

# Batch Updates (EL)

Last Modified on 10/22/2022 9:33 am CDT

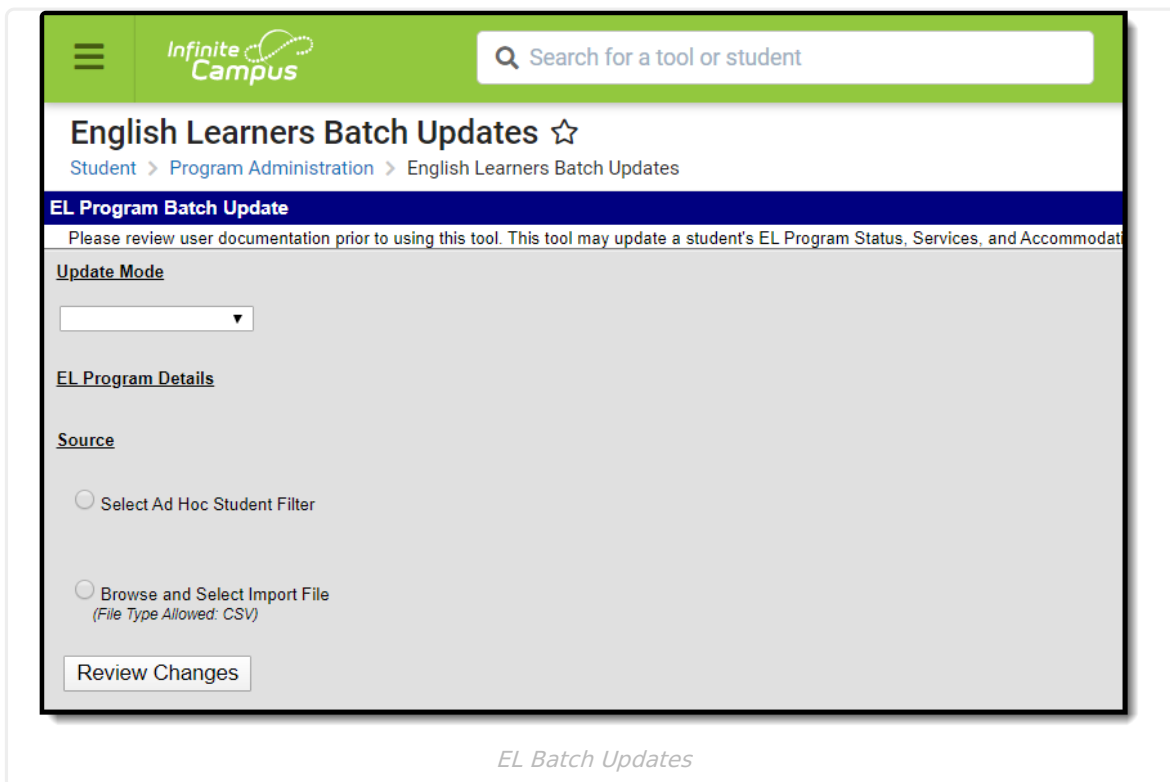
[Tool Rights](#) | [Batch Exit EL Records](#) | [Batch Create and Modify EL, Pending, Not EL Student EL Records](#) | [Batch Create and End EL Services Records](#) | [Batch Create and End EL Accommodations Records](#) | [Print the Batch Queue Errors Report](#)

**Classic Path:** [Program Admin](#) > [English Learners \(EL\)](#) > [Batch Updates](#)

**Search Terms:** [English Learners Batch Updates](#)

The Batch Updates tool allows users to create/modify EL, EL Services and EL Accommodations records and record values en masse.

The Batch Updates tool is only available in Campus District Edition.



## Tool Rights

**Classic Path:** [System Administration](#) > [User Security](#) > [Users](#) > [Tool Rights](#)

Users must have at least **R**(ead) rights in order to use the Batch Updates tool. Users may also want tool rights to the [Filter Designer](#) tool in order to create Ad hoc filters used for identifying and updating specific students using the Batch Updates tool.

# Batch Exit EL Records

Selecting the *Exit EL* Update Mode allows users to exit (end) EL records en masse.

1. Select **Exit EL** from the **Update Mode** dropdown list.

This option is not available in the South Dakota District Edition of Campus.

2. Enter the **Program Exit Date**. All student records identified via the Ad hoc filter or import file used will be exited from their EL records (and EL Services and Accommodations if the checkboxes are marked).
3. Mark the **End Services** checkbox to insert the Program Exit Date for all identified student EL Services records. Students will be exited from their EL Service as of this date.
4. Mark the **End Accommodations** checkbox to insert the Program Exit Date for all identified student EL Accommodations records. Students will be exited from their EL Accommodation as of this date.
5. Select the **Source**.
  - **Select Ad Hoc Student Filter**. This option allows users to use an Ad hoc filter to identify which student records to update with criteria entered above.
  - **Browse and Select Import File**. This option allows users to select a local file containing the students to be updated with the criteria entered above.
    - Users must also select the student identifier used in the file: Student Number, State ID or Person ID. The selected identifier **MUST** populate the first column of the file in order for tool logic to properly identify which students to update.
6. Click the **Review Changes** button. The Review Changes window will appear in a separate window, allow users to view a breakdown of all changes which will occur once the batch update is initiated.


### EL Program Batch Update

Please review user documentation prior to using this tool. This tool may update a student's EL Program S

**Update Mode**

Exit EL ▼

**EL Program Details**

Enter Program Exit Date  

End Services  End Accommodations   
*(If Selected, End Date will equal Program Exit Date)*

**Source**

Select Ad Hoc Student Filter

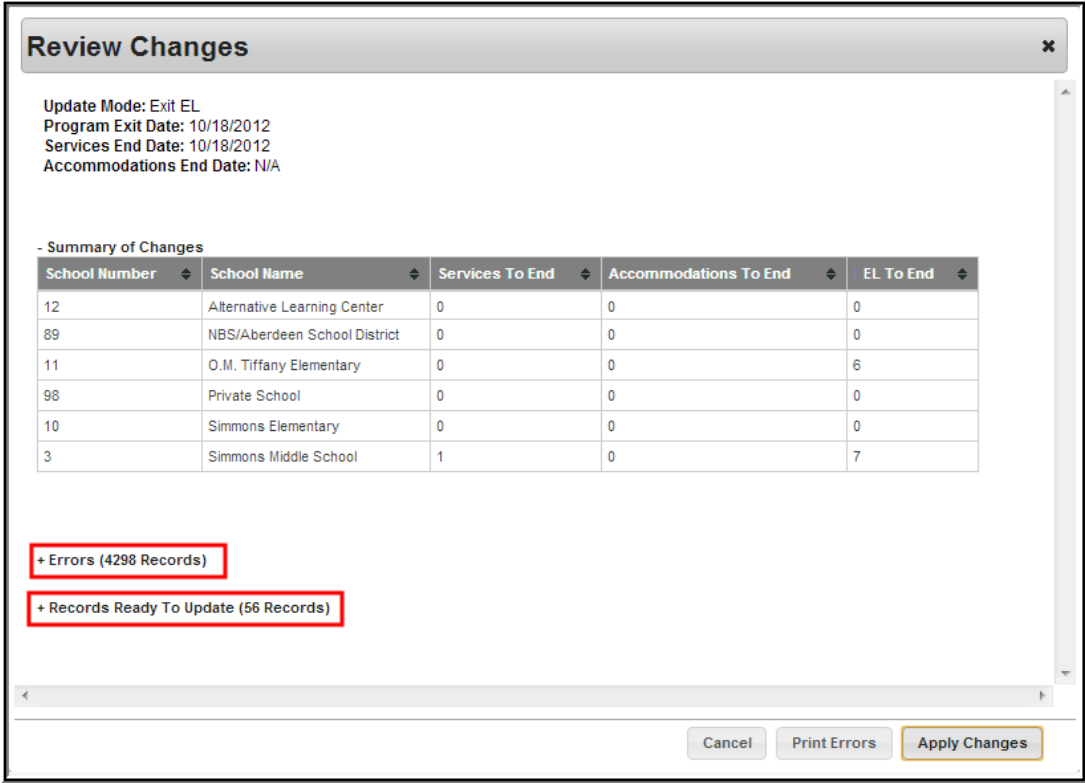
Browse and Select Import File  
*(File Type Allowed: CSV)*

No file chosen

File Contains Headers

Select Student Identifier  
*(Identifier MUST be in first column)*

*Batch Exiting EL Records*



**Review Changes**

Update Mode: Exit EL  
 Program Exit Date: 10/18/2012  
 Services End Date: 10/18/2012  
 Accommodations End Date: N/A

- Summary of Changes

School Number	School Name	Services To End	Accommodations To End	EL To End
12	Alternative Learning Center	0	0	0
89	NBS/Aberdeen School District	0	0	0
11	O.M. Tiffany Elementary	0	0	6
98	Private School	0	0	0
10	Simmons Elementary	0	0	0
3	Simmons Middle School	1	0	7

+ Errors (4298 Records)

+ Records Ready To Update (56 Records)

Cancel Print Errors Apply Changes

*Review Exit EL Batch Update Changes*

The Review Changes editor is divided into three sections: Summary of Changes, Errors and Records Ready to Update. Each section can be viewed by selecting the header on the editor.

- The **Summary of Changes** breaks down how many EL Services, Accommodations and EL records will be ended for each school.
- The **Errors** section lists every student who will not have EL Services/Accommodations ended because they do not meet the prior criteria (i.e., no existing EL Services or Accommodations records, etc). This list can also be generated into a separate report for printing by selecting the [Print Errors](#) button.
- The **Ready to Update** section lists every student record that will be updated once the **Apply Changes** button is selected.

Once data has been reviewed and records are ready to be updated, select the **Apply Changes** button. All records identified in the Ready to Update section of the editor will now have a Program Exit Date matching the date entered on the Batch Update editor.

## Batch Create and Modify EL, Pending, Not EL Student EL Records

**California Users:** Use this option to batch create and modify EO records.

- When the **Program Status** is **EO**, enter an **Identified Date**.

- When the **Program Status** is **Pending**, enter a **TBD Date**.

Selecting the **EL, Pending, Not EL** Update Mode allows users to update the Program Status and Identified Date of all identified student EL records. If identified students do not currently have an EL record, an EL record will be created with the Program Status and Identified Date entered.

1. Select **EL, Pending, Not EL** from the **Update Mode** dropdown list.

**Montana Users Only:** Users are only be able to select an Update Mode of **EL**.


2. Enter the **Program Status**. All students identified via the Ad hoc filter or import file will have their EL record Program Status changed to the value selected. If identified students do not currently have an EL record, an EL record will be created with the Program Status and Identified Date entered.
3. Enter the **Identified Date**. All students identified via the Ad hoc filter or import file will have their EL record Identified Date changed to the date entered. If identified students do not currently have an EL record, an EL record will be created with the Program Status and Identified Date entered.
4. Select the **Source**.
  - **Select Ad Hoc Student Filter** - This option allows users to use an Ad hoc filter to identify which student records to update with criteria entered above.
  - **Browse and Select Import File** - This option allows users to select a local file containing the students to be updated with the criteria entered above.
    - Users must also select the student identifier used in the file: Student Number, State ID or Person ID. The selected identifier **MUST** populate the first column of the file in order for tool logic to properly identify which students to update.
5. Click the **Review Changes** button. The Review Changes window appears in a separate window and allows users to view a breakdown of all changes which will occur once the batch update is initiated.

### EL Program Batch Update

Please review user documentation prior to using this tool. This tool may update a student's EL Prog

**Update Mode**  
EL, Pending, Not EL ▼

**EL Program Details**

Enter Program Status  ▼  
Enter Identified Date  

**Source**

Select Ad Hoc Student Filter

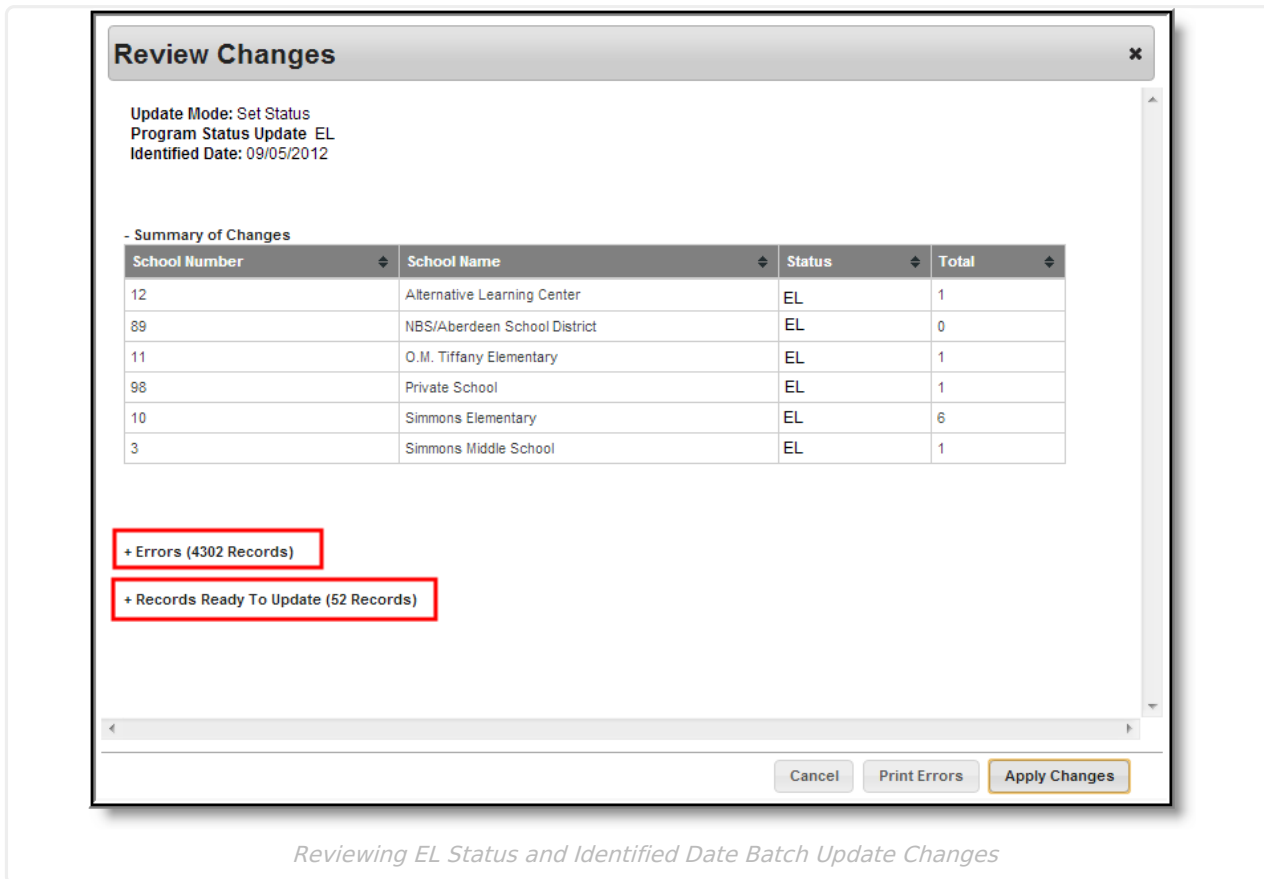
Browse and Select Import File  
(File Type Allowed: CSV)

No file chosen

File Contains Headers

Select Student Identifier  
(Identifier *MUST* be in first column)  ▼

*Batch Modifying Program Status and Identified Date Values*



The Review Changes editor is broken into three sections: Summary of Changes, Errors and Records Ready to Update. Each section can be viewed by selecting the header on the editor.

- The **Summary of Changes** breaks down how many EL records in each school will have their Program Status updated to the value selected on the Batch Update editor.
- The **Errors** section lists every student who will not have EL Program Status values modified because they do not meet the proper criteria (i.e., they do not have an EL record, etc). This list can also be generated into a separate report for printing by selecting the [Print Errors](#) button.
- The **Ready to Update** section lists every student record that will be updated once the **Apply Changes** button is selected.

Once data has been reviewed and records are ready to be updated, select the **Apply Changes** button. All records identified in the Ready to Update section of the editor will now have the Program Status and/or Identified Date values matching the values entered on the Batch Update editor.

## Batch Create and End EL Services Records

Selecting the *Services* Update Mode allows users to mass create or end EL Services records.

1. Select *Services* from the **Update Mode** dropdown list.
2. **Select the Type** of EL Service records being created/ended. Only EL service records with a Service Type matching this value will be updated for students identified in the Ad hoc filter or import file used. If identified students do not currently have an EL services record, an EL

- services record will be created with this Service Type and the Start Date entered.
3. Enter the **Start Date**. All identified students will have a Services record created with the Service Type and the Start Date entered.
  4. Enter the **End Date** (if not entering a Start Date). All EL services records matching the Type selected for the identified students will have their End Date updated to this date. If this date falls on or before the current date, all affected EL services records will be ended.
  5. Select the **Source**.
    - **Select Ad Hoc Student Filter** - This option allows users to use an Ad hoc filter to identify which student records to update with criteria entered above.
    - **Browse and Select Import File** - This option allows users to select a local file containing the students to be updated with the criteria entered above.
      - Users must also select the student identifier used in the file: Student Number, State ID or Person ID. The selected identifier **MUST** populate the first column of the file in order for tool logic to properly identify which students to update.
  6. Click the **Review Changes** button. The Review Changes window appears in a separate window and allows users to view a breakdown of all changes which will occur once the batch update is initiated.

**EL Program Batch Update**

Please review user documentation prior to using this tool. This tool may update a student's EL Program St

**Update Mode**

Services ▼

**EL Program Details**

Select Type: StateReported:LEP State Reported Service ▼

Start Date

End Date

**Source**

Select Ad Hoc Student Filter

Browse and Select Import File  
(File Type Allowed: CSV)

No file chosen

File Contains Headers

Select Student Identifier  
(Identifier **MUST** be in first column)

Student Number ▼

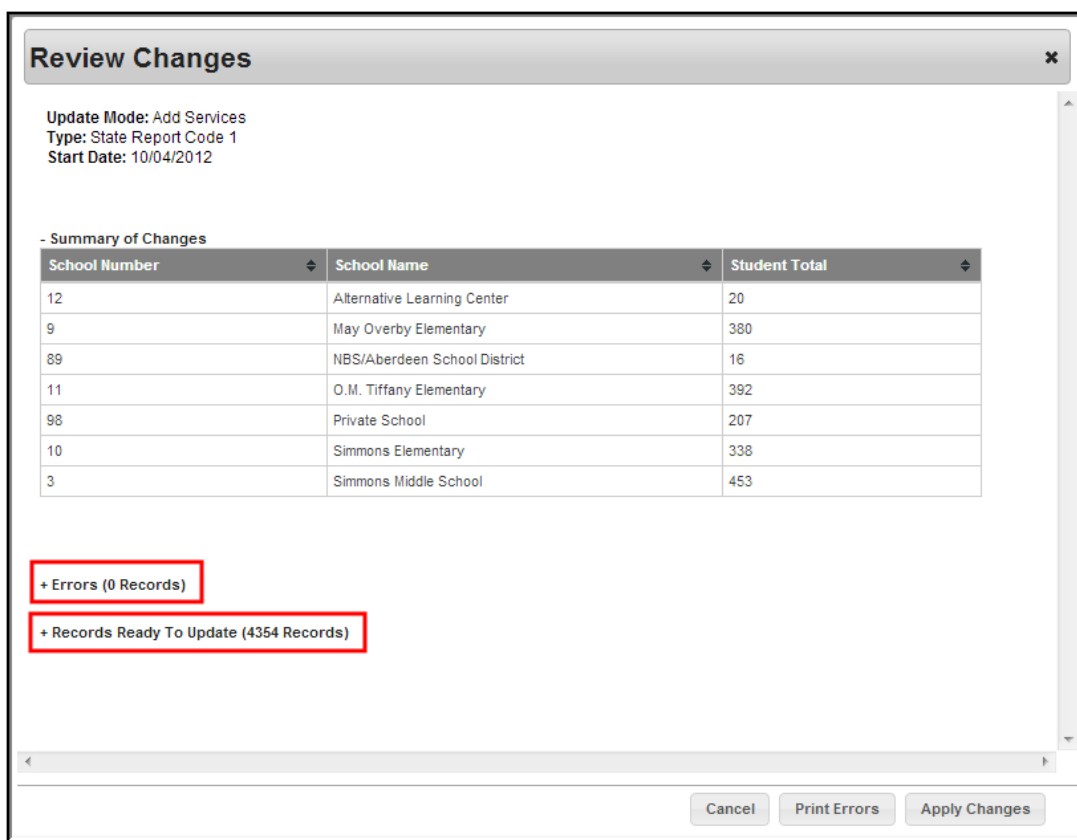
*Batch Creating/Ending EL Services Records*

The Review Changes editor is broken into three sections: Summary of Changes, Errors and Records Ready to Update. Each section can be viewed by selecting the header on the editor.



- The **Summary of Changes** breaks down how many students will have EL services records created and/or modified per school.
- The **Errors** section lists every student who will not have EL services record values modified because they do not meet the proper criteria (i.e., they do not have an existing EL services record, they are missing prerequisite information needed before an EL services record can be created, etc). This list can also be generated into a separate report for printing by selecting the [Print Errors](#) button.
- The **Ready to Update** section lists every student EL services record that will be updated/ended once the **Apply Changes** button is selected.

Once data has been reviewed and records are ready to be updated, select the **Apply Changes** button. All records identified in the Ready to Update section of the editor will now have the Start Date or End Date values matching the values entered on the Batch Update editor.



**Review Changes** [X]

Update Mode: Add Services  
 Type: State Report Code 1  
 Start Date: 10/04/2012

- Summary of Changes

School Number	School Name	Student Total
12	Alternative Learning Center	20
9	May Overby Elementary	380
89	NBS/Aberdeen School District	16
11	O.M. Tiffany Elementary	392
98	Private School	207
10	Simmons Elementary	338
3	Simmons Middle School	453

+ Errors (0 Records)

+ Records Ready To Update (4354 Records)

Cancel Print Errors Apply Changes

*Review EL Services Batch Update Changes*

## Batch Create and End EL Accommodations Records

Selecting the *Accommodations* Update Mode allows users to mass create or end EL Accommodations records.

1. Select **Accommodations** from the **Update Mode** dropdown list.
2. **Select the Type** of EL accommodations records being created/ended. Only EL accommodations records with an Accommodation Type matching this value will be updated for

students identified in the Ad hoc filter or import file used. If identified students do not currently have an EL accommodations record, an EL accommodations record will be created with this Accommodation Type and the Start Date entered.

3. Enter the **Start Date**. All identified students will have an Accommodations record created with the Accommodation Type and the Start Date entered.
4. Enter the **End Date** (if not entering a Start Date). All EL accommodations records matching the Type selected for the identified students will have their End Date updated to this date. If this date falls on or before the current date, all affected EL accommodations records will be ended.
5. Select the **Source**.
  - **Select Ad Hoc Student Filter** - This option allows users to use an Ad hoc filter to identify which student records to update with criteria entered above.
  - **Browse and Select Import File** - This option allows users to select a local file containing the students to be updated with the criteria entered above.
    - Users must also select the student identifier used in the file: Student Number, State ID or Person ID. The selected identifier **MUST** populate the first column of the file in order for tool logic to properly identify which students to update.
6. Click the **Review Changes** button. The Review Changes window appears in a separate window and allows users to view a breakdown of all changes which will occur once the batch update is initiated.

**EL Program Batch Update**

Please review user documentation prior to using this tool. This tool may update a student's EL Program Status

**Update Mode**

Accommodations ▼

**EL Program Details**

Select Type: New Accommodation (1) ▼

Start Date

End Date

**Source**

Select Ad Hoc Student Filter

Browse and Select Import File  
(File Type Allowed: CSV)

Choose File No file chosen Upload

File Contains Headers

Select Student Identifier  
(Identifier **MUST** be in first column)

Student Number ▼

Review Changes

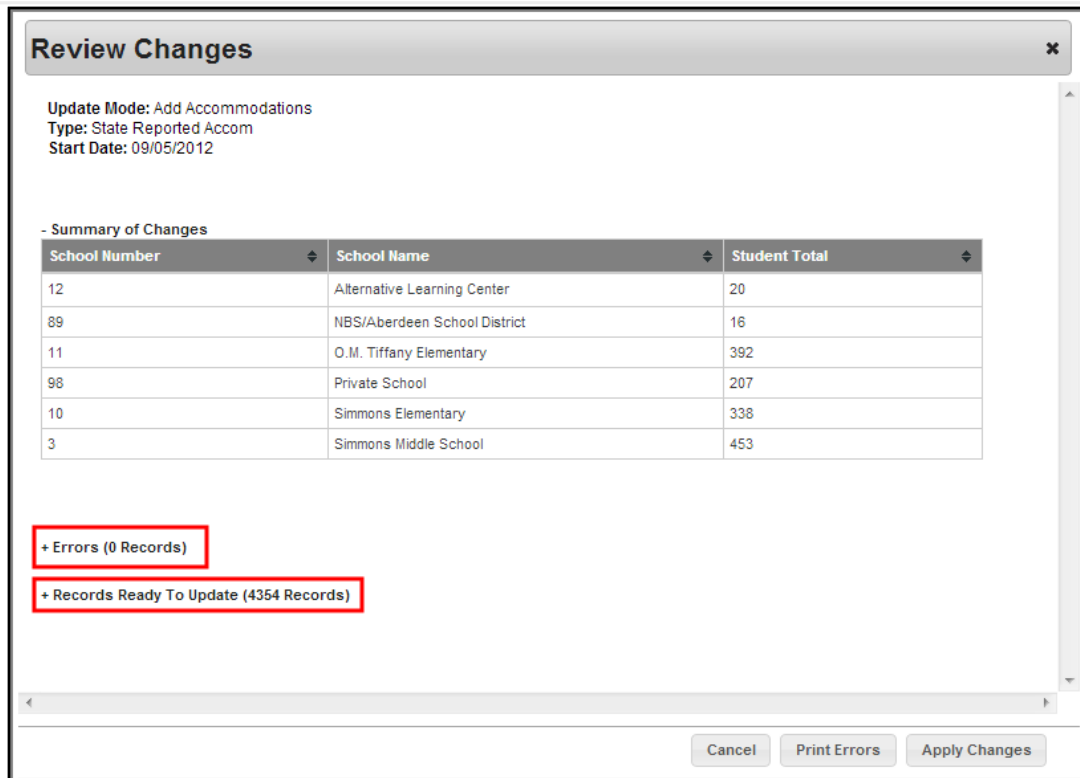
*Batch Creating/Ending EL Accommodation Records*

The Review Changes editor is broken into three sections: Summary of Changes, Errors and Records

Ready to Update. Each section can be viewed by selecting the header on the editor.

- The **Summary of Changes** breaks down how many students will have EL accommodations records created or ended per school.
- The **Errors** section lists every student who will not have EL accommodations record values modified because they do not meet the proper criteria (i.e., they do not have an existing EL accommodations record, they are missing prerequisite information needed before an EL accommodations record can be created, etc). This list can also be generated into a separate report for printing by selecting the [Print Errors](#) button.
- The **Ready to Update** section lists every student EL accommodations record that will be created or ended once the **Apply Changes** button is selected.

Once data has been reviewed and records are ready to be updated, select the **Apply Changes** button. All records identified in the Ready to Update section of the editor will now have the Start Date or End Date values matching the values entered on the Batch Update editor.



**Review Changes**

Update Mode: Add Accommodations  
 Type: State Reported Accom  
 Start Date: 09/05/2012

- Summary of Changes

School Number	School Name	Student Total
12	Alternative Learning Center	20
89	NBS/Aberdeen School District	16
11	O.M. Tiffany Elementary	392
98	Private School	207
10	Simmons Elementary	338
3	Simmons Middle School	453

+ Errors (0 Records)

+ Records Ready To Update (4354 Records)

Cancel Print Errors Apply Changes

*Review EL Accommodations Batch Update Changes*

## Print the Batch Queue Errors Report

To view a printable HTML version of the Errors section of a batch change, click the **Print Errors** button.

### Review Changes

Update Mode: Exit EL  
 Program Exit Date: 10/18/2012  
 Services End Date: 10/18/2012  
 Accommodations End Date: N/A

- Summary of Changes

School Number	School Name	Services To End	Accommodations To End	EL To End
12	Alternative Learning Center	0	0	0
89	NBS/Aberdeen School District	0	0	0
11	O.M. Tiffany Elementary	0	0	6
98	Private School	0	0	0
10	Simmons Elementary	0	0	0
3	Simmons Middle School	1	0	7

+ Errors (4298 Records)  
 + Records Ready To Update (56 Records)

Cancel Print Errors Apply Changes

*Print Errors Report*

The report will appear in HTML format, listing each student, what changes will occur once the batch update is initiated and any warnings (errors) which are preventing the student from receiving batch updates.

School Name	Student Number	Student Name	Services Ended	Accomm. Ended	Warnings
Alternative Learning Center	038	[REDACTED], DeSean	0	0	<ul style="list-style-type: none"> <li>• No EL Record Exists</li> <li>• No Home Primary Language</li> </ul>
Alternative Learning Center	037	[REDACTED], Trenton	0	0	<ul style="list-style-type: none"> <li>• No EL Record Exists</li> <li>• No Home Primary Language</li> </ul>
Alternative Learning Center	031	[REDACTED], Tanner	0	0	<ul style="list-style-type: none"> <li>• No EL Record Exists</li> <li>• No Home Primary Language</li> </ul>

*Example of Errors Report for Batch Ending EL Records*