

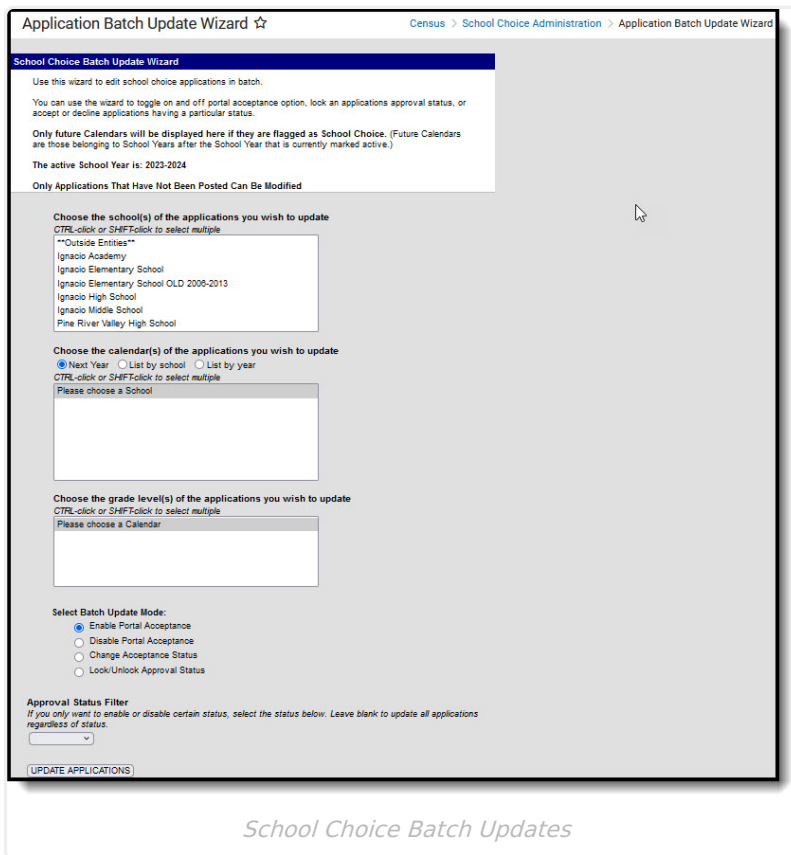
Application Batch Update Wizard

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The Batch Updates wizard will edit the school choice application for all students. Only future calendars marked as **school choice** display. Only applications that have not been posted can be modified.



Batch Update Wizard Editor

The following table defines the options available on this wizard.

| Field | Description |
|------------------------------|---|
| School Selection | Only applications from the chosen schools will have applications updated. |
| Calendar Selection | Based on the selected schools, calendars for those schools display for selection. Only selected calendars will have applications updated. |
| Grade Level Selection | After choosing the calendars, select the grade levels for which to update applications. |

| Field | Description |
|---|---|
| Batch Update Mode | <p>Only one update mode may be chosen at any time when running this wizard. This means the schools/calendars/grades selected to have enable portal acceptance can be chosen again in order to turn off portal acceptance. The following options are available:</p> <ul style="list-style-type: none"> • Enable Portal Acceptance - allows students/parents to accept enrollment in the selected school. • Disable Portal Acceptance - removes the ability for students/parents to accept enrollment in the selected school. • Change Acceptance Status - alters the status of accepted applications from one option to another. When this is chosen, two new options display for selection (Acceptance Status Filter and New Acceptance Status). • Lock/Unlock Approval Status - sets the approval status as whatever chosen option (based on selection in the Approval Status Filter) to be locked or unlocked. When locked, no further changes can be made. |
| Approval Status Filter | Allows selection of the status of the entered applications. |
| Acceptance Status Filter and New Acceptance Status | Only appears for Change Acceptance Status Mode. The chosen status changes existing applications to the new status set in the New Acceptance Status Status. |

Use the Batch Update Wizard

1. Select one or more **School**.
2. Select the **Calendars** for the applications to update.
3. Select the **Grade Levels** for which to process applications.
4. Select the desired mode.
5. If applicable, select the **Approval Status**.
6. If applicable, select the **Lock or Unlock** action.
7. Select the **Update Applications** button. Applications will be updated.