samegoal

Create Documents in Bulk

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Related:

- July 26, 2024: Bulk Actions (50+)

If you need to create the same document for multiple students, you no longer need to create them one by one. You may now create documents for multiple students at the same time!

Steps *Steps to create documents in bulk:*

1. Navigate to the **Students / create new** page.
2. Select the students you wish to create a document for.
    - Tip Search by student IDs to return a list of all students you wish to create documents for and use the checkbox in the top left to select all.
3. Click on the **Actions** menu and select **Create Document**.
4. In the **Bulk Create Documents** popup, choose which document to create.
5. Click **Create (#) Documents**.

After you create the documents, there will be a message at the top of the screen informing you how many documents were created and if there were any errors.

Potential errors include:

- The student already has an incomplete document of the selected type
- The user does not have permission to create the selected document in the student's building