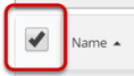# Select All Checkbox

1	Click in the upper-left hand corner.
2	Select **STUDENTS** and then **MY STUDENTS**.
3	Filter or select your search criteria to narrow down to your desired group of students.
4	Check the **SELECT ALL** checkbox to select all students that meet your search criteria.
5	That total number of students that have been selected will display at the bottom of the page.
6	If you have selected less than 50 students, the system will process your request immediately. If you have selected more than 50, you will receive a confirmation page. Select **YES, FINISH** to confirm your selection.
7	You will received a message indicating that your batch action has been queued.
8	Make a selection from the options presented. If you remain idle on this page for 2 minutes, the batch job begins to process and you are returned to the student list.

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