samegoal

Bulk Create

Users are able to create documents for multiple students at one time. This can be helpful for documents such as:

- LPAC Reviews
- LPAC Decisions Regarding Assessments
- Parental Notification Letters

Bulk create documents

Steps *To bulk create documents:*

1. Navigate to the **Students / create new** page.
2. Search for the students you would like to create a document for. Use filters as necessary.
    - Use the **deadlines** filter to find the students who need the specific document you are creating.
    - It may be helpful to use other filters as well, such as **buildings**, **grades**, or **Caseload Only**.
    - If you are creating documents that do not have a deadline (such as `LPAC Decisions Regarding Assessments), you can use the Student ID filter.
3. Select the students you wish to create a document for. Use the **Select All** checkbox in the top left to select all listed students. While selecting all students on a page, if there are more students, you can click **Select all ## Students** at the top of the screen to select more than just the first 50.
4. Click **Actions** > **Create Document**.
5. Choose a form type.
6. 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.
- You do not have permission to create the selected document in the student's building.