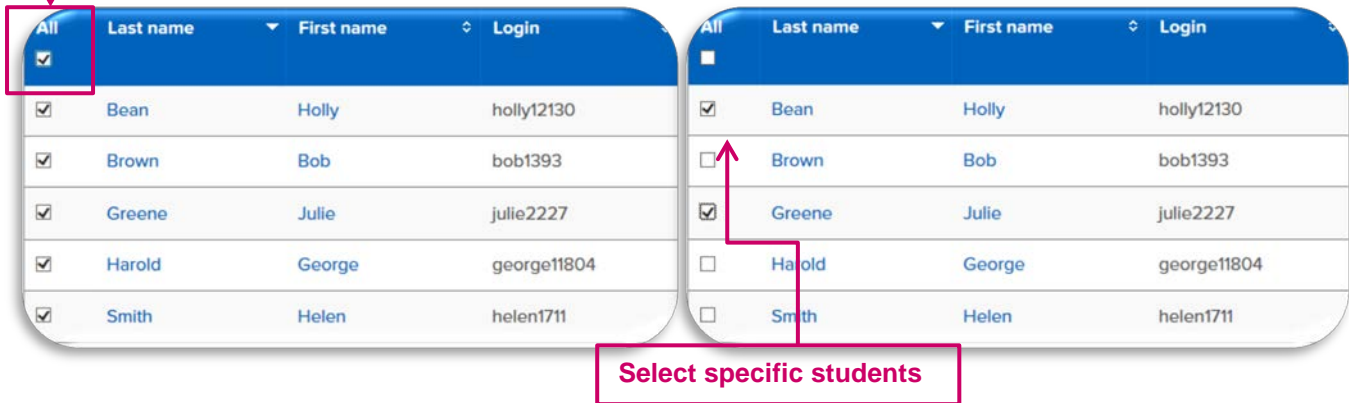


## Step-by-step bulk editing

Select all

1. Go to 'My Classes' on your teacher dashboard.
2. Select the students you would like to use a bulk edit option on.  
(You can select all the students in a class, or select specific students.)



All	Last name	First name	Login
<input checked="" type="checkbox"/>	Bean	Holly	holly12130
<input checked="" type="checkbox"/>	Brown	Bob	bob1393
<input checked="" type="checkbox"/>	Greene	Julie	julie2227
<input checked="" type="checkbox"/>	Harold	George	george11804
<input checked="" type="checkbox"/>	Smith	Helen	helen1711

All	Last name	First name	Login
<input checked="" type="checkbox"/>	Bean	Holly	holly12130
<input type="checkbox"/>	Brown	Bob	bob1393
<input checked="" type="checkbox"/>	Greene	Julie	julie2227
<input type="checkbox"/>	Harold	George	george11804
<input type="checkbox"/>	Smith	Helen	helen1711

Select specific students

### Printing parent letters:

3. Select the '**Print parent letter**' button in the bulk student edit options bar.
4. Select the '**Print**' button.
5. Open the downloaded file in a PDF reader and the letters are ready to print.

### Bulk edit for messaging:

3. Select the '**Messages On/Off**' button in the bulk student edit options bar.
4. Select the '**On/Off**' button to enable or disable messaging for your students.
5. Select '**Change messages**' to save these changes.

### Bulk edit for games:

3. Select the '**Games On/Off**' button in the bulk student edit options bar.
4. Select the '**On/Off**' button to enable or disable games for your students.
5. Select '**Change games**' to save changes.



Print logins **Print parent letter** Messages On/Off Games On/Off

Print parent letters

Select 'Print' to print out the parent letters for 2 student/s.

Print Cancel



Print logins Print parent letter **Messages On/Off** Games On/Off

Change messages

You are setting the messages to On/Off for 2 student/s.

Messages On/Off

Change messages Cancel



Print logins Print parent letter Messages On/Off **Games On/Off**

Change games

You are setting the games to On/Off for 2 student/s.

Games On/Off

Change games Cancel