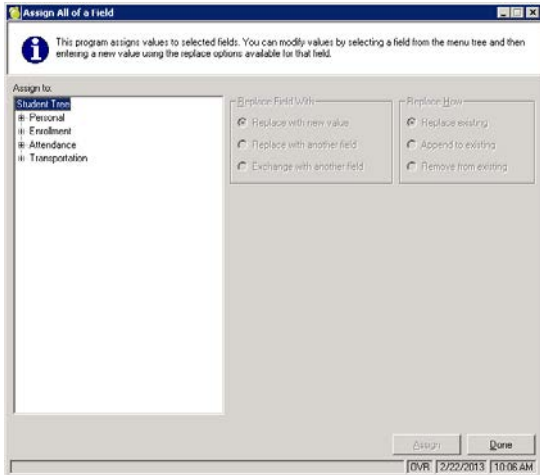


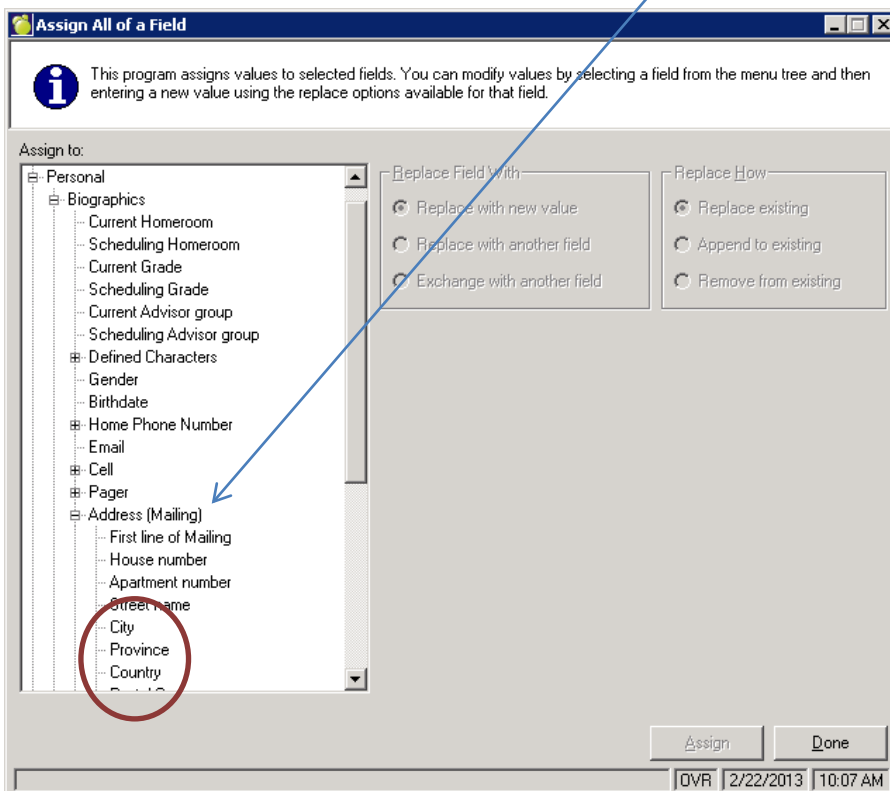
## HOW TO USE ASSIGN ALL OF A FIELD IN MAPLEWOOD

This document explains how to use **Assign All of a Field**. It is a function in Maplewood that allows the user to give every student in the school the same piece of information. This could be useful for example when working with student addresses: all students normally get the same City and Postal Code.

1. Go to **Students, Assign All of a Field, Current Students**. You will be presented with a *field tree*:



2. Click the (+) button to expand the field tree until you find the field you want to assign the values to. Address information is under **Personal / Biographics / Address (Mailing)**.



3. Select **City**, for example.
4. On the right, ensure **Replace with new value** is selected. Type in the value, such as your community's name (for example *Igloolik*), under **Enter new value**. See example below.
5. Click **Assign** to to assign the value to all students in the school.

**Assign All of a Field**

This program assigns values to selected fields. You can modify values by selecting a field from the menu tree and then entering a new value using the replace options available for that field.

Assign to: **Personal\Biographics\Address (Mailing)\City**

**Replace Field With**

- ☒ Replace with new value
- ☐ Replace with another field
- ☐ Exchange with another field

**Replace How**

- ☒ Replace existing
- ☐ Append to existing
- ☐ Remove from existing

**Enter new value**

Igloolik

**Assign** **Done**

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#### Advanced tips

If you wanted to copy one field's value to another field for all students in the school, you could use **Replace with another field** option in the above screen. Then you will be presented with a second field tree. From that tree, choose the field you want to copy from.