

Batch Program Assignment Wizard

Last Modified on 02/07/2025 11:02 am CST

Tool Search: Batch Program Assignment Wizard

The **Batch Program Assignment Wizard** adds, deletes, or modifies the selected flag, graduation program, academic program, program or program with sessions to (or from) the selected students' Flags, Programs, or Programs (Student Information > General) tools.

Students receiving a flag, graduation program, academic program, program assignment or program session are chosen by using filters or by selecting students using the batch add option. The selected flag, program or academic program is assigned as of the entered start date. 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.

Batch Program Assignment Wizard ☆
Student Information > Program Administration > Batch Program Assignment Wizard

Batch Assignment Tool

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).
Students can only be assigned one graduation program.

Select Type

Academic Program

Select Program(s)

- All Programs
- Graduation Requirements (Graduation)
- 504
- AIG
- Math
- Reading
- Chronically Absent
- CTE Participant (To be deleted upon confirmation) (CTE)
- CTE Participant 1237 (CTE)
- CTE-C: CCP Ag, Food, and Nat Res-WCAG/AGNR (CTE)
- CTE-C: CCP Architecture and Construction-WCAC/ARCH (CTE)

CTRL-click or SHIFT-click to select multiple

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

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

Batch Program Assignment Wizard

When assigning programs, students must meet the requirements of the program. For example, students assigned to a graduation program must have the appropriate cohort start and end year information associated with the selected graduation program.

Batch Program Assignment Wizard

Editor

The following table defines the options available on the Batch Program Assignment Wizard.

Option	Definition
Select Type	<p>This is a list of flags, graduation programs, academic programs, and other programs and related program sessions that can be assigned to students or non-students through the Census Program Participation tools. Graduation and academic programs are labeled as such.</p>
Select Program <i>Required</i>	<p>Indicates the program that is being assigned. The list of programs is pulled from the Programs tool. This list includes inactive programs as well as active programs. Only programs that do not have program sessions are listed here.</p> <p>When assigning Programs, Program Sessions, Graduation Programs and Academic Programs, only programs marked as District Wide and those linked to the calendar selected in the toolbar are available for selection. When assigning flags, all flags are available.</p> <p>Note: If Academic Program or Academic Program (Automated) are selected as the Select Type, users may select All Programs (which includes all programs in the select Program(s) list for Batch Assignment) or use the CTRL and Shift keys to select the programs they wish to include.</p>
Display Sessions Occurring in Selected Calendar	<p>Indicates which Program Sessions display for student assignment.</p> <ul style="list-style-type: none"> • When marked, only those sessions occurring within the date range of the selected calendar in the Campus toolbar are available. • When not marked, all program sessions display in the Selected Program Sessions dropdown. Active program sessions display at the top of the list; inactive program sessions display in red font. <p>This only applies to Program Sessions.</p>
Select Program Session <i>Required</i>	<p>Indicates the session of the selected program that is being assigned. Only programs that are marked for Program Sessions are listed here.</p> <p>This field only displays when the Select Type field is set to Program Session.</p>

Option	Definition
Select Mode	<p>Indicates whether the flag or program is being assigned (Add Participation), removed (Delete Participation) or modified (Edit Participation). When editing program participation, existing data can also be modified (when the Overwrite Existing Data checkbox is marked).</p> <div style="border: 1px solid #add8e6; padding: 10px; background-color: #e6f2ff; margin-top: 10px;"> <p>When using Add Participation an additional checkbox is available for academic programs only labeled Only students with completed requirements. When this checkbox is marked, only students who have completed all of the requirements for an academic program are assigned that program.</p> </div>
Start Date <i>Required</i>	<p>Entered date is the start date of the selected program or flag, or when the student is first enrolled/assigned in the program or program session. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.</p> <p>This is required when adding program participation (but not when deleting or editing)</p>
End Date	<p>Entered date is the end date of the selected program or flag, or when the student ends enrollment/assignment in the program or program session. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.</p>
Exit Reason	<p>Selection indicates the reason the student is ending participation in the program. These are assigned on the student's Program Participation tool and options are created in the Attribute Dictionary.</p>
Status	<p>Selection indicates the student's status in the Program Session. These are assigned on the student's Program Participation tool and options are created in the Attribute Dictionary.</p>
Select Filter At least one type of filter field needs to be populated.	
Grades	<p>Students in the selected grade levels have flag or academic programs added, deleted or edited. Enter a grade level in the field to see matching results, or click in the field to choose from the available options.</p>
Ad hoc Filter	<p>When selected, a list of available ad hoc filters display that further narrow the list of students available. This field can be used in addition to the grade level selection or instead of the grade level selection. Only those students included in the filter have programs added, deleted or modified.</p>
Scheduling Group/Team(s)	<p>When selected, only those students assigned to the selected scheduling group are assigned the program, have the program deleted, or have their program assignment modified.</p>

Option	Definition
<p>Batch Add Hand-select students for program assignments without needing to create an ad hoc filter. This option functions much like the Ad hoc Selection Editor functionality.</p>	
<p>Quick Search</p>	<p>Enter or select data to return a list of matching student names. Use one or all of the available fields:</p> <ul style="list-style-type: none"> • Active today - Choose <i>Yes</i> (all active students as of the current date), <i>No</i> (all inactive students as of the current date), or <i>Both</i> (all active and inactive students as of the current date). Inactive students display in the Student List in red text, indicating their enrollment has ended (enrollment record for the selection school/year has an end date entered). • Grade - Choose a specific grade level from the dropdown list. Only grades in the selected school are available for selection. Or, leave this set to All. • Name - Enter the student's last name or part of the last name, and the student's first name or part of the first name. Use a comma to separate the last and first name. Entering "and" returns students whose last names begin with "and"; entering ":"and, isa" returns students whose last name begins with "and" and whose first name begins with "isa." • Sort - Determine how the list of students is sorted. Choose by <i>Grade</i>, <i>Name</i> (numerically by grade level, then alphabetically by last name), or by <i>Name</i> (alphabetically by last name). <p>The list of students below the Quick Search changes to only show those students who match the entered Quick Search criteria.</p>
<p>Student List</p>	<p>Instead of using the Quick Search fields, manually choose the students to include in the report by selecting the student names in the All Students list, then click the right-facing arrow. Their names move to the Selected Students column on the right. The students in the Selected Students list are added to, deleted from, or edited.</p> <p>Remove selected students from the right hand column by clicking the left-facing arrow. The student name returns to the All Students column.</p>
<p>Academic Program-Specific Filters (If any of the selected students already have an assignment to the selected Academic Program do the following:)</p>	
<p>Ignore students with a current Assignment to the selected Academic Program</p>	<p>Mark this option to select more than one group of students who may have already been enrolled in the Academic Program(s). This ensures overlapping programs are filtered out.</p>

Option	Definition
Auto-End overlapping Academic Program Assignments	Use this option to automatically end-date overlapping Academic Program assignments. The earliest record is end-date automatically so that only the most recent record is included.

The Editor also displays Summary information that lists the selected programs and program sessions, along with related data as it is selected.

Batch Assignment Tool

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).
Students can only be assigned one graduation program.

Select Type
Program Session

Select Filter Batch Add

Select Filters (at least one)

Select Program
Reading Tutoring

Select Program Session
 Display sessions active within selected calendar date range
Reading Helpers

Select Mode
 Add Participation
 Delete Participation
 Edit Participation

Start Date [] **End Date** []

Exit Reason [] **Status** []

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

Summary

Program Information

Program Name:	Reading Tutoring	Program Category:	
Program Code:		State Reported:	No
Description:			

Program Session Information

Occurrence:	Before school (B)	Hosted:	
Frequency:	Weekly (WK)	Partnering Agency:	
Location:		Program Manager:	
Instructor:	LaBar, Anthony J	Max Participants:	15
Start Date:	06/01/2022		
End Date:			
Comments:			

Programs, Program Sessions Showing Summary Information

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.

Graduation Programs: When assigning graduation programs, a warning message displays indicating any graduation program already assigned to a student are overwritten with the new program. A student can only be assigned one graduation program at a time.

Depending on the amount of students selected when managing programs, the process to add or delete programs may take some time. Please be patient and wait for the confirmation that programs have been modified. Also consider choosing a smaller set of students.

Add Program Participation

Add Program Participation using the Select Filter Options

1. Select the program type to add from the **Select Type** dropdown.
2. Select the program to add from the **Select Program** dropdown.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. Select the **Add Participation** mode.
 - A checkbox that can be used to add *Only students with completed requirements* is available if you are adding participation for an academic program.
5. Enter the **Start Date** for when the student starts in the program.
6. Select the **Select Filter** radio button.
7. Enter the **Grade(s)** of the students, or select an **Ad hoc filter** from the dropdown list, or enter a **Scheduling Group/Team**.
8. Press **Submit to Batch**. The selected program(s) are added to the students in the selected grade levels, ad hoc filters, and scheduling teams.

Once the Batch Program Assignment tool is complete, a pop-up window displays noting the total count of programs updated (or, how many students were assigned the program). Click **OK** to continue.

Add Program Participation using the Batch Add Options

1. Select the program type to add from the **Select Type** dropdown.
2. Select the program to add from the **Select Program** dropdown.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. If applicable, select the **Program Sessions** from the dropdown list.
5. Select the **Add Participation** mode.
 - A checkbox that can be used to add *Only students with completed requirements* is

available if you are adding participation for an Academic Program.

6. Enter the **Start Date** for when the student starts in the program.
7. Select the **Batch Add** radio button.
8. Enter the **Quick Search** options, or select the students from the Student List manually by moving the desired students from the All Students column to the Selected Students column.
9. Press **Submit to Batch**. The selected programs are added to the selected students.

Once complete, a pop-up window displays noting the total count of programs updated (or, how many students were assigned the program). Click **OK** to continue.

Delete Program Participation

Deleting graduation program participation deletes any associated planned courses for a student.

Delete Program Participation using the Select Filter Options

1. Select the type of program from the **Select Type** dropdown list.
2. Select the program to delete from the **Select Program** dropdown list.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. Select the **Delete Participation** mode.
5. Select the **Select Filter** radio button.
6. Enter the **Grade(s)** of the students, or select an **Ad hoc filter** from the dropdown list, or enter a **Scheduling Group/Team**.
7. Press **Submit to Batch**. The selected program is removed from the participants in the selected grade levels, ad hoc filters, and scheduling teams.

A pop-up window displays. For any flag or program type other than graduation programs this pop-up window notes the total count of programs updated (or the number of students who had the program deleted) when the Batch Program Assignment tool is complete. Click **OK** to continue. For graduation programs, a pop-up window displays the warning: "With the deletion of the student's graduation plan participation, all (# of courses) of their planned courses are also deleted. Are you sure you want to continue?". Click **OK** to proceed or **Cancel** to end the batch removal.

Delete Program Participation using the Batch Add Options

Deleting graduation program participation deletes any associated planned courses for a student.

1. Select the type of program from the **Select Type** dropdown list.

2. Select the program to delete from the **Select Program** dropdown list.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. Select the **Delete Participation** mode.
5. Select the **Batch Add** radio button.
6. Enter the **Quick Search** options, or select the students from the Student List manually by moving the desired students from the All Students column to the Selected Students column.
7. Press **Submit to Batch**. The selected program is added to the selected students.

A pop-up window displays. For any flag or program type other than graduation programs this pop-up window notes the total count of programs updated (or the number of students who had the program deleted) when the Batch Program Assignment tool is complete. Click **OK** to continue. For graduation programs, a pop-up window displays the warning: "With the deletion of the student's graduation plan participation, all (# of courses) of their planned courses are also deleted. Are you sure you want to continue?". Click **OK** to proceed or **Cancel** to end the batch removal.

Edit Program Participation

Edit Program Participation using the Select Filter Options

1. Select the type of program or program session from the **Select Type** dropdown list.
2. Select the program name from the Select Program dropdown list.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. If the selected program has a Program Session, select the desired Program Session from the dropdown list.
5. Select the program to edit from the Select Program dropdown list.
6. Choose the **Edit Participation** mode.
7. If existing program assignment data should be overwritten, mark the **Overwrite Existing Data** checkbox. If existing data should not be overwritten, leave this checkbox unmarked.
8. If modifying program start dates, enter the correct **Start Date**. When the **Overwrite Existing Data** checkbox is marked, determine if the entered date should be included in the overwritten data. If yes, mark the **Include** checkbox.
9. If modifying program end dates, enter the correct **End Date**. When the **Overwrite Existing Data** checkbox is marked, determine if the entered date should be included in the overwritten data. If yes, mark the **Include** checkbox.
10. If modifying program **Exit Reasons**, select the desired option from the dropdown list. When the **Overwrite Existing Data** checkbox is marked, determine if this field should be included in the overwritten data. If yes, mark the **Include** checkbox.
11. If modifying program **Status**, select the desired option from the dropdown list. When the **Overwrite Existing Data** checkbox is marked, determine if this field should be included in the overwritten data. If yes, mark the **Include** checkbox.
12. Select the **Select Filter** radio button.
13. Enter the **Grade(s)** of the students, or select an **Ad hoc filter** (both a grade level and an Ad hoc filter can be selected) from the dropdown list, or enter a **Scheduling Group/Team**.
14. Press **Submit to Batch**. The selected program is modified for the entered dates and reasons for the selected students.

A pop-up window noting the total count of programs updated (or, how many students had program information modified) displays when the Batch Program Assignment Wizard is complete. Press **OK** to continue.

Edit Program Participation using the Batch Add Options

1. Select the type of program or program session from the **Select Type** dropdown list.
2. Select the program name from the Select Program dropdown list.
3. If applicable, mark the **Display sessions occurring in selected calendar** checkbox.
4. If the selected program has a Program Session, select the desired Program Session from the dropdown list.
5. Select the program to edit from the Select Program dropdown list.
6. Choose the **Edit Participation** mode.
7. If existing program assignment data should be overwritten, mark the **Overwrite Existing Data** checkbox. If existing data should not be overwritten, leave this checkbox unmarked.
8. If modifying program start dates, enter the correct **Start Date**. When the **Overwrite Existing Data** checkbox is marked, determine if the entered date should be included in the overwritten data. If yes, mark the **Include** checkbox.
9. If modifying program end dates, enter the correct **End Date**. When the **Overwrite Existing Data** checkbox is marked, determine if the entered date should be included in the overwritten data. If yes, mark the **Include** checkbox.
10. If modifying program **Exit Reasons**, select the desired option from the dropdown list. When the **Overwrite Existing Data** checkbox is marked, determine if this field should be included in the overwritten data. If yes, mark the **Include** checkbox.
11. If modifying program **Status**, select the desired option from the dropdown list. When the **Overwrite Existing Data** checkbox is marked, determine if this field should be included in the overwritten data. If yes, mark the **Include** checkbox.
12. Select the **Batch Add** radio button.
13. Enter the **Quick Search** options, or select the students from the Student List manually by moving the desired students from the All Students column to the Selected Students column.
14. Press **Submit to Batch**. The selected program is modified for the entered dates and reasons for the selected students.

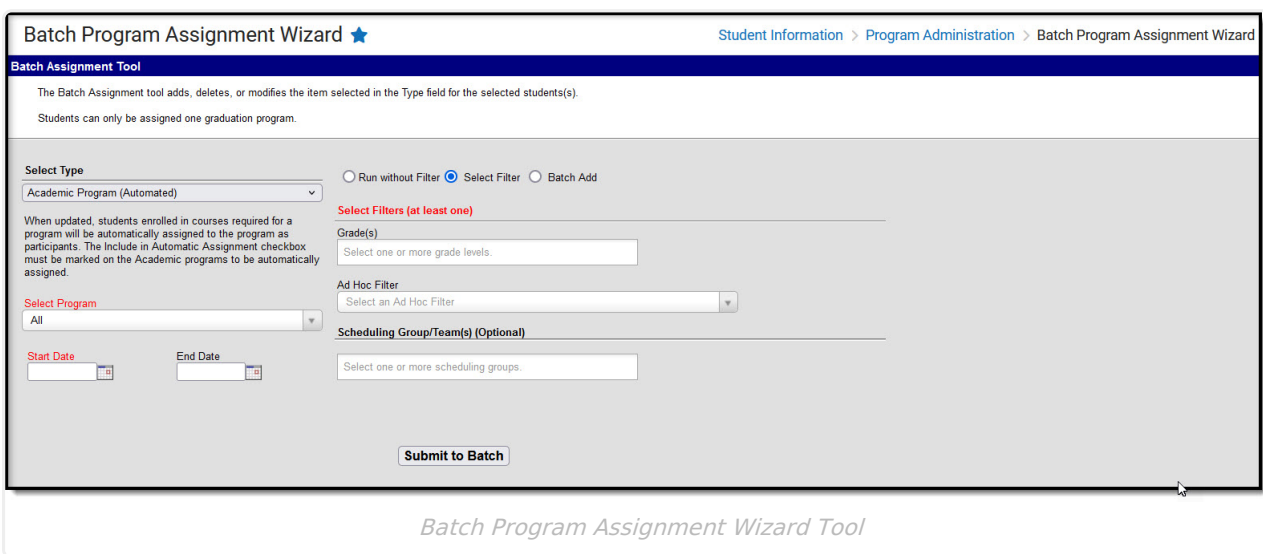
A pop-up window noting the total count of programs updated (or, how many students had program information modified) displays when the Batch Program Assignment tool is complete. Press **OK** to continue.

Program Participation Automatic Assignment

The Automated Assignment process automatically assigns students enrolled in qualifying courses to Academic Programs aligned with those courses. Students may be assigned to multiple academic programs through this process, which users may run at their desired frequency.

It is important to note that this automatic process only works if the Academic program is marked for inclusion in this process. See [Create Academic Programs](#) for more information.

Before running the auto-assignment process, make sure both [Course Requirements](#) and [Compound Requirements](#) for Academic Programs are properly set up Requirements



The screenshot shows the 'Batch Program Assignment Wizard' interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Batch Program Assignment Wizard'. Below this is a header 'Batch Assignment Tool' with a sub-header explaining the tool's function: 'The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s). Students can only be assigned one graduation program.' The main form area contains several sections: 'Select Type' with a dropdown menu set to 'Academic Program (Automated)' and radio buttons for 'Run without Filter', 'Select Filter' (which is selected), and 'Batch Add'; 'Select Filters (at least one)' with a 'Grade(s)' text input field; 'Ad Hoc Filter' with a dropdown menu; 'Scheduling Group/Team(s) (Optional)' with a text input field; and 'Start Date' and 'End Date' date pickers. A 'Submit to Batch' button is located at the bottom of the form. Below the screenshot, the text 'Batch Program Assignment Wizard Tool' is displayed.

1. Use the **Select Type** drop-list to select **Academic Programs (Automated)**.
2. The **Select Program** field allows the user to select the academic program for which to run the automatic assignment. Select the desired program from the drop-list. To run automatic assignment for ALL academic programs, select **All**. The assignment process defaults to All programs.
3. The **Start** and **End Date** fields are used to select the date range for which to run the process. Students enrolled in qualifying courses during the date range are automatically enrolled in academic programs that are active within the date range.
 - If instructional dates are setup in the Calendar, the Start and End Dates default to the first instructional day and the last instructional day of the selected school year.
 - A Start Date is required to run the process.
 - Users may leave the end date blank, if desired.
4. Use the **Filter** buttons to narrow the automatic assignment process to specific grade levels, ad hoc filters, or scheduling groups.
5. Once finished, press **Submit Batch**. Active students and rosters are then compared to existing active academic programs for automatic assignment. If an assignment already exists for a student, a duplicate record is NOT created.

Previous Versions

[Batch Assignment Tool \[.2227 - .2235\]](#)
