

Field Value Update

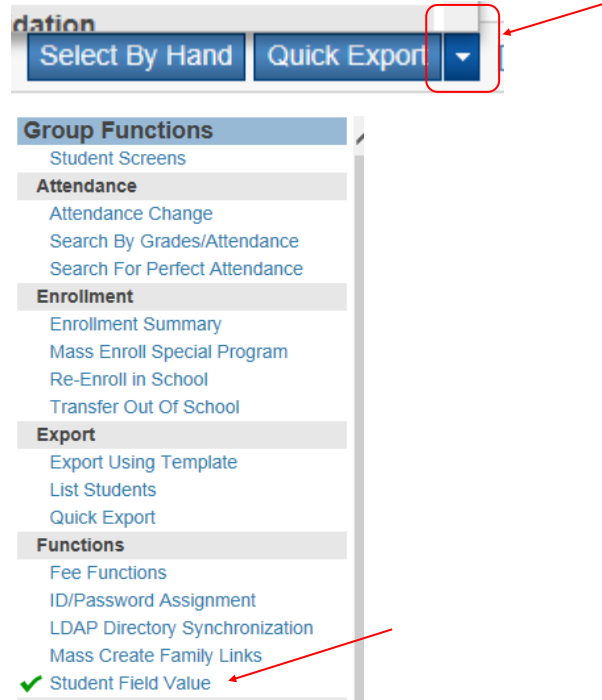
Field Value Update is a very useful tool when you want to update a PowerSchool field for a group of students. With this function you can change or clear data in a field very quickly. This change is irreversible, meaning that you can't 'Undo', but you could make the change in reverse if needed. Only those Admin users with 'change access' can use this function.

Some examples of when you might use this function:

- You have all the signed forms for Grade 6 and you need to check off the box for all of them.
- You want to clear out all the French Hours for a particular group or all of your students.

Step 1

- Choose your current selections of students
- Click the down arrow for Group Functions in the bottom right corner of the PS screen
- Select Student Field Value



Step 2

- Click on the **Fields** link to choose the field you want to update

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
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

- | Student Field Name |
|-----------------------|
| 1. AB_AKA_Given_Names |
| 2. AB_AKA_Surname |
| 3. AB_Citizenship |
| 4. AB_Curr_Mail_Addr1 |
| 5. AB_Enrl_Type_1 |
| 6. AB_Enrl_Type_2 |

Step 3

- Find the Field Name in the list and click on it

Step 4

- In the New Field Value box, type the value that you want entered in that field
- For a check box field—1=yes, blank or 0=no
- If you want to clear the field out, check off the 'Clear Field Value' box
- Submit

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

WARNING: This change is irreversible.

Option	Value
Field To Change (Fields)	State
New Field Value	clearfieldvalue
	<input checked="" 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](#)

Step 5

- You will always get a warning page showing you what is going to be changed—**look it over carefully!**
- If it isn't what you want, use your bread crumbs to back out of the screen
- Submit

Field To Change	AB_Regi_Type
New Field Value	D Clear Field Value is Off
Options	Do not overwrite existing data is Off
WARNING: This change is irreversible.	
Last, First	Old AB_Regi_Type New AB_Regi_Type
1. Noble, Matthew Christopher	S D

[Submit](#)

Alert:

Completed.

[Back](#)

Congratulations—that was quick and easy!