Group Assign Student Information

The purpose of group assign student info is to allow you to assign information to a certain group of students (2 or more) where they have common information for certain fields.

Navigate to **Menu >> Student Information >> Group Assign Student Info.**

On the group assignment student info page you can select students from the list of students below who may have similar information. After selecting click **Next**.

After clicking **Next** button you will get to the page where you can add data to several categories as shown below. If you have created custom category, that will show here also. In this example, the Student Locker category was added later. Click on each category and fill out the necessary fields.



Once completed, click on ' Assign Info to Selected Students' to assign data to all the selected students.

Revision #4
Created 2026-01-26 21:01:17 UTC by Administrator
Updated 2026-01-26 21:44:21 UTC by Administrator