

Taking Action on Multiple Students and/or Using Select All



You can perform bulk actions when interacting with students by either manually selecting multiple students or using the **Select All** feature. The Select All feature is available for use based on the Instructors and Faculty Advisors role and your connections to students from these roles.

This can be particularly useful if you want to reach out to all of your Advisees regarding registration, if you are meeting in a different location or want to send a field trip reminder to all your students, to notify students in all your classes in a term of a class cancellation, and so forth. Please also see [Using the Hive to communicate with students and/or their support network](#) - give consideration to whether a note or a message is the best tool for different communications you may wish to send to students.

1. From the *My Students* or *Tracking* page, check the **Select All** checkbox to select all students that meet your search criteria. You'll notice at the bottom of the page the total number of students that have been selected.
2. To filter to all students in your classes select Instructor, for a specific section/course select the course name, or for your Advisees select Primary/Secondary Faculty Advisor from the "Connection" drop down menu.

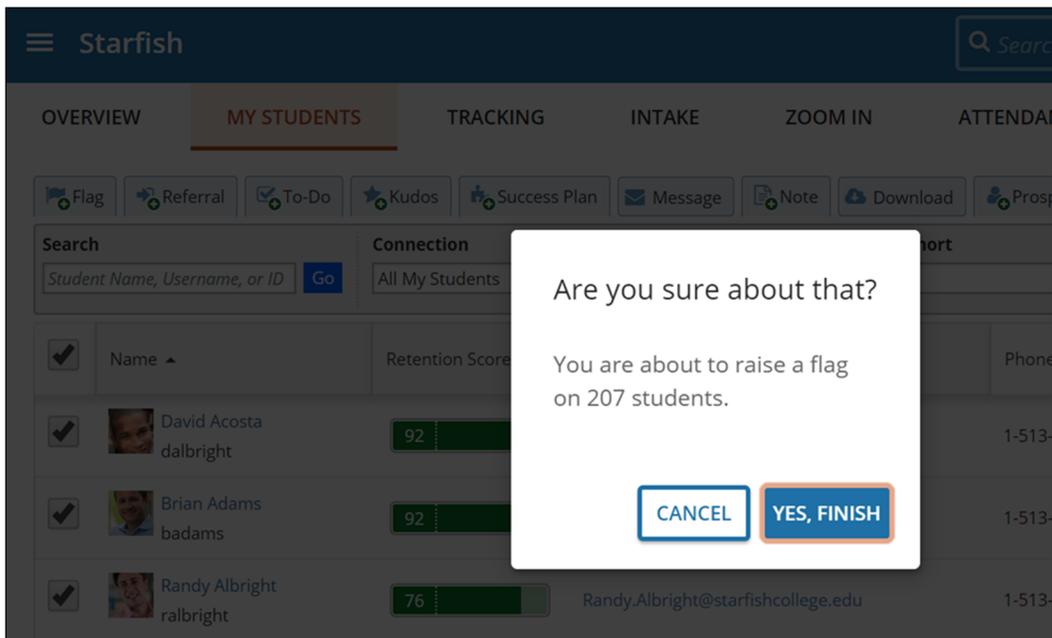
The screenshot shows the Starfish interface with the 'MY STUDENTS' tab active. At the top, there is a search bar and navigation tabs for OVERVIEW, MY STUDENTS, TRACKING, INTAKE, ZOOM IN, ATTENDANCE, and PROGRESS SURVEYS (3). Below the tabs are action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Prospective Student. A search section includes a search box with the text 'Student Name, Username, or ID', a 'Go' button, and filters for Connection (All My Students), Term (Active), and Cohort. An 'Additional Filters' button is also present. The main area is a table of student records with columns for Name, Retention Score, Email, Phone, and Cell Phone. Each row has a checkbox in the first column, and all checkboxes are checked. At the bottom left, a red box highlights the text 'Selected: 207'. At the bottom right, it says 'Displaying 1 - 25 of 207 Students'.

<input checked="" type="checkbox"/>	Name	Retention Score	Email	Phone	Cell Phone
<input checked="" type="checkbox"/>	David Acosta dalbright	92	brian.mikesell@hobsons.com	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	Brian Adams badams	92	Brian.Adams@starfishcollege.edu	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	Randy Albright ralbright	76	Randy.Albright@starfishcollege.edu	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	David Andrews dandrews	88	David.Andrews@starfishcollege.edu	1-513-284-2342	1-513-272-2190

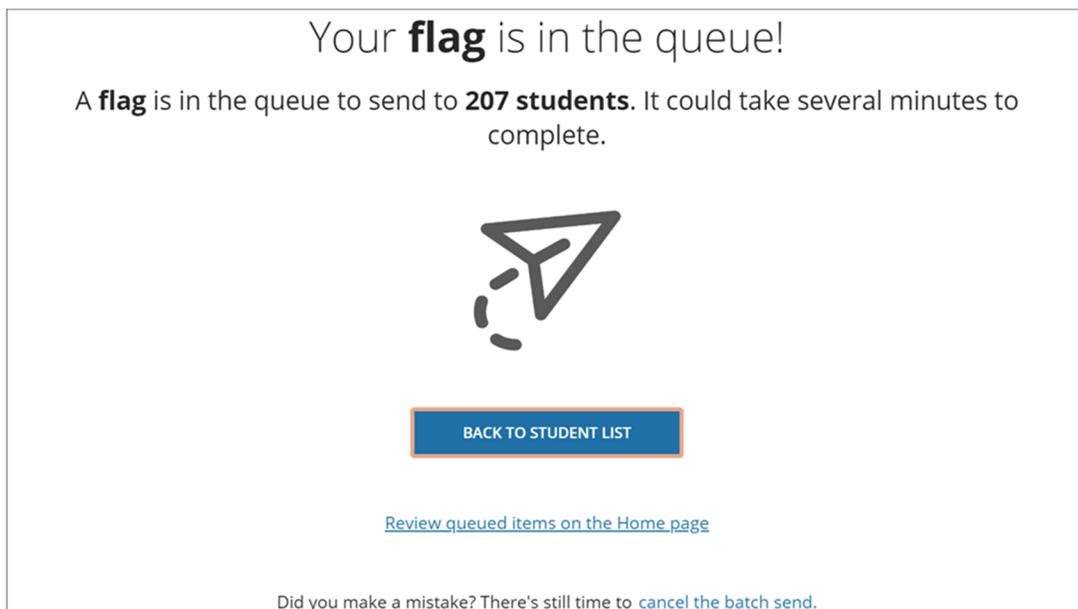
3. Perform your bulk action such as send message, make a note, or raise an alert, etc. Keep in mind, you can only perform bulk actions based on permissions set by the system administrator.

If you have selected fewer than 50 students the system will process your request immediately. If you have selected 50 or more students, the system processes the selection as a batch action to avoid system performance issues.

4. If you selected 50 or more students you will receive the following confirmation page. Select **Yes, Finish** to confirm your selection.



Next, you will receive the following message indicating your batch action has been queued.



What happens next?

You have several options for your next action:

- **Return to Student List** upon selection your batch request begins and you are returned to the *My Students* page.
- **Review queued items on the Home page** upon selection your batch request begins and you are directed to the Home page where you can track the status of the action(s) in the **Batch Sent Items** widget.
- **Cancel the batch send** upon selection your batch send job is canceled. No action has occurred.
- **Note:** Batch jobs may take some time to complete. Be sure to check the queue on the Home page to monitor the progress.
- **IMPORTANT:** If you remain on this page and the computer is idle for 2 minutes, the page automatically refreshes, the batch job begins to process, and you are returned to the student list.