

How to Mass Change a Students Filed Value

At the start of the school year there are many times you will find you would like to set a large group of students to the same student value. It may be home rooms, or maybe correcting issues with empty phone number fields. This is doable by using PowerSchool's student field value function.

1. Make a selection of students

Ex: grade_level = 6

2. Go to the **Special Functions** page (Located on left)
3. On the Special Functions page choose **Group Functions**
4. On the Group Functions page choose **Student Field Value**
5. On the Student Field Value page fill in the Field to Change text box and the New Field Value text box.

168 students are selected

Option	Value
Field To Change (Fields)	<input type="text"/>
New Field Value	<input type="text"/>
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

6. Click Submit

Example:

If you wanted to set the selected group of students room number to 15. You would set the **Field to Change** to Home_Room, and the **New Field Value** to 15.