

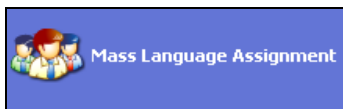
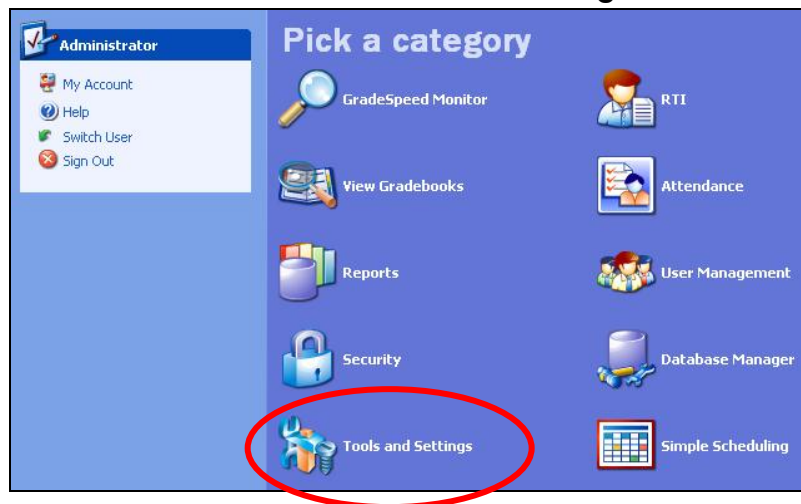
MASS LANGUAGE ASSIGNMENT IN GRADEBOOK

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

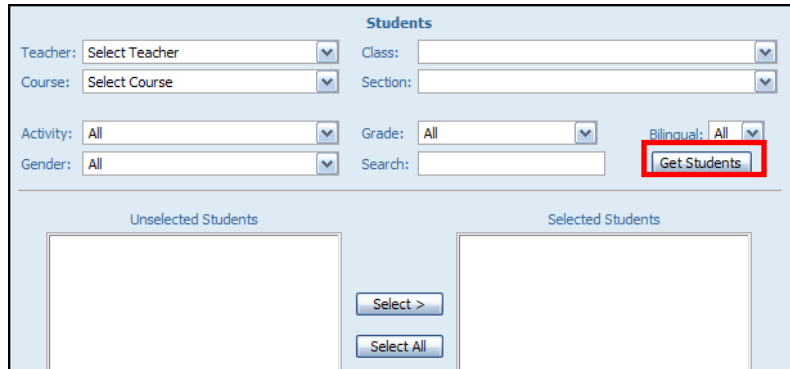
In order to assign the language of correspondence:

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



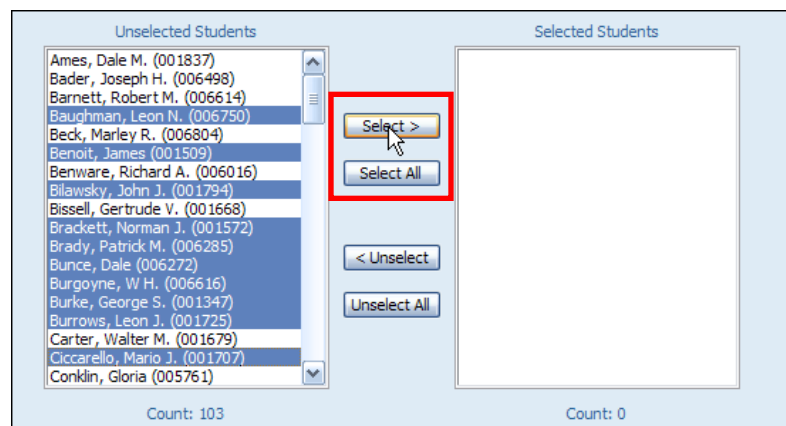
2. Click
3. Use one or more of the drop-down lists to drill down to the desired student or group of students. Available filters include:
 - Teacher
 - Course
 - Activity
 - Gender
 - Class
 - Section
 - Bilingual ("Yes" to include only ELL students; "No" to exclude ELL students, "All" to include all student)

4. Once the appropriate filter(s) has been selected, click the **Get Students** button:



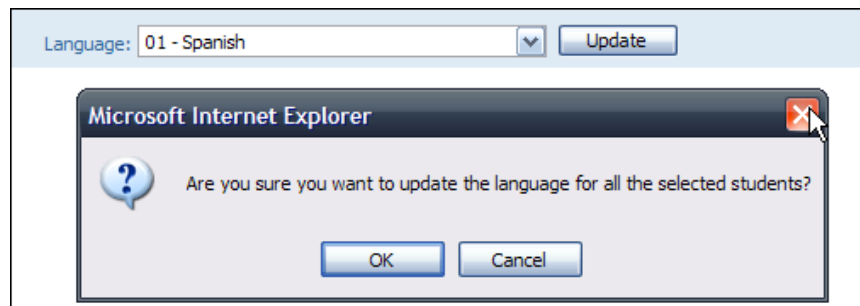
The screenshot shows a 'Students' filter interface with the following fields: Teacher (Select Teacher), Class, Course (Select Course), Section, Activity (All), Grade (All), Bilingual (All), Gender (All), and Search. The 'Get Students' button is highlighted with a red box, and a red arrow points to it from the right. Below the filters are two empty boxes for 'Unselected Students' and 'Selected Students', with 'Select >' and 'Select All' buttons between them.

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



The screenshot shows a list of 103 unselected students. The 'Select >' button is highlighted with a red box. The list includes names and IDs such as Ames, Dale M. (001837), Bader, Joseph H. (006498), Barnett, Robert M. (006614), Baughman, Leon N. (006750), Beck, Marley R. (006804), Benoit, James (001509), Benware, Richard A. (006016), Bilawsky, John J. (001794), Bissell, Gertrude V. (001668), Brackett, Norman J. (001572), Brady, Patrick M. (006285), Bunce, Dale (006272), Burgoyne, W H. (006616), Burke, George S. (001347), Burrows, Leon J. (001725), Carter, Walter M. (001679), Ciccarello, Mario J. (001707), and Conklin, Gloria (005761). The 'Selected Students' field is empty with a count of 0. Buttons for 'Select >', 'Select All', '< Unselect', and 'Unselect All' are visible.

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.



The screenshot shows the language selection interface with the 'Language' dropdown set to '01 - Spanish' and the 'Update' button. A confirmation dialog box from Microsoft Internet Explorer is overlaid, asking 'Are you sure you want to update the language for all the selected students?' with 'OK' and 'Cancel' buttons.