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

Assignment Revie						
Q Name or email 8	ater v Sites	~ Apply Clear	filters	Remov	e Manual Changes	
	3.063	Apply Clean	inter a	Batch	Assignments	
Show Only Incomplete Ratin	gs Show Only Unassigned Stude	nts		Export	as CSV	
ite	Rater Name	Student Name	Grade	Rating Status	Manual Changes	
allbridge Elementary	Addison Campbell	Lara. Alexis	5th Grade			
andle Middle School	Alexandra Ford	Williams, Aubrey	6th Grade			- 8
oyluck Middle School	Alexandra Ford	York. Lochlan	8th Grade			- 8

- 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

is will allow you to assign mu ected Rater liana Evans e the StudentIDs you would like le StudentID per line. 79597096 79515799 37571661 79971599	×		e. Add a
liana Evans e the StudentIDs you would like le StudentID per line. 79597096 7951799 37571661		ected educator abov	e. Add a
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97571661			
79119990			
70899897			
70071176			4
A	dd and Close	Add and Ass	ian More

• Either Add and Close or Add and Assign More

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

