How to Use Batch Update to add Posts to More than One Student
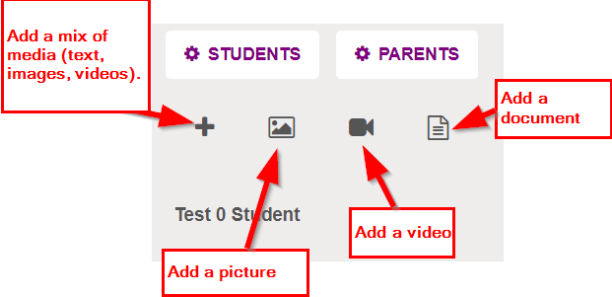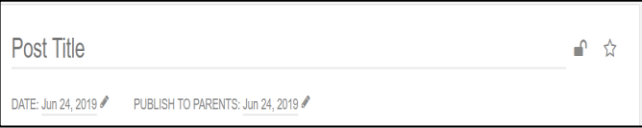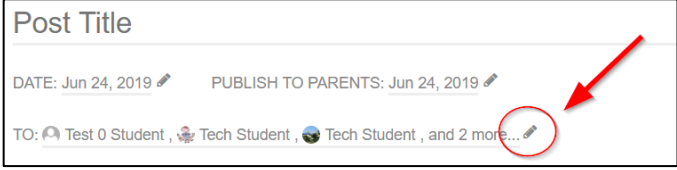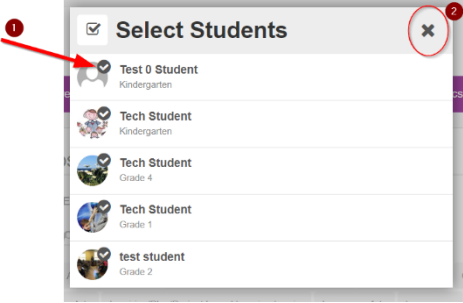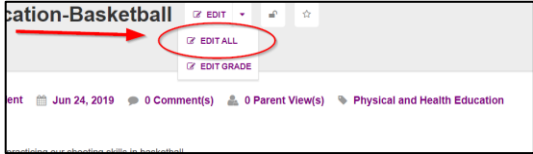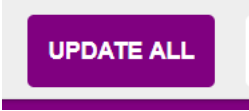
Introduction

You can use the batch post buttons to add a post to every student in your class or to pick a group of students and give them the same post.

Preparation:

To begin you will need to have created ePortfolios for the students in your class. The instructions start with you already in your class webpage on the Portfolio page.

Steps		
1	Click on the icon in the batch update controls above your student list that is most appropriate for what you would like to post.	
2	Fill in the Title, Date and the date that you would like it to Publish to Parents. If you would like to make it a Favourite, click on the star. If you would like to lock it, click on the lock. Do not lock it if you would like students to open the post and add to it.	
3	By default, it will be sent to all the students in the class. If you would like to select the students it is going to, click on the pencil at the end of the **To:** line.	
4	Click on the check marks beside the students that you do not wish to get the post. This will remove the check mark. Click on the X in the top right when you are done.	
5	Tag your post with the appropriate categories.	

6	Create your post in the space provided. You can create the post the same way that you create them for individuals.	
7	When you are finished, click on **Submit.** Your post will now go to all the students that you selected.	SUBMIT CANCEL

How to Batch Edit a Batch Post:

1	Warning: if you have done any work on changing the batch posts to suit individual students and then you batch edit it, it will erase all the work that you have added. Only edit a batch post if you have not changed anything for individuals!	
2	Open up the post to view it (it doesn't matter which student you open it in).	
3	Click on the down arrow beside EDIT and then click on EDIT ALL.	cation-Basketball ☑ EDIT ▾ ☑ EDIT ALL ☑ EDIT GRADE ent 📅 Jun 24, 2019 💬 0 Comment(s) 👤 0 Parent View(s) 🏷 Physical and Health Education
4	Make the changes that you would like.	
5	Click on UPDATE ALL at the bottom right.	UPDATE ALL

💡 Tip…   ⚡

If the whole class is doing an activity it is great to make a template with the description of the activity and add it as a batch post. Then use the Lightning Button to quickly add individual pictures of the students in their posts. Get the students to open the post and do a self-assessment.