

# Batch Program Assignment Wizard

Last Modified on 04/20/2026 9:27 am CDT

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.

See the [Academic and Graduation Programs \(State Edition\)](#) article for information specific to State Edition users that manage those programs at the State level and push them down to the District level.

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 Program**

Medical ▼

---

**Select Mode**

Add Participation  
 Delete Participation  
 Edit Participation

---

**Start Date**  **End Date**

Select Filter  Batch Add

---

**Select Filters (at least one)**

**Grade(s)**

---

**Ad Hoc Filter**

---

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

---

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

Batch Queue List	Report Title	Status	Download
Queued Time			

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 completion) (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)  
 CTRL-click or SHIFT-click to select multiple

**Select 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.

**Select Mode**  
 Add Participation  
 Only students with completed requirements  
 Include inactive students  
 Delete Participation  
 Edit Participation

**Edit Participation**  
 Overwrite Existing Data  
 Start Date Include End Date Include

**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

**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

Run without Filter  Select Filter  Batch Add

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.

Run without Filter  Select Filter  Batch Add

**Quick Search:**

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

All Students	Selected Students
09 Ahmed, Giana #241900068	
09 Andersen, Koda #241900047	
09 Arellano, Novalee #241900113	
09 Ayers, Stevie #241900066	

**Submit to Batch**

*Batch Program Assignment - Academic Program (Automated)*



*Program Marked for Automatic Assignment*

1. **Select Type:** Academic Program (Automated)
2. **Select Programs:** select one or more programs to update
3. 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.
4. 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.

*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

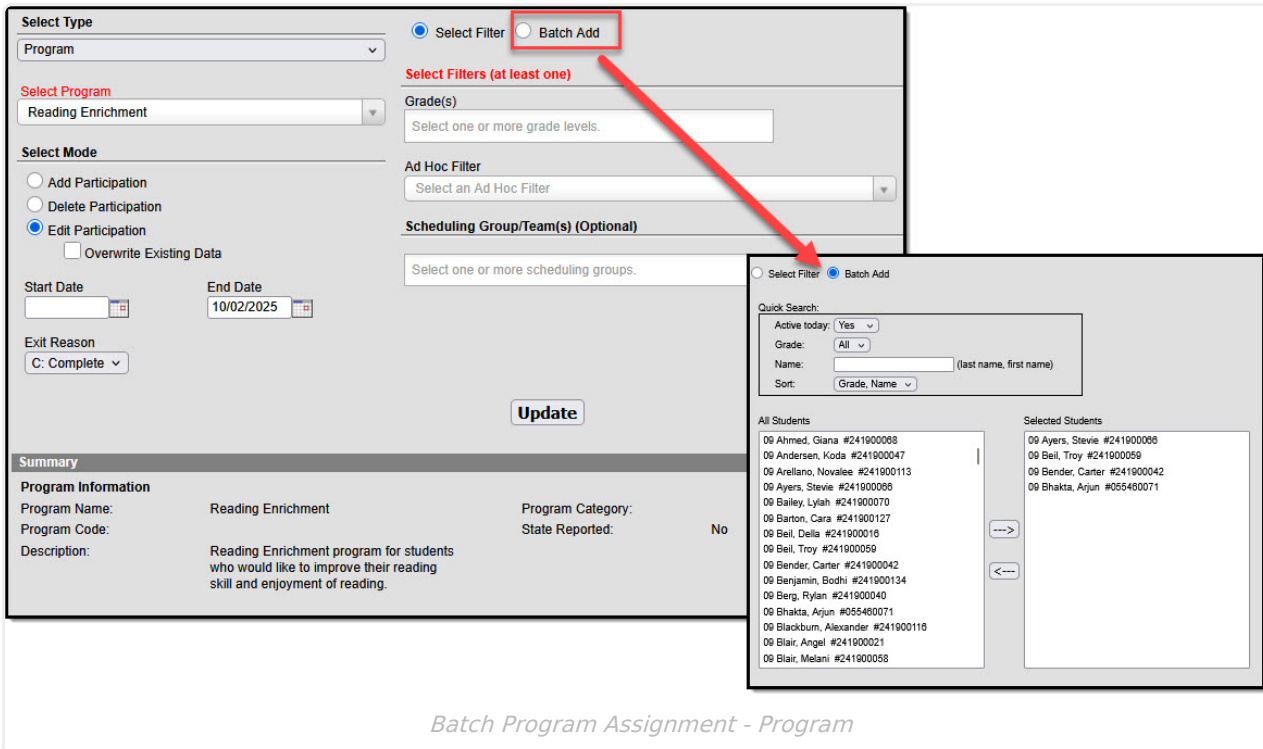
requirements defined for whatever graduation program they're currently assigned to.

*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.



*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.

Batch Program Assignment - Program Session

1. **Select Type:** Program Session
2. **Select Program** students will be assigned to
3. **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.
4. 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
5. **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.