

# Batch Program Assignment Wizard

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Batch Program Assignment Wizard

The **Batch Program Assignment Wizard** adds, deletes, or modifies assignment of the selected flag, graduation program, academic program, program or program with sessions on the selected students' Flags, Programs (General), or Programs (Academic Planning) tools. It also manages course assignments, tracks graduation and academic progress, locks or unlocks plans, posts diplomas, and updates Course Requests.

Batch Program Assignment Wizard ★

[Student Information](#) > [Program Administration](#) > Batch Program Assignment Wizard

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type field for chosen students, who may only have one graduation program. It also manages course assignments, tracks graduation and academic progress, locks or unlocks plans, posts diplomas, and updates Course Requests.

Select Type

Flag

☒ Select Filter
 ☐ Batch Add

Select Program

Medical

Select Mode

☒ Add Participation
 ☐ Delete Participation
 ☐ Edit Participation

Start Date

End Date

Select Filters (at least one)

Grade(s)

Select one or more grade levels.

Ad Hoc Filter

Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)

Select one or more scheduling groups.

Update

Refresh

Show top 50

tasks submitted between 09/25/2025 and 10/02/2025

Batch Queue List

Queued Time	Report Title	Status	Download

Batch Program Assignment Wizard

See the [Batch Program Assignment Wizard Tool Rights](#) article for information about rights needed to use this tool.

## General Information

- **Select a school and calendar from the Context Switcher before selecting a program type to batch assign.** Depending on the selected program type, users may see programs that can be assigned district-wide, programs that apply only to their school, and inactive programs (red text).
- **A student can have multiple assignments of any program type other than graduation.** Students are allowed only one graduation program assignment. If the student

already has a graduation program assigned to them, it is overwritten when a new assignment is made.

- **Some programs are created with requirements or conditions students must meet in order to be assigned to them.** For example, students assigned to a graduation program must have the appropriate cohort start and end year if that information is associated with the selected graduation program.

# Batch Assignment By Type

## Academic Program

[Academic Programs](#) define a course of study. The [Progress](#) tool displays a selected student's progress toward meeting requirements for completing the program(s) to which they are assigned, such as course requirements, assessments, and certificates. Not every state uses Academic Programs, and those that do may use them differently.

Batch Program Assignment Wizard

Student Information > Program Administration > Batch Program Assignment Wizard

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type field for chosen students, who may only have one graduation program. It also manages course assignments, tracks graduation and academic progress, locks or unlocks plans, posts diplomas, and updates Course Requests.

Select Type

Academic Program

Use the Context Switcher to select a specific school or calendar, or All Schools, to apply updates accordingly.

Select Program(s)

CTE Participant (to be deleted upon confirmation) (CTE)  
CTE Participant 1237 test8/26 (CTE)  
CTE-C: CCP Ag, Food, and Nat Res-WCAG/AGNR (CTE)  
CTE-C: CCP Architecture and Construction-WCAC/ARCH (CTE)  
CTE-C: CCP Arts, A/V Tech, and Comm-WCAR/AAVC (CTE)  
CTE-C: CCP Business Mgmt and Admin-WCBM/BMA (CTE)  
CTE-C: CCP Education and Training-WCED/EDUC (CTE)  
CTE-C: CCP Finance-WCFN/FINA (CTE)  
CTE-C: CCP Government and Public Admin-WCGV/GOVT (CTE)  
CTE-C: CCP Health Science-WCHL/HLTH (CTE)  
CTE-C: CCP Health Science-WCHL/HLTH (Copy) (CTE)  
CTE-C: CCP Hospitality and Tourism-WCHT/HOSP (CTE)

Select Mode

☒ Add Participation  
☐ Only students with completed requirements  
☐ Include inactive students  
☐ Delete Participation  
☒ Edit Participation

Start Date

End Date

If any of the selected students already have an assignment to the selected Academic Program do the following:

☒ Ignore students with a current Assignment to the selected Academic Program  
☐ Auto-End overlapping Academic Program Assignments

☒ Select Filter  
☐ Batch Add

Select Filters (at least one)

Grade(s)

Ad Hoc Filter

Scheduling Group/Team(s) (Optional)

Quick Search:

Active today:

Grade:

Name:

Sort:

All Students

09 Ahmed, Giana #241900068  
09 Andersen, Koda #241900047  
09 Arellano, Novalee #241900113  
09 Ayers, Stevie #241900068  
09 Bailey, Lylah #241900070  
09 Barton, Cara #241900127  
09 Beil, Della #241900016  
09 Beil, Troy #241900069  
09 Bender, Carter #241900042  
09 Benjamin, Bodhi #241900134  
09 Berg, Rylan #241900040  
09 Bhakta, Arjun #055460071  
09 Blackburn, Alexander #241900116  
09 Blair, Angel #241900021  
09 Blair, Melani #241900058

Selected Students

09 Ayers, Stevie #241900068  
09 Beil, Troy #241900069  
09 Bender, Carter #241900042  
09 Bhakta, Arjun #055460071

Submit to Batch

Refresh Show top 50 tasks submitted between 09/25/2025 and 10/02/2025

Batch Queue List

Queued Time	Report Title	Status	Download

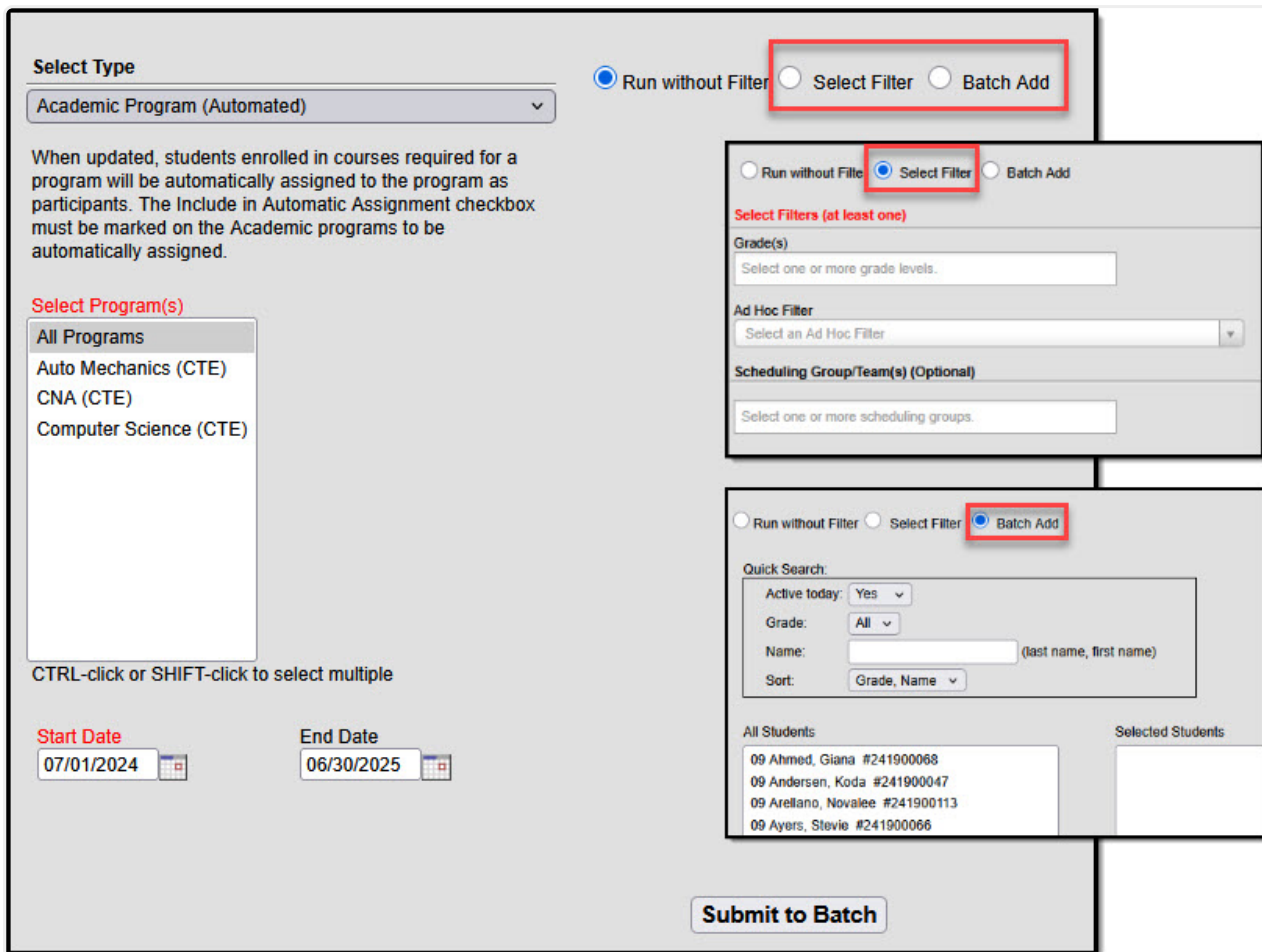
Batch Program Assignment Wizard - Academic Program

- From the **Context Switcher**, select either one school or All Schools.

- **Select Type:** Academic Program
- **Select Programs:** select one or more programs to update
- Choose Students to update (**Select Filter** OR **Batch Add**)
  - **Select Filter:** Select at least one filter type. (**Example:** Selecting **Grade(s)=09** and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - **Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
- **Select Mode** (choose one)
  - **Add Participation**
    - **Only students with completed requirements:** select to align program to students who aren't currently assigned to it but have already completed the program's requirements
    - **Include inactive students:** appears when "Only students with completed requirements" is selected, allows inclusion of students who completed requirements but are not actively enrolled
  - **Delete Participation:** remove participation records for selected program
    - **Note for CTE Programs:** CTE Program Participation Records are only deleted when the end date is NULL or occurs in the future.
  - **Edit Participation:** choose to edit participation by entering a Start and/or End Date. If you wish to override or remove existing dates, select **Override Existing Data**, indicate which dates to **include**, and either enter dates or leave the fields blank as appropriate.
- **Start/End Date:** you must enter a date if the field is red (e.g. Start Date on Add Participation), otherwise enter dates or leave dates blank as appropriate
  - **Note for CTE Programs:** CTE Program Participation Records are only deleted when the end date is NULL or occurs in the future.
- Select **Ignore** to skip students already assigned to the program(s) or select **Auto-End** to end date existing overlapping assignments.
- **Submit to Batch.** Select options for when the batch job should run (e.g. off-peak hours for large amounts of data), then select **OK**.

## Academic Program (Automated)

[Academic Programs](#) that have been marked **Include in Automatic Assignment** appear in the list of programs that can be selected for automated assignment. Some schools follow this process at the beginning of every year, using first and last instructional day dates, expecting that students may be assigned to one or more new programs annually based on courses they take.



**Select Type**

Academic Program (Automated)

When updated, students enrolled in courses required for a program will be automatically assigned to the program as participants. The Include in Automatic Assignment checkbox must be marked on the Academic programs to be automatically assigned.

**Select Program(s)**

All Programs

Auto Mechanics (CTE)

CNA (CTE)

Computer Science (CTE)

CTRL-click or SHIFT-click to select multiple

**Start Date**

07/01/2024

**End Date**

06/30/2025

**Submit to Batch**

**Run without Filter** **Select Filter** **Batch Add**

**Select Filters (at least one)**

Grade(s)

Select one or more grade levels.

**Ad Hoc Filter**

Select an Ad Hoc Filter

**Scheduling Group/Team(s) (Optional)**

Select one or more scheduling groups.

**Quick Search:**

Active today: Yes

Grade: All

Name: (last name, first name)

Sort: Grade, Name

**All Students**

09 Ahmed, Giana #241900068

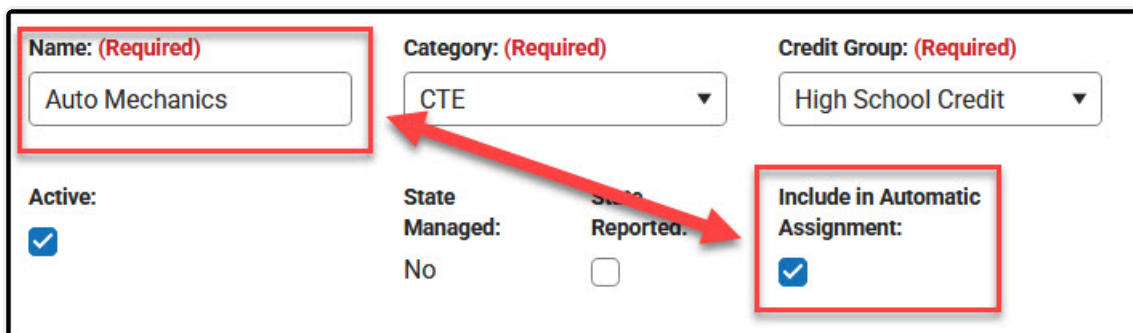
09 Andersen, Koda #241900047

09 Arellano, Novalee #241900113

09 Ayers, Stevie #241900066

**Selected Students**

Batch Program Assignment - Academic Program (Automated)



**Name: (Required)**

Auto Mechanics

**Category: (Required)**

CTE

**Credit Group: (Required)**

High School Credit

**Active:**

☒

**State Managed:**

No

**Include in Automatic Assignment:**

☒

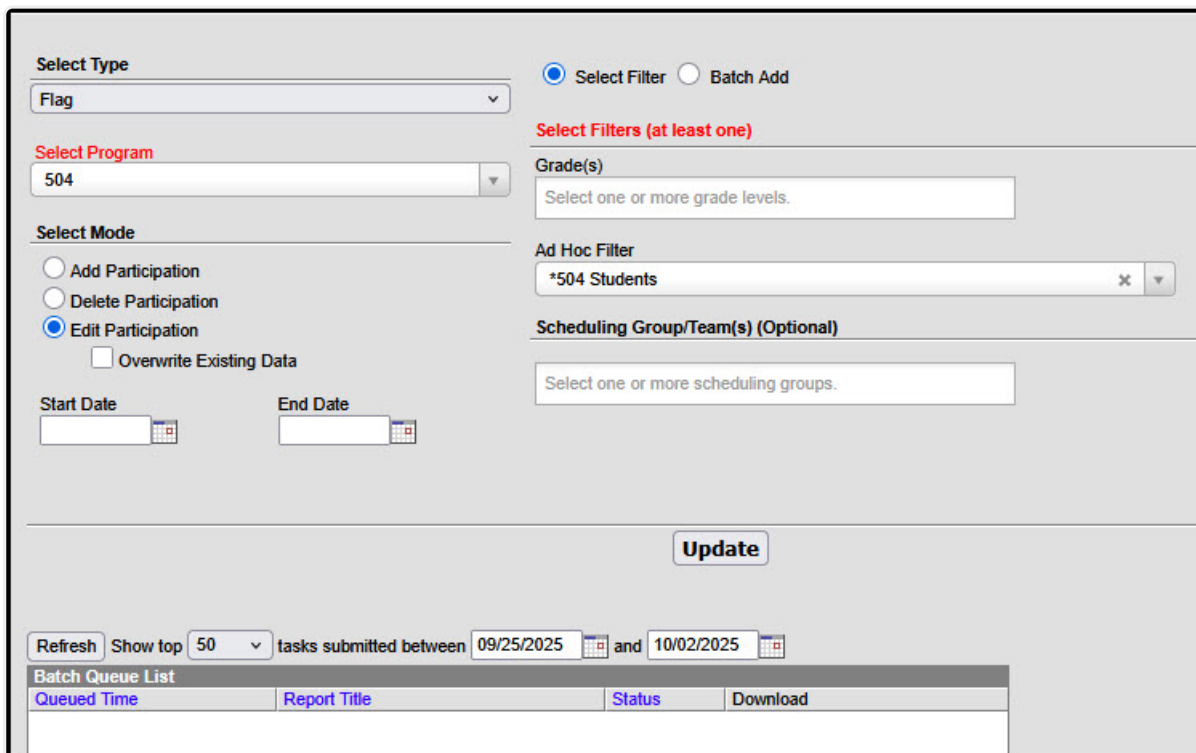
Program Marked for Automatic Assignment

- Select Type:** Academic Program (Automated)
- Select Programs:** select one or more programs to update
- Choose Students to update (**Select Filter** OR **Batch Add**)
  - Run without Filter:** This selection runs for all students, is resource-intensive, and should be run during off-peak hours.
  - Select Filter:** Select at least one filter type. (**Example:** Selecting **Grade(s)**=09 and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
- Enter a **Start Date** and, optionally, an **End Date**.

5. **Submit to Batch:** Select options for when the batch job should run (e.g. off-peak hours for large amounts of data), then select **OK**.
6. Students enrolled in courses required for a program will be assigned to the program as participants. Assignments are not duplicated.

## Flag

[Flags](#) are alerts that schools can create and assign to students to indicate things such as participation in a program, or if a student has a contact or medical alert. Start and End Dates set the date range during which the flag's icon, if it has one, appears next to the student's name in Campus.



The screenshot shows the 'Batch Program Assignment - Flag' form. It includes sections for 'Select Type' (Flag), 'Select Program' (504), 'Select Mode' (Add Participation, Delete Participation, Edit Participation), 'Start Date', 'End Date', 'Select Filter' (Select Filter, Batch Add), 'Select Filters (at least one)' (Grade(s), Ad Hoc Filter), 'Scheduling Group/Team(s) (Optional)', and an 'Update' button. At the bottom, there is a 'Batch Queue List' table with columns for Queued Time, Report Title, Status, and Download.

*Batch Program Assignment - Flag*

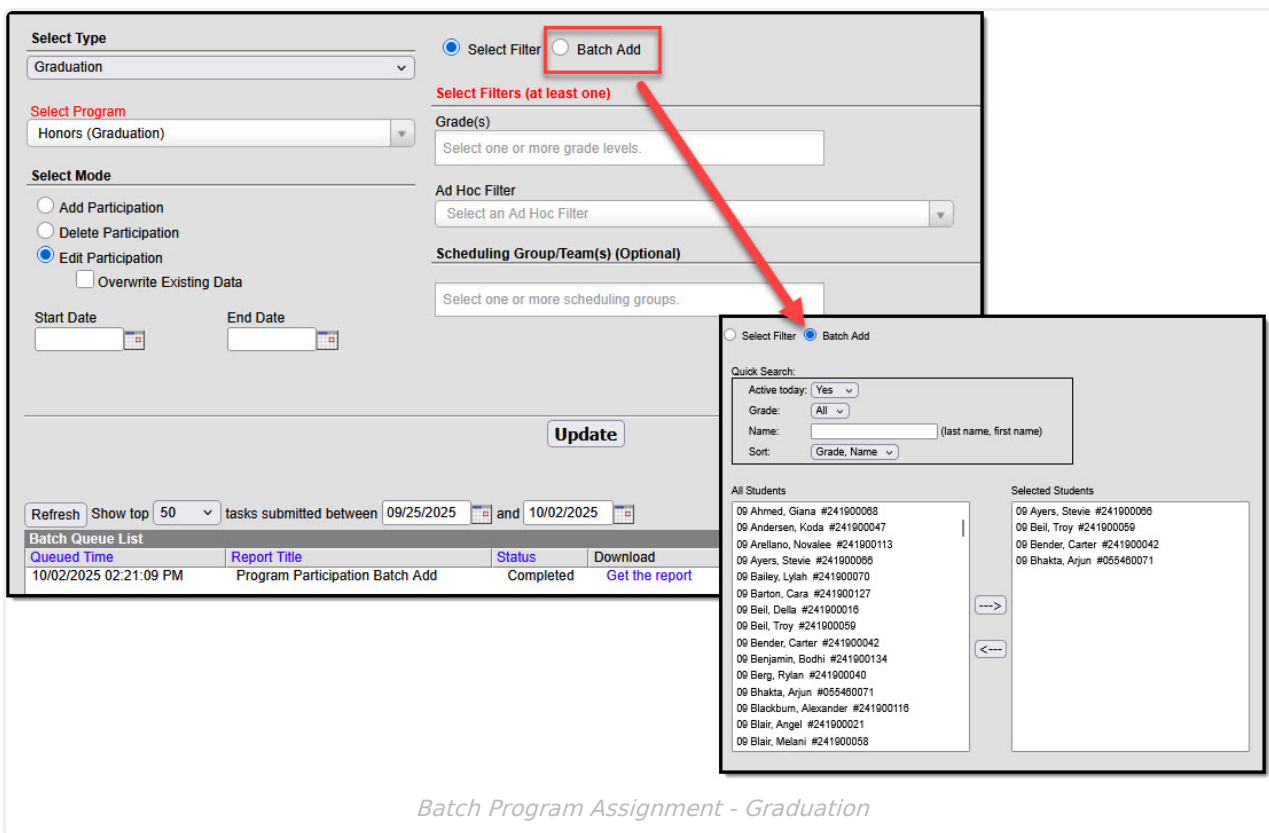
1. **Select Type:** Flag
2. **Select Program:** choose one program from the list
3. Choose Students to update (**Select Filter** OR **Batch Add**)
  - **Select Filter:** Select at least one filter type. (**Example:** Selecting **Grade(s)**=09 and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - **Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
4. **Select Mode** (choose one):
  - **Add Participation:** add flag to selected students that do not already have one
  - **Delete Participation:** remove flag from selected students
  - **Edit Participation:** choose to edit participation by entering a Start and/or End Date. If you wish to override or remove existing dates, select **Override Existing Data**, indicate which dates to **include**, and either enter dates or leave the fields blank as appropriate.

5. Select **Update** to apply selections, then select **OK** to close the confirmation message that appears.

## Graduation

[Graduation Programs](#) define all the academic requirements necessary for a student to graduate, such as courses to be taken and GPA to be earned.

- A student may only be assigned to one graduation program at a time.
- Changing the student's graduation program doesn't change recorded data regarding things such as classes taken and grades earned.
- The student's [Progress](#) toward meeting graduation standards could change based on the requirements defined for whatever graduation program they're currently assigned to.



*Batch Program Assignment - Graduation*

1. **Select Type:** Graduation
2. **Select Program** students will be assigned to
3. Choose Students to update (**Select Filter** OR **Batch Add**)
  - **Select Filter:** Select at least one filter type. (**Example:** Selecting **Grade(s)**=09 and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - **Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
4. **Select Mode** (choose one):
  - **Add Participation:** add program for selected students
  - **Delete Participation:** remove program for selected students
  - **Edit Participation:** choose to edit participation by entering a Start and/or End Date. If you wish to override or remove existing dates, select **Override Existing Data**, indicate

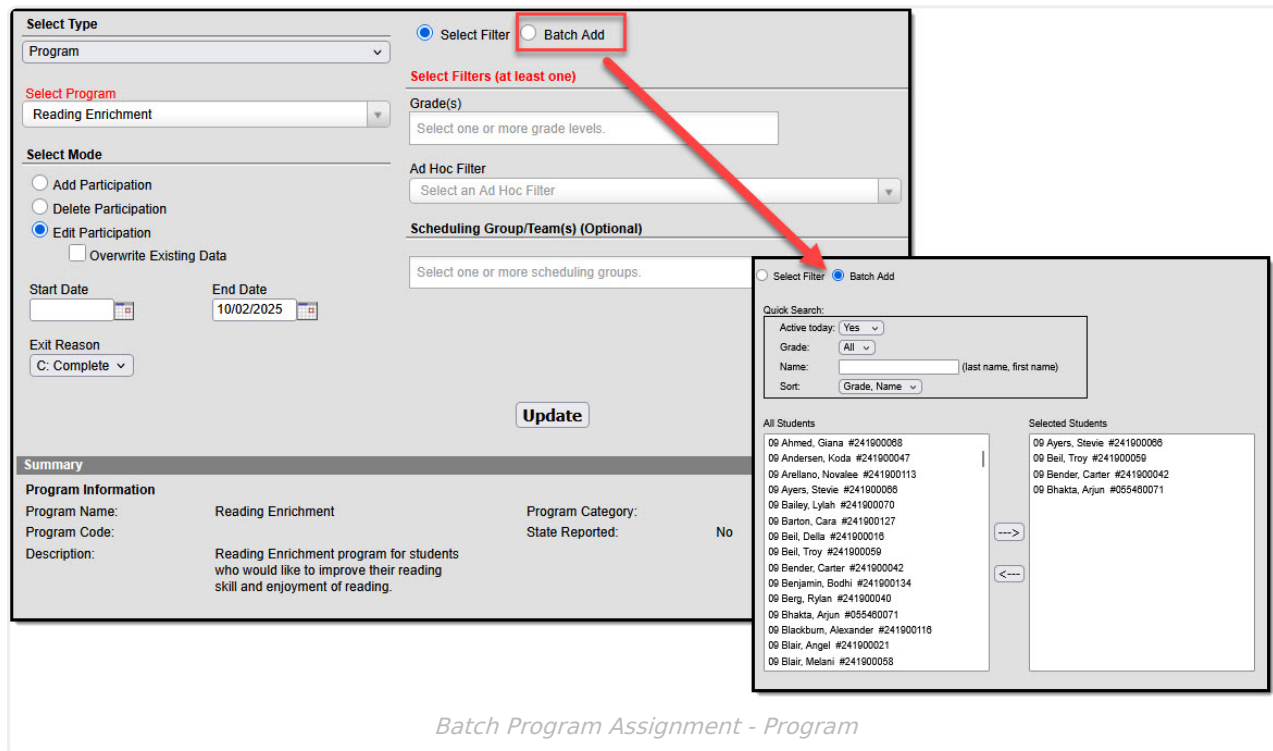


which dates to **include**, and either enter dates or leave the fields blank as appropriate.

5. Select **Update** to apply selections, then select **OK** to close the confirmation message that appears.

## Program

Programs can be used to indicate student participation in whatever a [district defines as a program](#). Examples include after school clubs, intramural sports, or community education. When you select a program a summary of program information appears just beneath the Update button.



**Select Type**  
Program

**Select Program**  
Reading Enrichment

**Select Mode**  
☐ Add Participation  
☐ Delete Participation  
☒ Edit Participation  
☐ Overwrite Existing Data

**Start Date**  
10/02/2025

**End Date**  
10/02/2025

**Exit Reason**  
C: Complete

**Update**

**Summary**

**Program Information**

Program Name: Reading Enrichment  
 Program Code:   
 Description: Reading Enrichment program for students who would like to improve their reading skill and enjoyment of reading.

Program Category:   
 State Reported: No

**Select Filter** ☒ **Batch Add**

**Select Filters (at least one)**

**Grade(s)**  
Select one or more grade levels.

**Ad Hoc Filter**  
Select an Ad Hoc Filter

**Scheduling Group/Team(s) (Optional)**  
Select one or more scheduling groups.

**Quick Search:**  
 Active today: Yes  
 Grade: All  
 Name: (last name, first name)  
 Sort: Grade, Name

**All Students**

09 Ahmed, Giana #241900098
09 Andersen, Koda #241900047
09 Arellano, Novalee #241900113
09 Ayers, Stevie #241900098
09 Bailey, Lylah #241900070
09 Barton, Cara #241900127
09 Beil, Della #241900016
09 Beil, Troy #241900059
09 Bender, Carter #241900042
09 Benjamin, Bodhi #241900134
09 Berg, Rylan #241900040
09 Bhakta, Arjun #055480071
09 Blackburn, Alexander #241900116
09 Blair, Angel #241900021
09 Blair, Melani #241900058

**Selected Students**

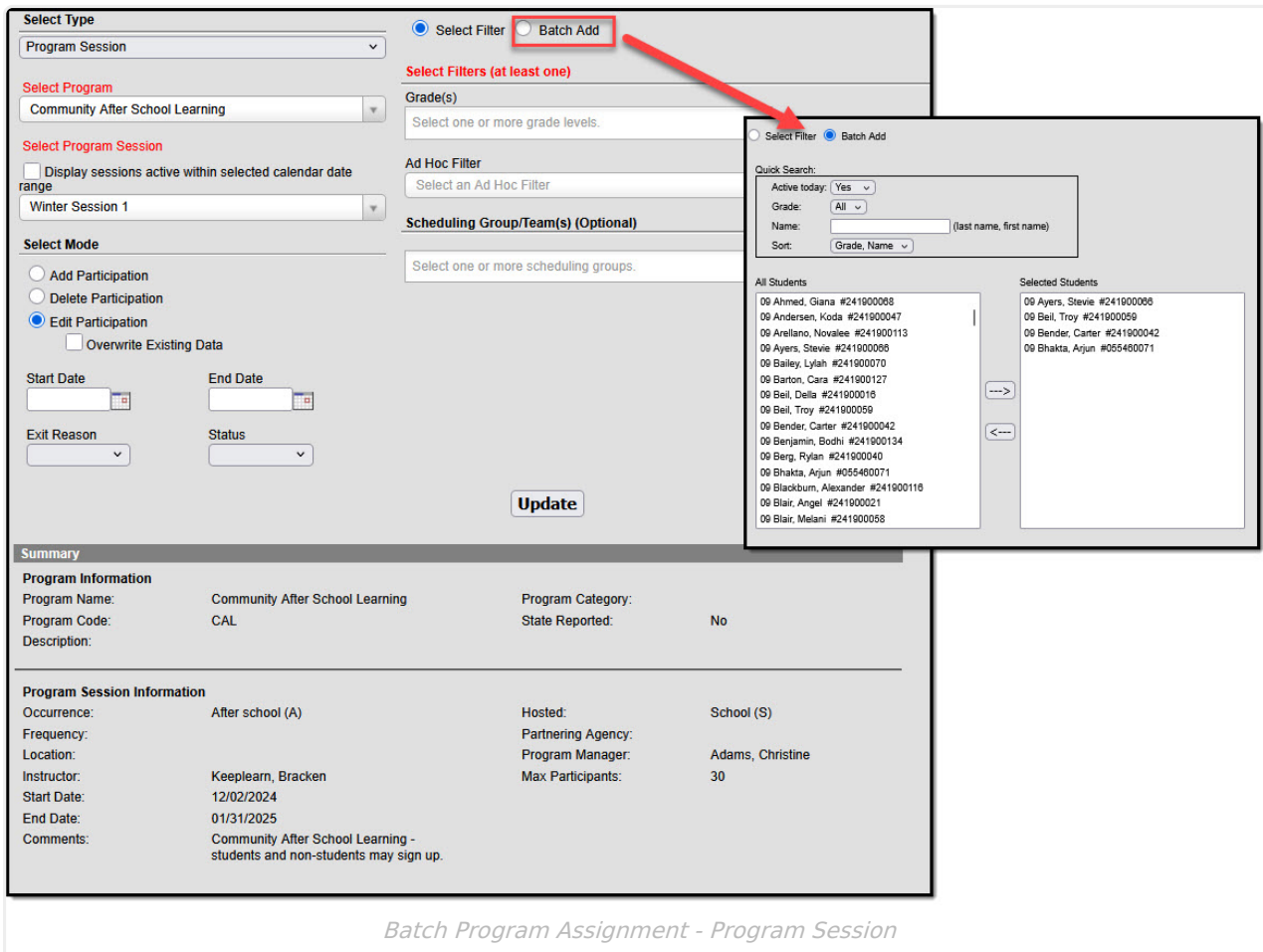
09 Ayers, Stevie #241900098
09 Beil, Troy #241900059
09 Bender, Carter #241900042
09 Bhakta, Arjun #055480071

*Batch Program Assignment - Program*

1. **Select Type:** Program
2. **Select Program** students will be assigned to
3. Choose Students to update (**Select Filter** OR **Batch Add**)
  - **Select Filter:** Select at least one filter type. (Example: Selecting **Grade(s)**=09 and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - **Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
4. **Select Mode** (choose one):
  - **Add Participation:** add program for selected students
  - **Delete Participation:** remove program for selected students
  - **Edit Participation:** choose to edit participation by entering a Start and/or End Date. If you wish to override or remove existing dates, select **Override Existing Data**, indicate which dates to **include**, and either enter dates or leave the fields blank as appropriate.
5. **Exit Reason:** select an exit reason if students are leaving the program and you need to indicate why.
6. Select **Update** to apply selections, then select **OK** to close the confirmation message that appears.

# Program Session

[Program Sessions](#) track the date, time, and location that an instance of a program is taking place. This option only displays programs for which sessions or instances of a program that can be tied to specific dates, times, and locations have been created.



**Select Type**  
Program Session

**Select Program**  
Community After School Learning

**Select Program Session**  
☐ Display sessions active within selected calendar date range  
Winter Session 1

**Select Mode**  
☐ Add Participation  
☐ Delete Participation  
☒ Edit Participation  
☐ Override Existing Data

**Start Date**  
[Date Picker]

**End Date**  
[Date Picker]

**Exit Reason**  
[Dropdown]

**Status**  
[Dropdown]

**Update**

**Select Filter** ☒ **Batch Add**

**Select Filters (at least one)**  
**Grade(s)**  
Select one or more grade levels.

**Ad Hoc Filter**  
Select an Ad Hoc Filter

**Scheduling Group/Team(s) (Optional)**  
Select one or more scheduling groups.

**Batch Add Modal:**  
Quick Search:  
Active today: Yes  
Grade: All  
Name: [Text Field] (last name, first name)  
Sort: Grade, Name  
All Students:  
00 Ahmed, Giana #241900098  
00 Andersen, Koda #241900047  
00 Arellano, Novalee #241900113  
00 Ayers, Stevie #241900098  
00 Bailey, Lylah #241900070  
00 Barton, Cara #241900127  
00 Beil, Della #241900016  
00 Beil, Troy #241900059  
00 Bender, Carter #241900042  
00 Benjamin, Bodhi #241900134  
00 Berg, Rylan #241900040  
00 Bhakta, Arjun #055460071  
00 Blackburn, Alexander #241900116  
00 Blair, Angel #241900021  
00 Blair, Melani #241900058  
Selected Students:  
00 Ayers, Stevie #241900098  
00 Beil, Troy #241900059  
00 Bender, Carter #241900042  
00 Bhakta, Arjun #055460071

**Summary**  
**Program Information**  
Program Name: Community After School Learning  
Program Code: CAL  
Program Category: No  
Description:  
**Program Session Information**  
Occurrence: After school (A)  
Frequency:  
Location:  
Instructor: Keeplearn, Bracken  
Start Date: 12/02/2024  
End Date: 01/31/2025  
Comments: Community After School Learning - students and non-students may sign up.  
Hosted: School (S)  
Partnering Agency:  
Program Manager: Adams, Christine  
Max Participants: 30

*Batch Program Assignment - Program Session*

- Select Type:** Program Session
- Select Program** students will be assigned to
- Select Program Session:** Select "display sessions active within selected calendar date range" to limit selection options to sessions active within the calendar selected in the Context Switcher. Choose a session from the droplist.
- Choose Students to update (**Select Filter** OR **Batch Add**)
  - Select Filter:** Select at least one filter type. (Example: Selecting **Grade(s)**=09 and **Ad Hoc Filter**=Honor Roll Students would return only 9th grade students included in the Honor Roll Students filter).
  - Batch Add:** use quick search or manual select options to locate and select students to which the update will apply.
  - Do not exceed Max Participants indicated in Program Session Information
- Select Mode** (choose one):
  - Add Participation:** add program for selected students
  - Delete Participation:** remove program for selected students
  - Edit Participation:** choose to edit participation by entering a Start and/or End Date. If you wish to override or remove existing dates, select **Override Existing Data**, indicate



which dates to **include**, and either enter dates or leave the fields blank as appropriate.

6. **Exit Reason:** select an exit reason if students are leaving the program and you need to indicate why.
7. **Status:** indicate a status to be applied, if appropriate
8. Select **Update** to apply selections, then select **OK** to close the confirmation message that appears.

**Program Session Dates:** When assigning program sessions, the entered start and end dates must be within the selected program session start and end dates.

**Max Participants:** When enrollment in a program session meets the entered Max Participant number, a pop-up message displays. Additional students can still be added to the program session, but be aware the enrollment has exceeded the entered value.