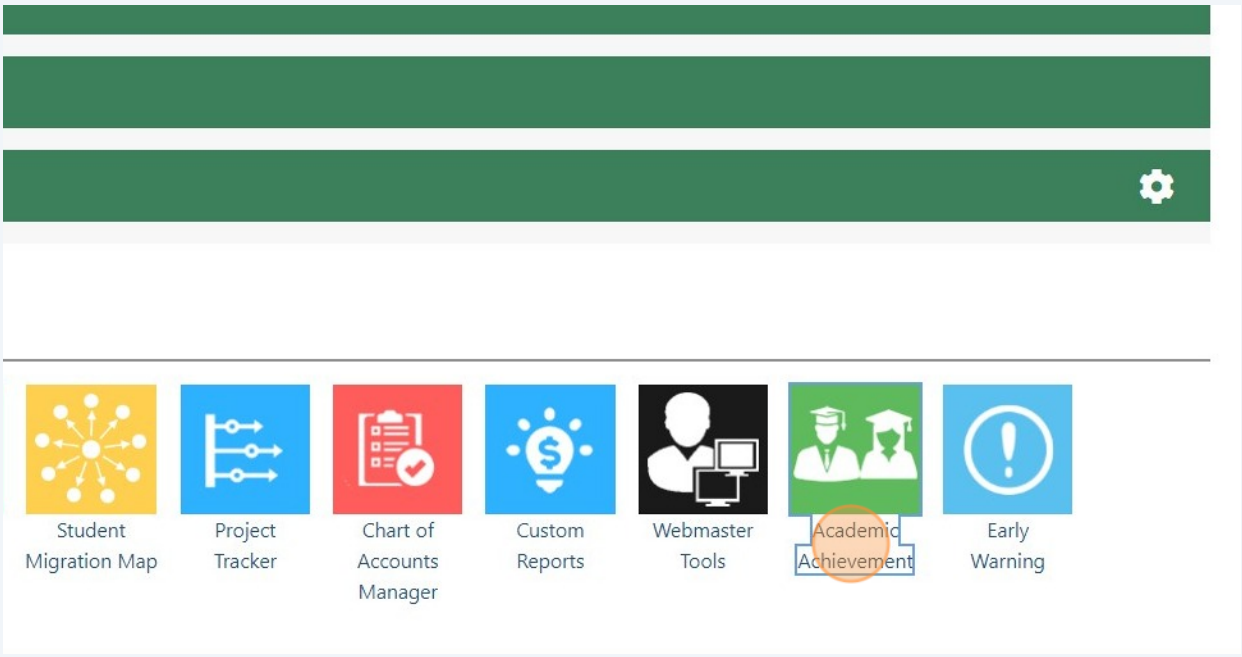
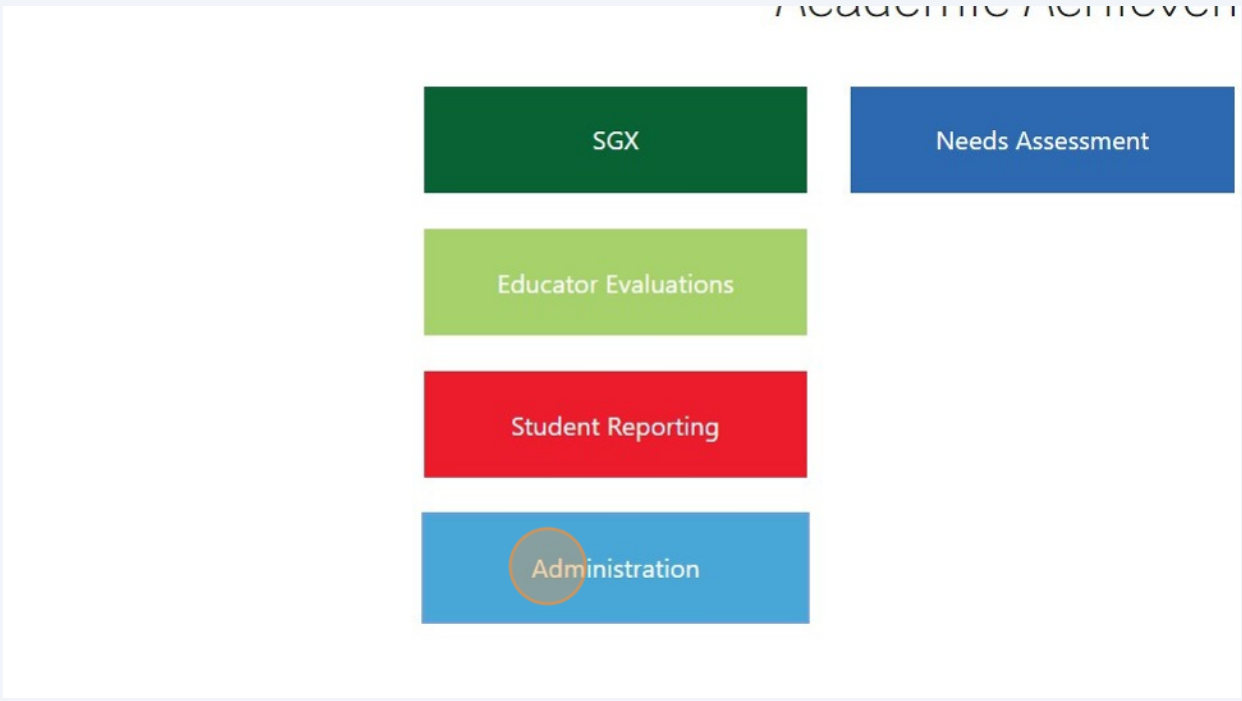
Administration: Bulk Assign Students to 31a Programs

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

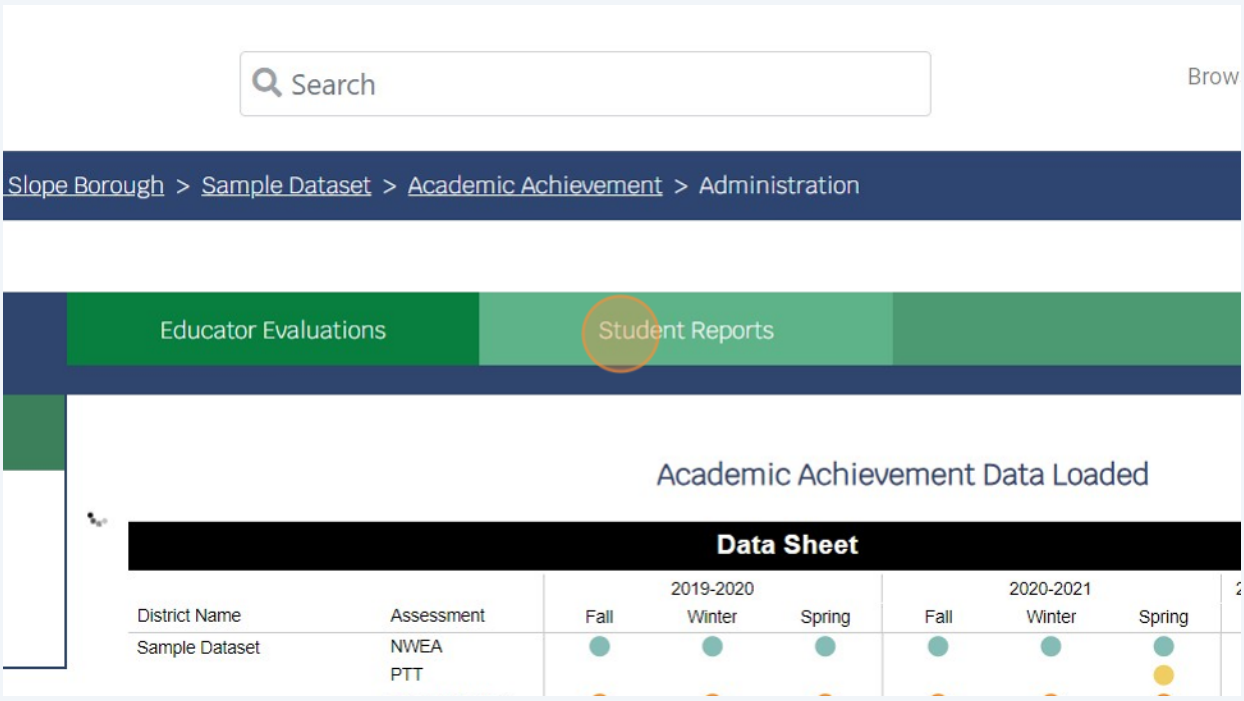
1 Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



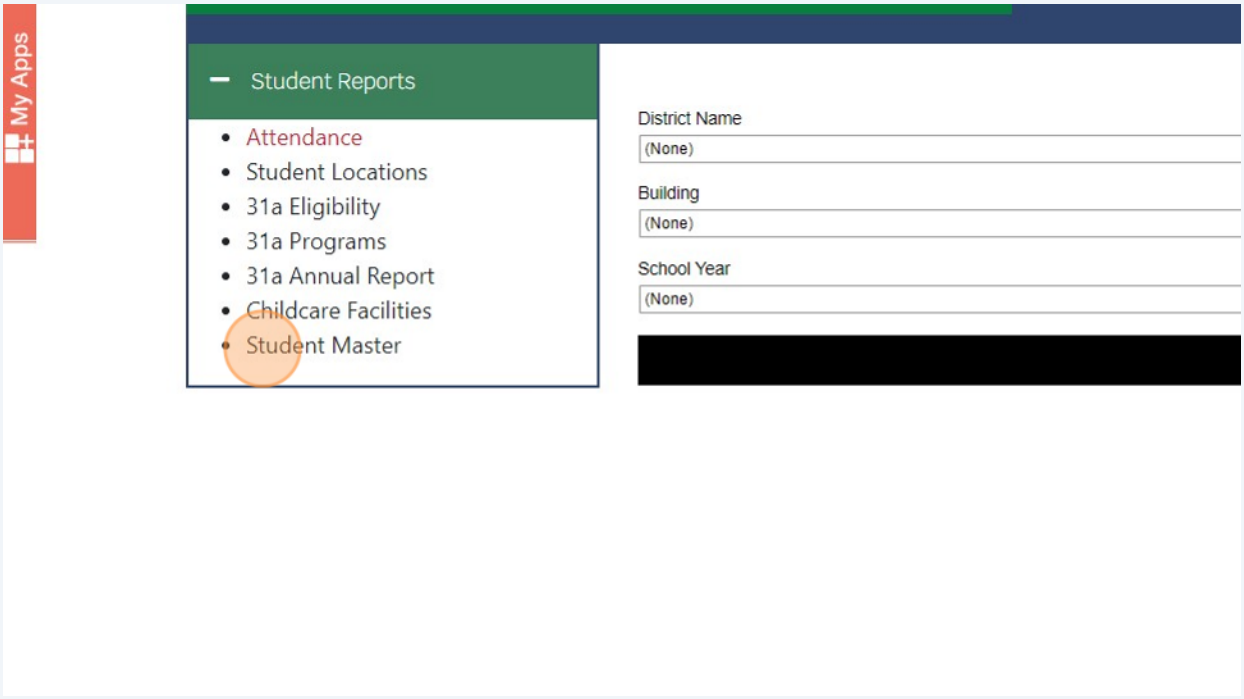
2 Click **Administration**.



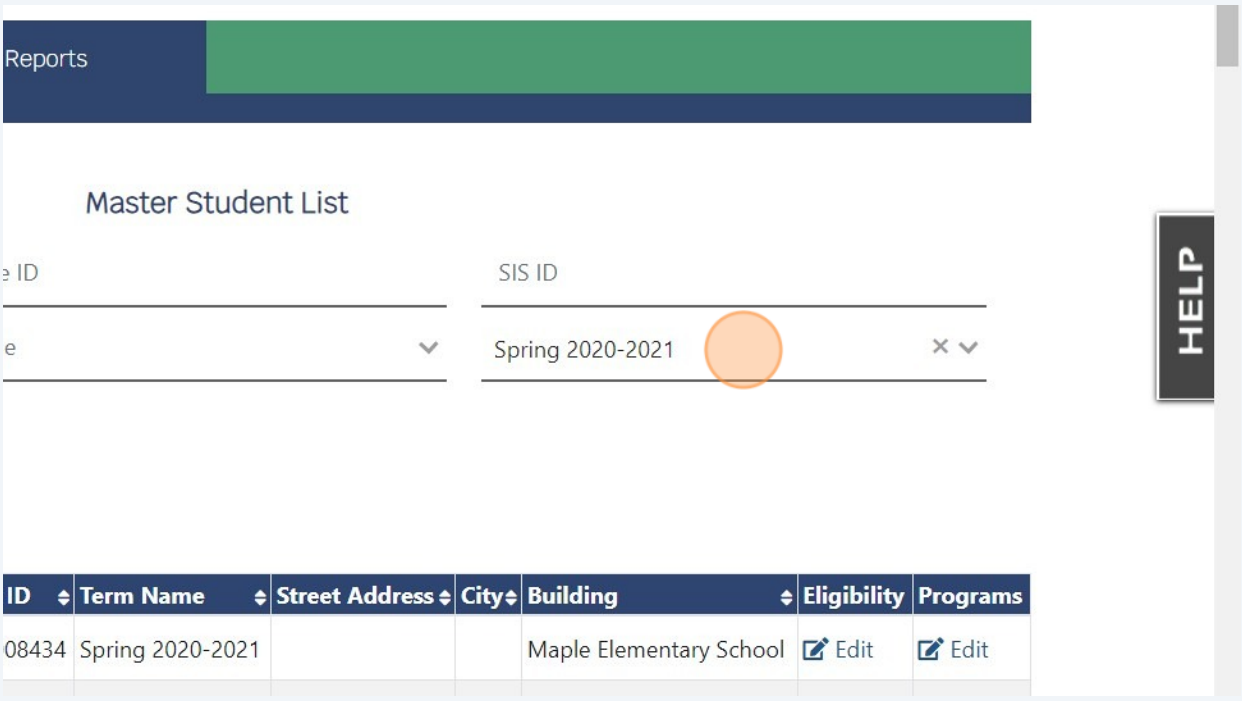
3 Click **Student Reports**.



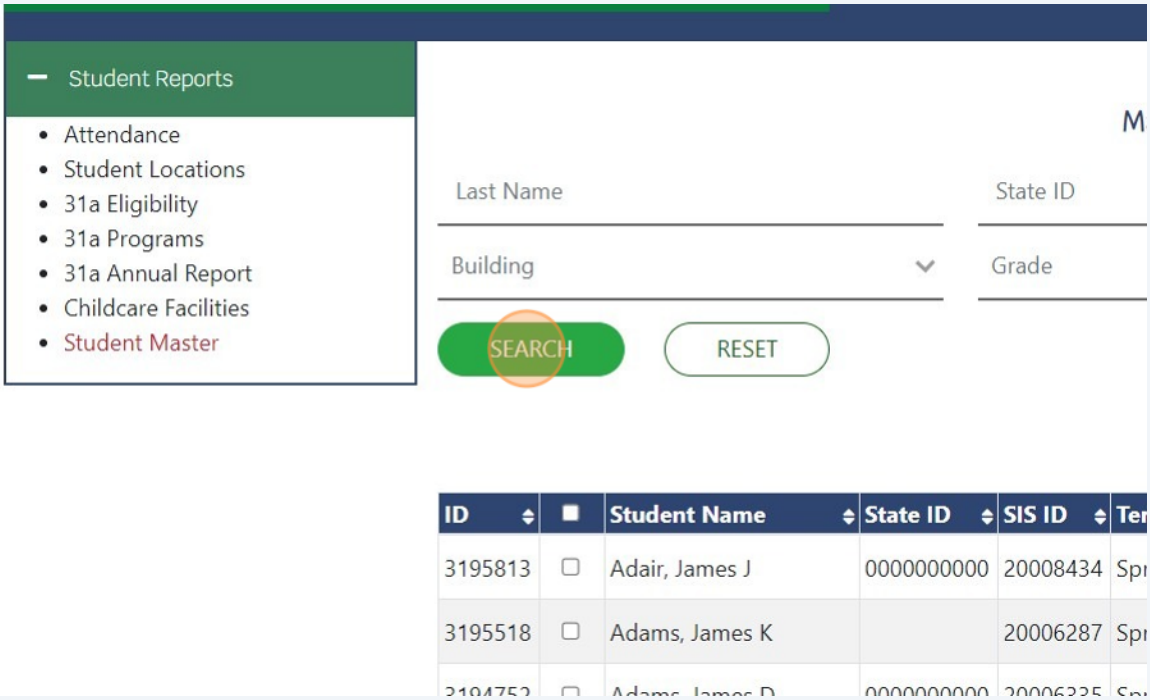
4 Click **Student Master**.



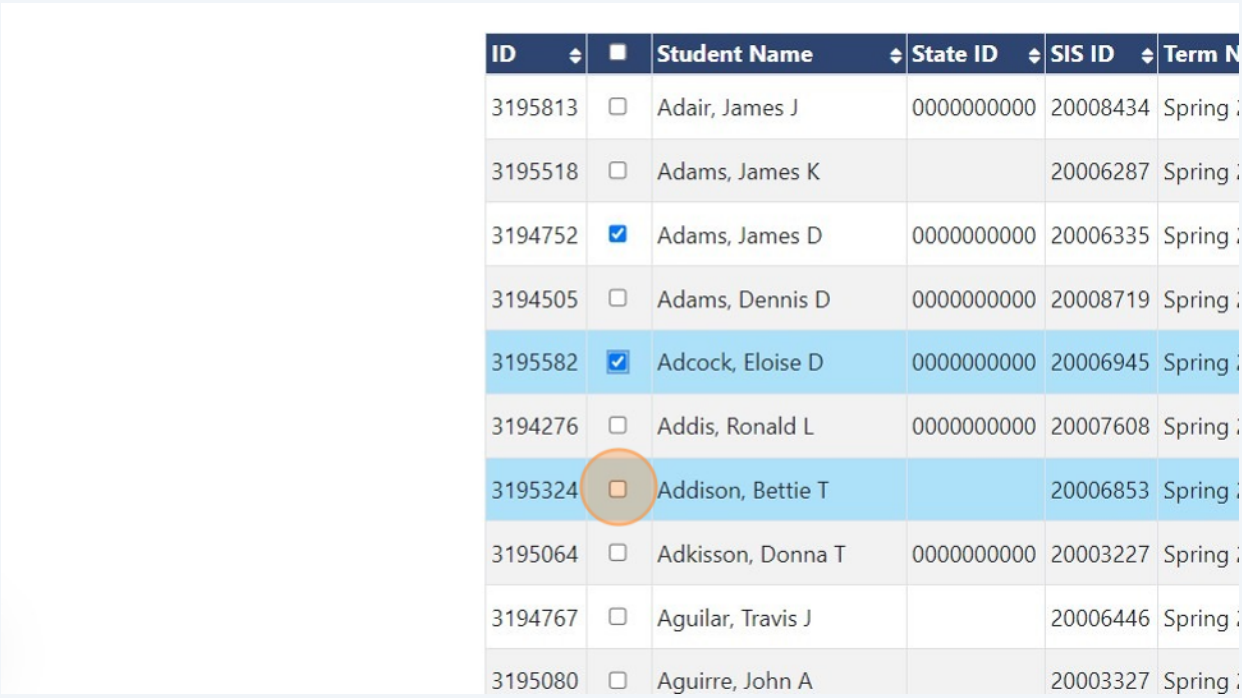
5 Select the **current school year term** from the dropdown menu.



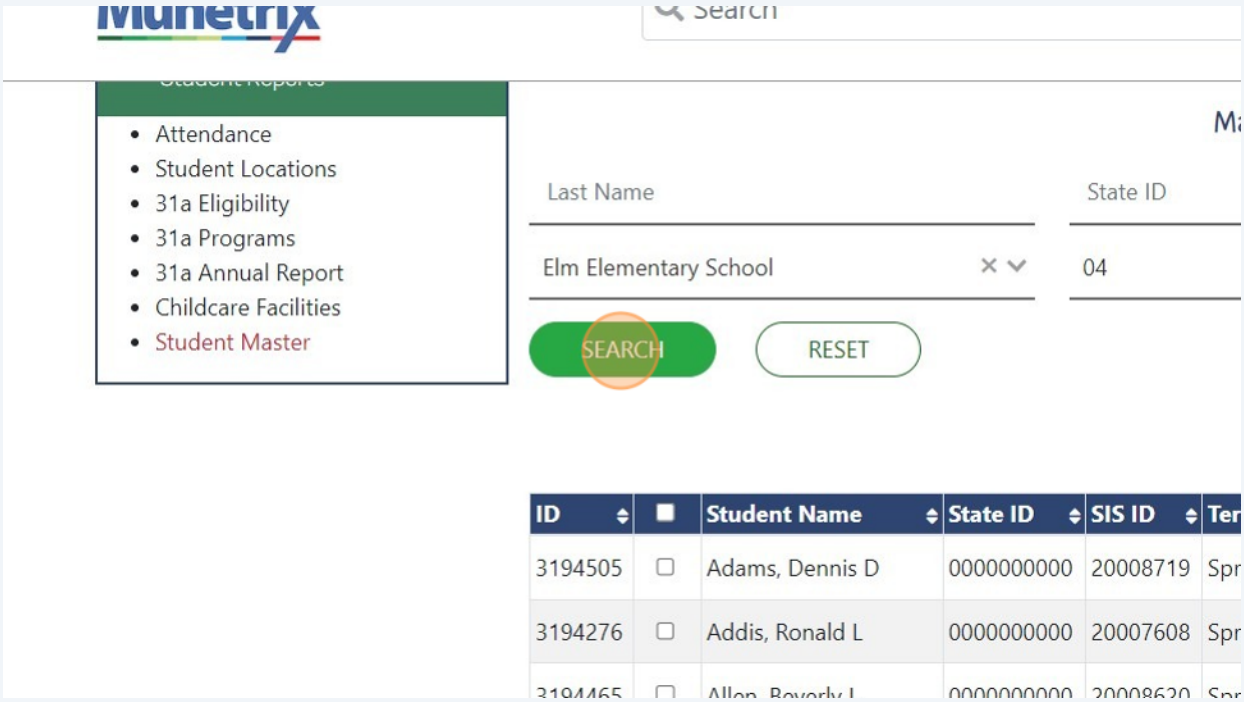
6 Click **Search**.



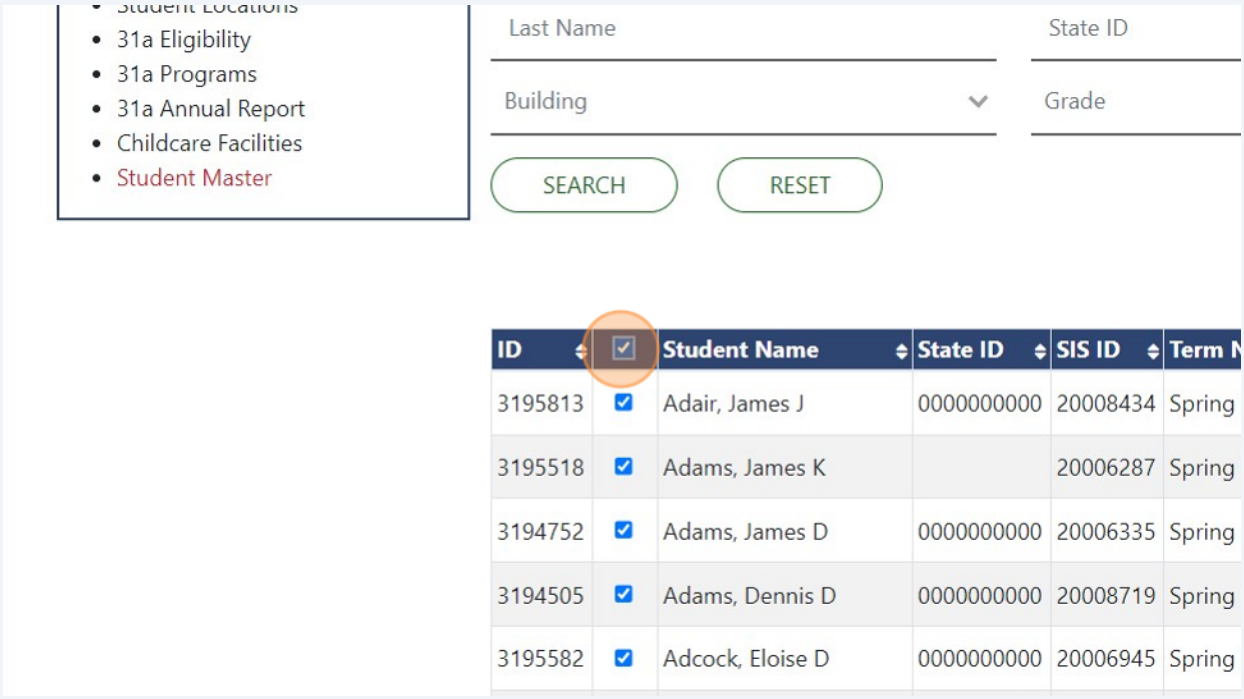
7 Check the students you wish to add to the same 31a program.



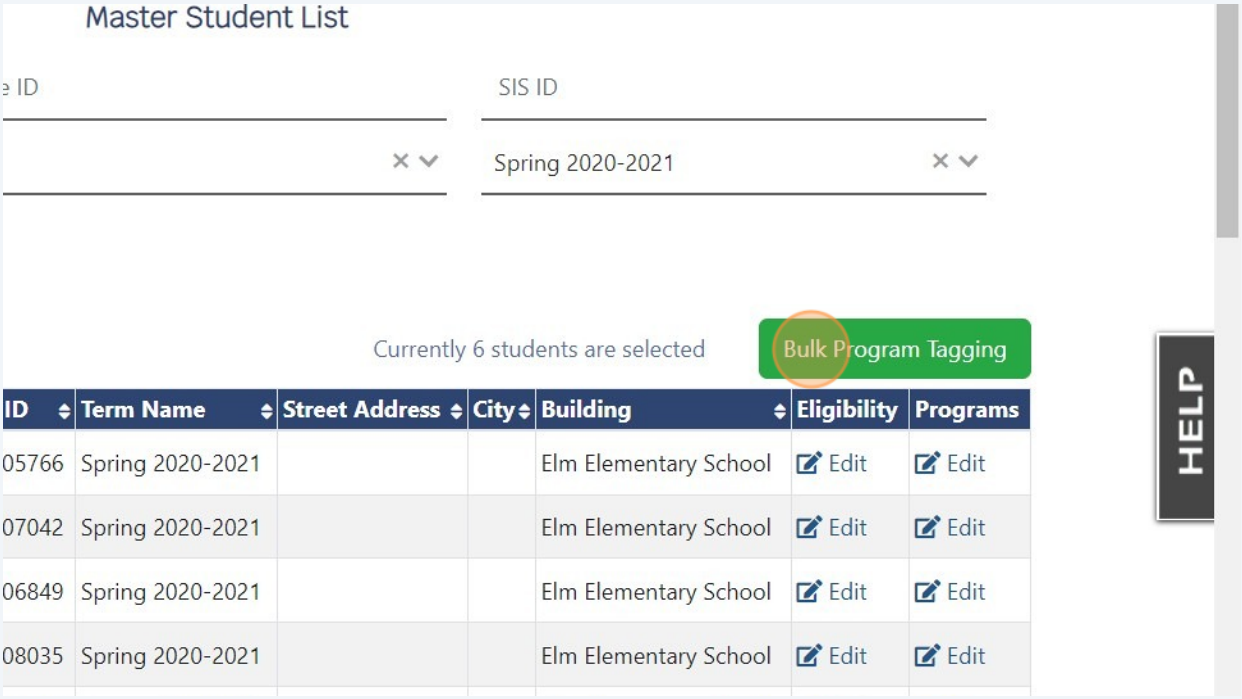
8 Alternatively, select the desired filters at the top of the page, such as building and grade, and click Search to filter the list of students displayed.



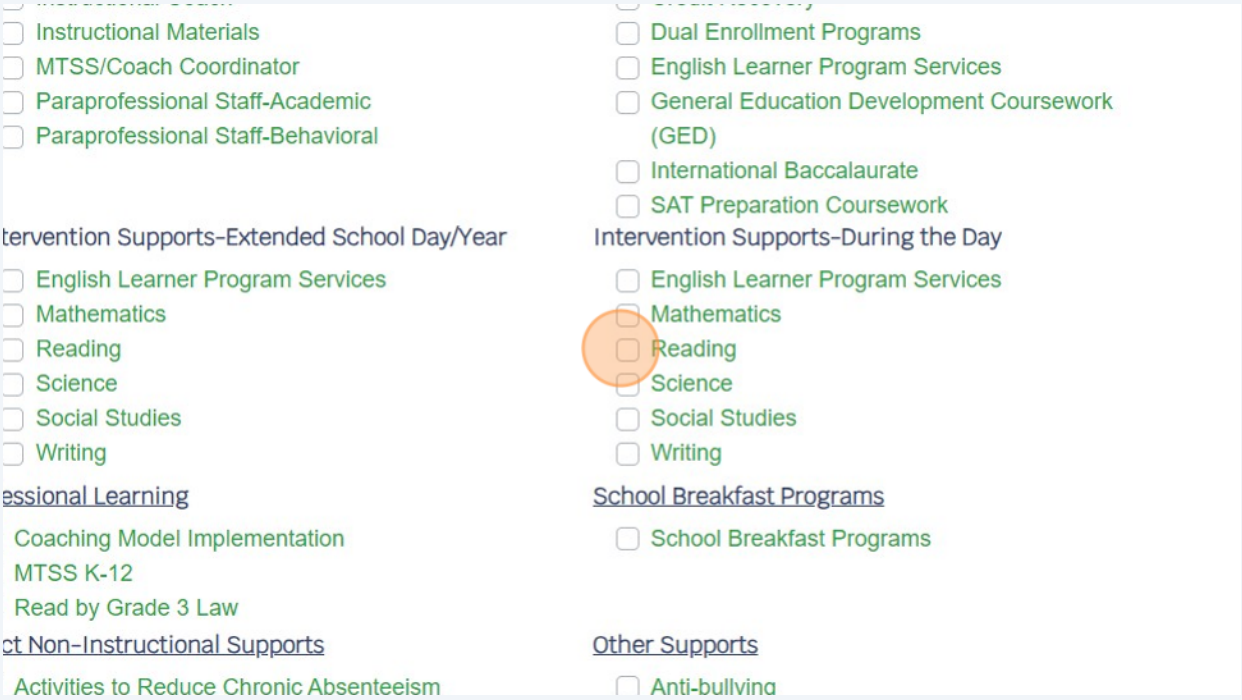
9 Check the box for specific students or **check the box at the top in the label row**, to select all students displayed.



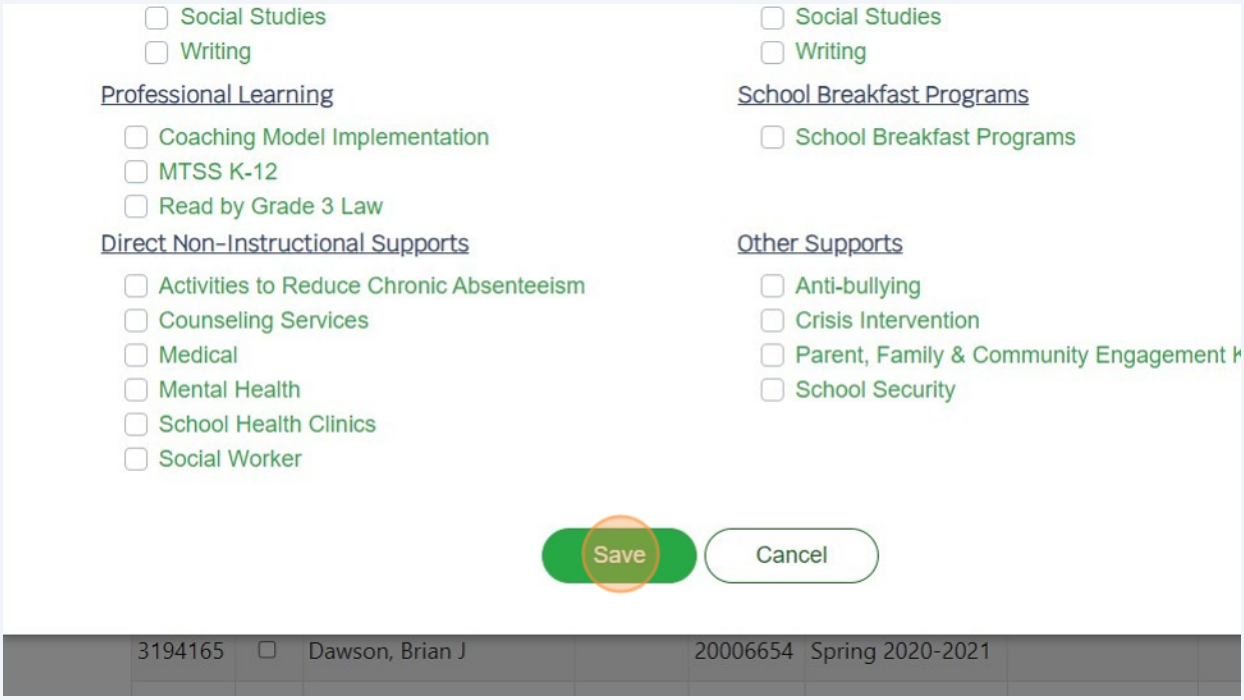
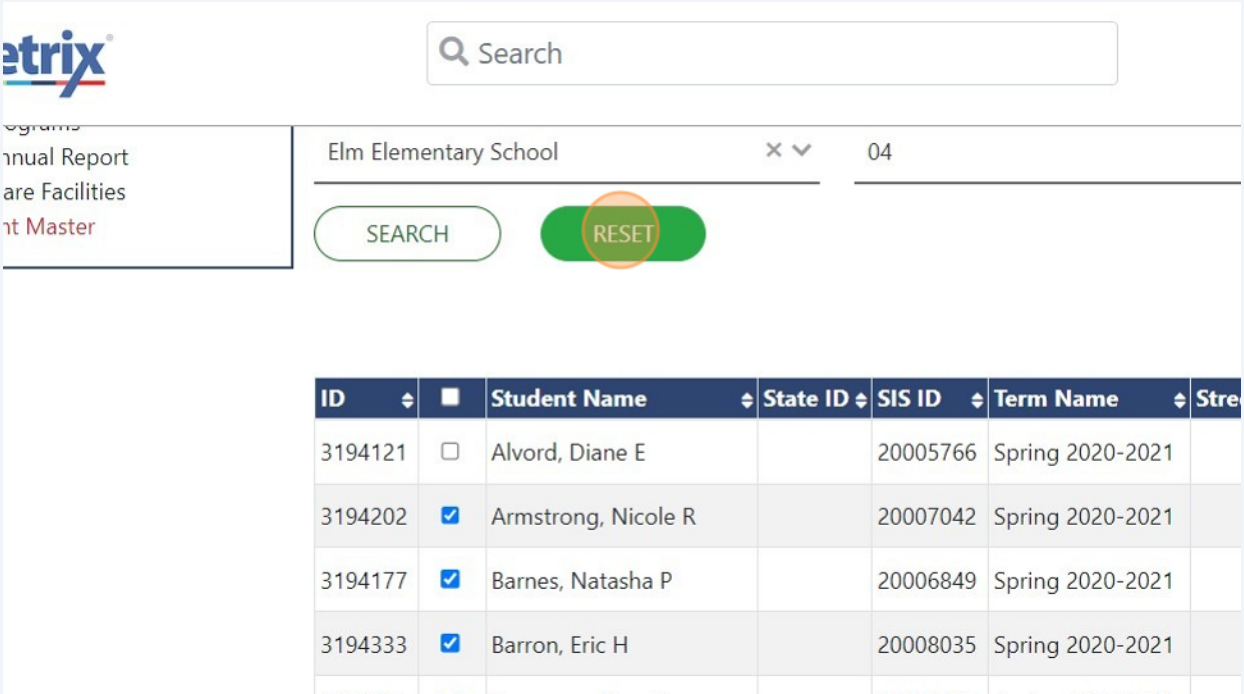
10 Once the students are selected, click **Bulk Program Tagging**.



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



12 Click **Save**.



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.