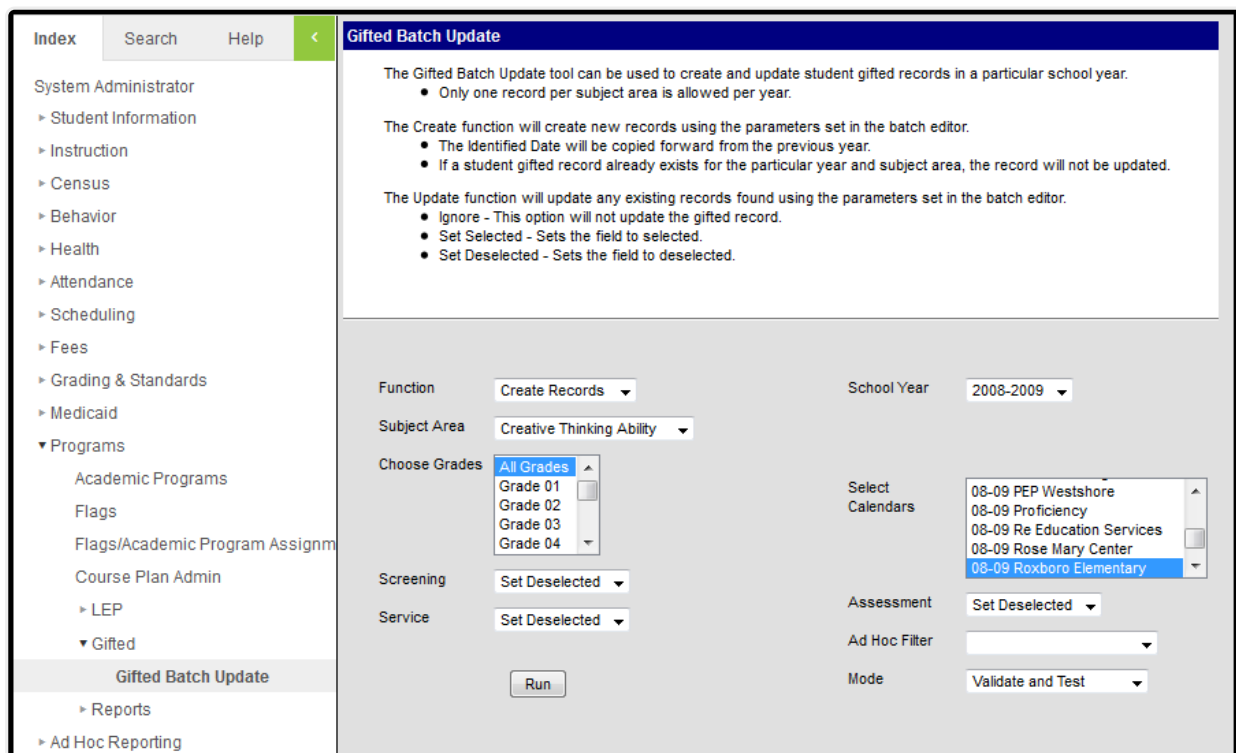
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The Gifted Batch Update wizard can be used to create gifted records for students en masse.

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



**Gifted Batch Update**

The Gifted Batch Update tool can be used to create and update student gifted records in a particular school year.

- Only one record per subject area is allowed per year.

The Create function will create new records using the parameters set in the batch editor.

- The Identified Date will be copied forward from the previous year.
- If a student gifted record already exists for the particular year and subject area, the record will not be updated.

The Update function will update any existing records found using the parameters set in the batch editor.

- Ignore - This option will not update the gifted record.
- Set Selected - Sets the field to selected.
- Set Deselected - Sets the field to deselected.

Function: Create Records

Subject Area: Creative Thinking Ability

School Year: 2008-2009

Choose Grades: All Grades

Screening: Set Deselected

Service: Set Deselected

Select Calendars: 08-09 PEP Westshore, 08-09 Proficiency, 08-09 Re Education Services, 08-09 Rose Mary Center, 08-09 Roxboro Elementary

Assessment: Set Deselected

Ad Hoc Filter:

Mode: Validate and Test

Run

*Gifted Catch Update Editor*

## Gifted Batch Update Wizard Editor

The following table defines the options available on this wizard.

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

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

## State-Specific Information

Fields may vary by state:

- [Ohio](#)