

You are here: [More Resources](#) > [Tenant Admin and Implementation FAQ](#) > FAQ - How does the Select All feature work?

Updated on: 2020 January 21

How does the Select All feature work?

If your institution has enabled the new **Select All** capability, you will be able to select all students in your student list instead of 25 at a time.

Bulk Actions

You can 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. From the *My Students*, *Tracking*, or *Intake* 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.

The screenshot shows the Starfish interface for the 'MY STUDENTS' section. At the top, there is a search bar and navigation tabs for OVERVIEW, MY STUDENTS, TRACKING, INTAKE, ZOOM IN, ATTENDANCE, and PROGRESS SURVEYS (3). Below the tabs are various action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Prospective Student. A search and filter section includes a search box, a 'Go' button, and dropdown menus for Connection (All My Students), Term (Active), and Cohort. An 'Add Filters' button is also present. The main area is a table of student records with columns for Name, Retention Score, Email, Phone, and Cell Phone. Each row has a checkbox in the left margin, and the first checkbox is highlighted with a red box. At the bottom of the table, a red box highlights the text 'Selected: 207'. The footer of the table indicates 'Displaying 1 - 25 of 207 Students'.

<input checked="" type="checkbox"/>	Name	Retention Score	Email	Phone	Cell Phone
<input checked="" type="checkbox"/>	David Acosta dalbright	92	brian.mikesell@hobsons.com	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	Brian Adams badams	92	Brian.Adams@starfishcollege.edu	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	Randy Albright ralbright	76	Randy.Albright@starfishcollege.edu	1-513-284-2342	1-513-272-2190
<input checked="" type="checkbox"/>	David Andrews dandrews	88	David.Andrews@starfishcollege.edu	1-513-284-2342	1-513-272-2190

2. 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.

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.

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

The screenshot shows the Starfish application interface. At the top, there are navigation tabs: OVERVIEW, MY STUDENTS (selected), TRACKING, INTAKE, ZOOM IN, and ATTENDANCE. Below the tabs is a toolbar with icons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Profile. A search bar is visible with the text 'Student Name, Username, or ID' and a 'Go' button. A table of students is partially visible, with columns for Name, Retention Score, and Phone. A modal dialog box is overlaid on the screen, containing the text: 'Are you sure about that? You are about to raise a flag on 207 students.' Below the text are two buttons: 'CANCEL' and 'YES, FINISH'.

Next, you will receive the following message indicating your batch action has been queued.

The confirmation message is displayed in a white box with a dark border. The text reads: 'Your **flag** is in the queue!' followed by 'A **flag** is in the queue to send to **207 students**. It could take several minutes to complete.' Below the text is a starfish icon. Underneath the icon is a blue button with the text 'BACK TO STUDENT LIST'. Below the button is a blue link: 'Review queued items on the Home page'. At the bottom of the box, there is a small note: 'Did you make a mistake? There's still time to [cancel the batch send](#).'

What happens next?

There are several options you can do next:

Back to Student List upon selection your batch request begins and you are returned to the *My Students* page.

Review queued items on the Home page upon selection your batch request begins and you are directed to the Home page where you can track the status of the action(s) in the **Batch Sent Items** widget.

Cancel upon selection your batch send job is canceled. No action has occurred.

Note: Batch jobs may take some time to complete. Be sure to check the queue on the Home page to monitor the progress.