

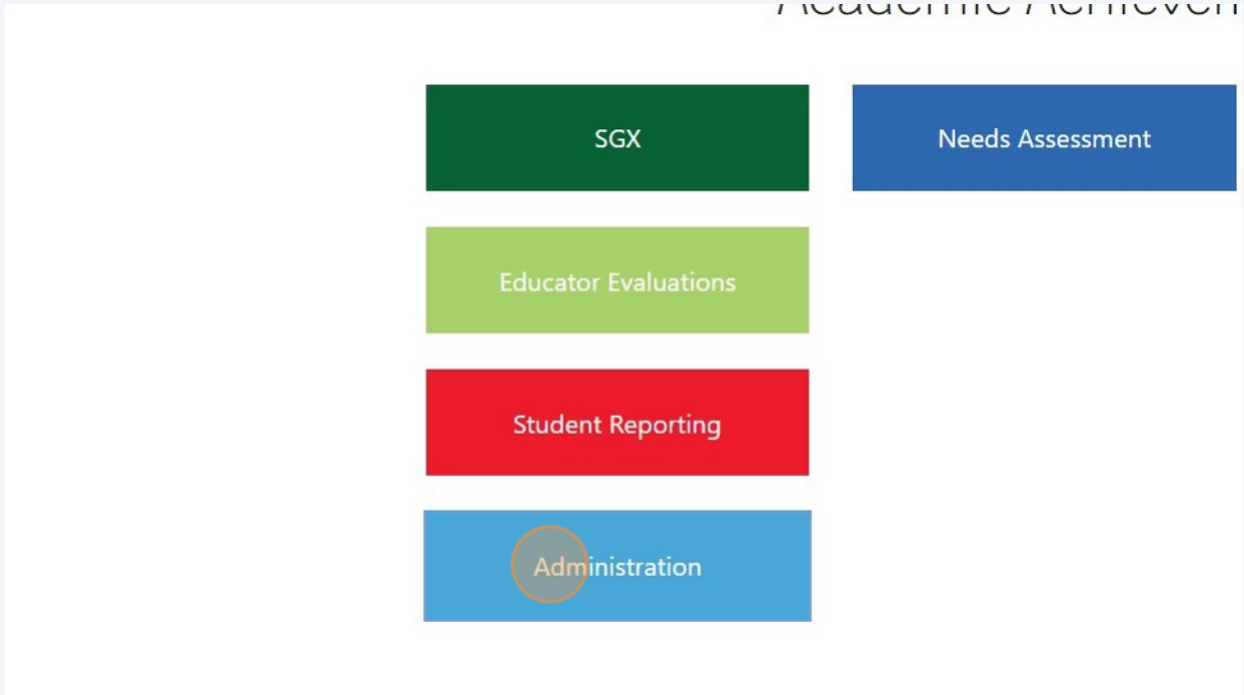
Administration: Bulk Assign Students to 31a Programs

Assign multiple students to a 31a program at the same time.

1 Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



2 Click **Administration**.



3 Click **Student Reports**.

Search Browse

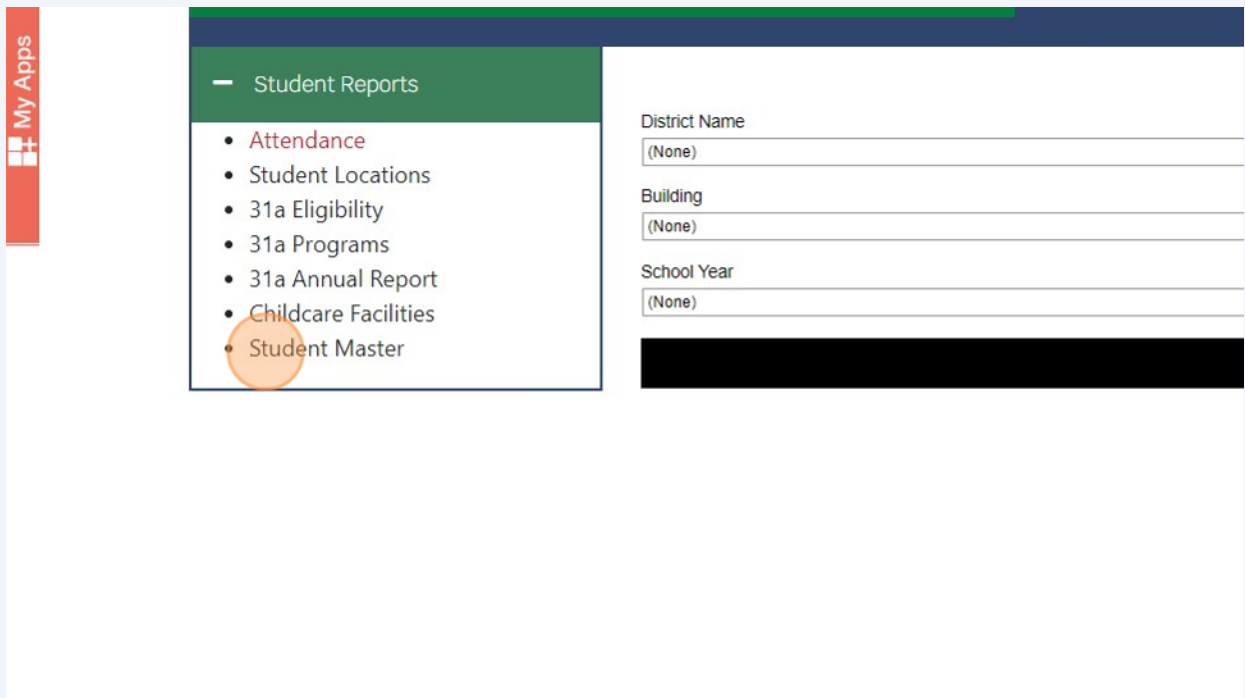
[Slope Borough](#) > [Sample Dataset](#) > [Academic Achievement](#) > Administration

Educator Evaluations **Student Reports**

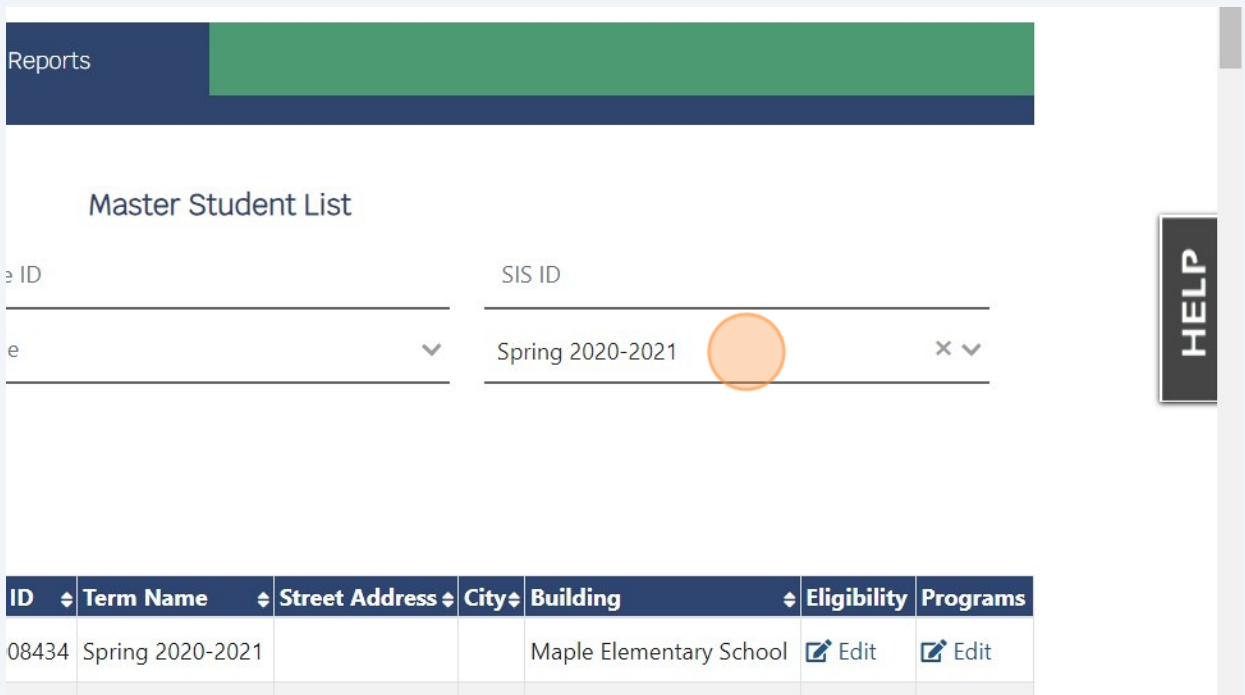
Academic Achievement Data Loaded

		2019-2020			2020-2021		
District Name	Assessment	Fall	Winter	Spring	Fall	Winter	Spring
Sample Dataset	NWEA	●	●	●	●	●	●
	PTT	●	●	●	●	●	●

4 Click **Student Master**.



5 Select the **current school year term** from the dropdown menu.



6 Click **Search**.

The screenshot shows a software interface with a sidebar on the left containing a menu under "Student Reports" with items: Attendance, Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report, Childcare Facilities, and Student Master. The main area contains a search form with fields for Last Name, State ID, Building, and Grade. Below the form are "SEARCH" and "RESET" buttons. A table below the form displays student records with columns: ID, checkbox, Student Name, State ID, SIS ID, and Term.

ID		Student Name	State ID	SIS ID	Term
3195813	<input type="checkbox"/>	Adair, James J	0000000000	20008434	Spring
3195518	<input type="checkbox"/>	Adams, James K		20006287	Spring
3194752	<input type="checkbox"/>	Adams, James D	0000000000	20006335	Spring

7 Check the students you wish to add to the same 31a program.

ID		Student Name	State ID	SIS ID	Term
3195813	<input type="checkbox"/>	Adair, James J	0000000000	20008434	Spring
3195518	<input type="checkbox"/>	Adams, James K		20006287	Spring
3194752	<input checked="" type="checkbox"/>	Adams, James D	0000000000	20006335	Spring
3194505	<input type="checkbox"/>	Adams, Dennis D	0000000000	20008719	Spring
3195582	<input checked="" type="checkbox"/>	Adcock, Eloise D	0000000000	20006945	Spring
3194276	<input type="checkbox"/>	Addis, Ronald L	0000000000	20007608	Spring
3195324	<input type="checkbox"/>	Addison, Bettie T		20006853	Spring
3195064	<input type="checkbox"/>	Adkisson, Donna T	0000000000	20003227	Spring
3194767	<input type="checkbox"/>	Aguilar, Travis J		20006446	Spring
3195080	<input type="checkbox"/>	Aguirre, John A		20003327	Spring

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Alternatively, select the desired filters at the top of the page, such as building and grade, and click Search to filter the list of students displayed.

The screenshot shows the Munetrix Student Reports interface. At the top left is the Munetrix logo. A search bar is located at the top right. On the left side, there is a menu with the following items: Attendance, Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report, Childcare Facilities, and Student Master (highlighted in red). The main area contains search filters for Last Name (Elm Elementary School) and State ID (04). Below the filters are SEARCH and RESET buttons. A table of students is displayed below the filters:

ID	<input type="checkbox"/>	Student Name	State ID	SIS ID	Term
3194505	<input type="checkbox"/>	Adams, Dennis D	0000000000	20008719	Spr
3194276	<input type="checkbox"/>	Addis, Ronald L	0000000000	20007608	Spr
3194465	<input type="checkbox"/>	Allen, Beverly L	0000000000	20008620	Spr

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Check the box for specific students or **check the box at the top in the label row**, to select all students displayed.

The screenshot shows the Munetrix Student Reports interface. On the left side, there is a menu with the following items: Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report, Childcare Facilities, and Student Master (highlighted in red). The main area contains search filters for Last Name and State ID, and Building and Grade. Below the filters are SEARCH and RESET buttons. A table of students is displayed below the filters:

ID	<input checked="" type="checkbox"/>	Student Name	State ID	SIS ID	Term
3195813	<input checked="" type="checkbox"/>	Adair, James J	0000000000	20008434	Spring
3195518	<input checked="" type="checkbox"/>	Adams, James K		20006287	Spring
3194752	<input checked="" type="checkbox"/>	Adams, James D	0000000000	20006335	Spring
3194505	<input checked="" type="checkbox"/>	Adams, Dennis D	0000000000	20008719	Spring
3195582	<input checked="" type="checkbox"/>	Adcock, Eloise D	0000000000	20006945	Spring

10 Once the students are selected, click **Bulk Program Tagging**.

Master Student List

Currently 6 students are selected Bulk Program Tagging

ID	Term Name	Street Address	City	Building	Eligibility	Programs
05766	Spring 2020-2021			Elm Elementary School	Edit	Edit
07042	Spring 2020-2021			Elm Elementary School	Edit	Edit
06849	Spring 2020-2021			Elm Elementary School	Edit	Edit
08035	Spring 2020-2021			Elm Elementary School	Edit	Edit

HELP

11 Check the desired **program(s)**.

Instructional Materials

MTSS/Coach Coordinator

Paraprofessional Staff-Academic

Paraprofessional Staff-Behavioral

Intervention Supports-Extended School Day/Year

English Learner Program Services

Mathematics

Reading

Science

Social Studies

Writing

Professional Learning

Coaching Model Implementation

MTSS K-12

Read by Grade 3 Law

Select Non-Instructional Supports

Activities to Reduce Chronic Absenteeism

Dual Enrollment Programs

English Learner Program Services

General Education Development Coursework (GED)

International Baccalaureate

SAT Preparation Coursework

Intervention Supports-During the Day

English Learner Program Services

Mathematics

Reading

Science

Social Studies

Writing

School Breakfast Programs

School Breakfast Programs

Other Supports

Anti-bullying

12 Click **Save**.

Social Studies

Writing

Professional Learning

Coaching Model Implementation

MTSS K-12

Read by Grade 3 Law

Direct Non-Instructional Supports

Activities to Reduce Chronic Absenteeism

Counseling Services

Medical

Mental Health

School Health Clinics

Social Worker

Social Studies

Writing

School Breakfast Programs

School Breakfast Programs

Other Supports

Anti-bullying

Crisis Intervention

Parent, Family & Community Engagement P

School Security

Save Cancel

3194165 Dawson, Brian J 20006654 Spring 2020-2021

13 Click **Reset** to return the list of all students. Be sure to filter for the current school year term (if not set by default) before continuing to search, select and bulk tag students.

Annual Report

are Facilities

nt Master

Elm Elementary School x v 04

SEARCH

RESET

ID	<input type="checkbox"/>	Student Name	State ID	SIS ID	Term Name	Stre
3194121	<input type="checkbox"/>	Alvord, Diane E		20005766	Spring 2020-2021	
3194202	<input checked="" type="checkbox"/>	Armstrong, Nicole R		20007042	Spring 2020-2021	
3194177	<input checked="" type="checkbox"/>	Barnes, Natasha P		20006849	Spring 2020-2021	
3194333	<input checked="" type="checkbox"/>	Barron, Eric H		20008035	Spring 2020-2021	