## Perform Bulk Action Using "Select All" Feature

Perform bulk actions when interacting with students by using the **Select All** feature. The **Select All** maximum is 15,000 students or items. If you reach this limit, you will be prompted to adjust your filters before making a selection.

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

Personal Data Account Student Instructor Advisor FA Office	8	Contact Us	🗙 Logout
Grading Schedule Class Roster			
	<u> </u>	<u>sh</u> ?He	lp
Select a term and whether you wish to retrieve the list of your mid-term or final grade rosters.			
Term: Spring 22 V			

- 2. Click on the menu options button in the top-left corner of the screen. Select "Students".
- 3. From the *My Students* or *Tracking* page, check the "Select All" checkbox to select all students that meet your search criteria. You'll notice at the bottom of the page the total number of students that have been selected.

≡ Starfish				<b>Q</b> Search for Studer	its
OVERVIEW MY STUDENTS	S TRACKING AT	TENDANCE	PROGRESS SURVI	EYS (3)	
Flag Referral To-Do	Kudos Kuccess Plan	Message Note	🛆 Download	Prospective Student	
Search	Connection	Term	Cohort		Additional Filters
Student Name, Username, or ID Go	All My Students	Active	~	~	Add Filters
Name A David Acosta dalbright	Email brian.mikesell@hobsons.com	P 1	hone 513-284-2342	Cell Phone 1-513-272-2190	
Brian Adams badams	Brian.Adams@starfishcollege.edu		513-284-2342	1-513-272-2190	
Randy Albright Randy Albright	Randy.Albright@starfishcolleg	e.edu 1	513-284-2342	1-513-272-2190	
David Andrews dandrews	David.Andrews@starfishcolleg	je.edu 1	513-284-2342	1-513-272-2190	
Selected: 207				Displaying	1 - 25 of 207 Student

- 4. Perform your bulk action such as send a message or raise a flag, etc. Keep in mind, you can only perform bulk actions based on permissions set by your Starfish Administrator.
- 5. If you have selected less than 50 students the system will process your request immediately. If you have selected 50 or more students, the system processes the selection as a batch action to avoid system performance issues.

6. If you selected 50 or more students you will receive the following confirmation page. Select "Yes, Finish" to confirm your selection.



7. You will receive the following message indicating your batch action has been queued.

