MASS LANGUAGE ASSIGNMENT IN GRADEBOOK

The Mass Language Assignment utility is used by schools to assign a Correspondence Language to students. Only school administrators can assign the language of correspondence to students. Available language options are English, Spanish, Polish, Chinese, Vietnamese, Urdu, and Arabic. The Correspondence Language dictates the language output for the following:
   - Progress Reports
   - Report Cards
   - Parent Portal PIN Letters

In order to assign the language of correspondence:

1. From the Administrator screen, click the Tools and Settings icon.

2. Click Mass Language Assignment.

3. Use one or more of the drop-down lists to drill down to the desired student or group of students. Available filters include:
   - Teacher
   - Course
   - Activity
   - Gender
   - Class
   - Section
   - Bilingual ("Yes" to include only ELL students; "No" to exclude ELL students, "All" to include all student
4. Once the appropriate filter(s) has been selected, click the **Get Students** button:

![Get Students button](image1)

5. The **Unselected Students** field will populate. Select the desired name(s) and click on the **Select** or **Select All** button.

![Select button](image2)

6. The **Selected Students** field will populate. Select only English; Spanish; Polish; Cantonese (Chinese); or Vietnamese from the Language drop down and click the **Update** button. Click **OK** on the confirmation window to assign the selected Correspondence Language. Repeat Steps 3 through 5 to assign additional Correspondence Languages.