

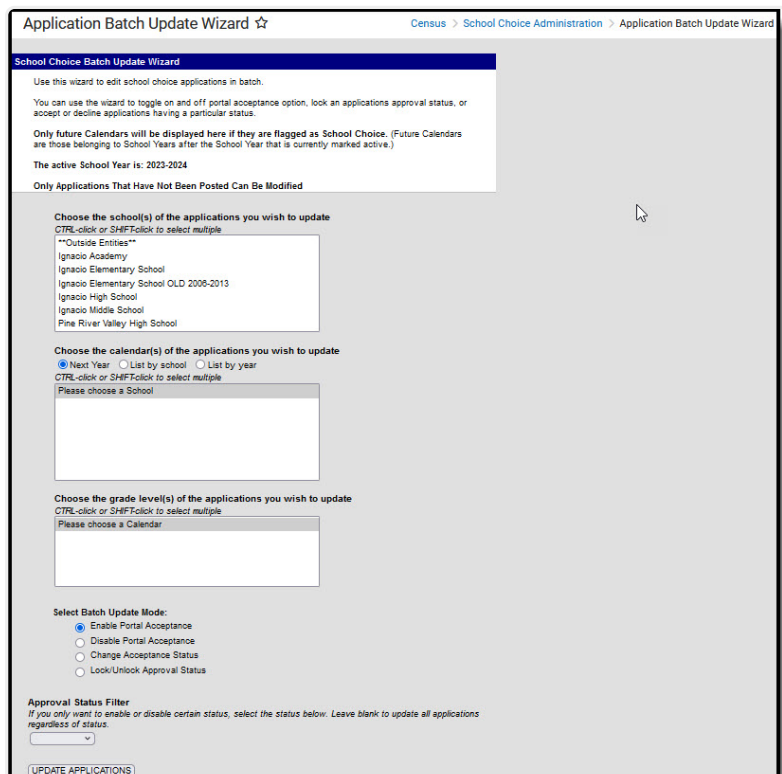
# Application Batch Update Wizard

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[Batch Update Wizard Editor](#) | [Use the Batch Update Wizard](#)

Tool Search: Batch Updates

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.



The screenshot shows the 'Application Batch Update Wizard' window. It has a title bar with the text 'Application Batch Update Wizard ☆' and a breadcrumb trail 'Census > School Choice Administration > Application Batch Update Wizard'. The main content area is titled 'School Choice Batch Update Wizard' and contains the following sections:

- Instructions:** 'Use this wizard to edit school choice applications in batch. You can use the wizard to toggle on and off portal acceptance option, lock an applications approval status, or accept or decline applications having a particular status. Only future Calendars will be displayed here if they are flagged as School Choice. (Future Calendars are those belonging to School Years after the School Year that is currently marked active.) The active School Year is: 2023-2024. Only Applications That Have Not Been Posted Can Be Modified.'
- School Selection:** 'Choose the school(s) of the applications you wish to update. CTRL-click or SHIFT-click to select multiple.' A list of schools is shown: Ignacio Academy, Ignacio Elementary School, Ignacio Elementary School OLD 2006-2013, Ignacio High School, Ignacio Middle School, and Pine River Valley High School.
- Calendar Selection:** 'Choose the calendar(s) of the applications you wish to update. [X] Next Year [ ] List by school [ ] List by year. CTRL-click or SHIFT-click to select multiple.' A dropdown menu is labeled 'Please choose a School'.
- Grade Level Selection:** 'Choose the grade level(s) of the applications you wish to update. CTRL-click or SHIFT-click to select multiple.' A dropdown menu is labeled 'Please choose a Calendar'.
- Batch Update Mode:** 'Select Batch Update Mode: [X] Enable Portal Acceptance [ ] Disable Portal Acceptance [ ] Change Acceptance Status [ ] Lock/Unlock Approval Status'.
- Approval Status Filter:** 'Approval Status Filter. If you only want to enable or disable certain status, select the status below. Leave blank to update all applications regardless of status.' A dropdown menu is shown.
- Buttons:** At the bottom left is a button labeled '(UPDATE APPLICATIONS)'.

*School Choice Batch Updates*

## Batch Update Wizard Editor

The following table defines the options available on this wizard.

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

Field	Description
<b>Batch Update Mode</b>	<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"> <li>• <b>Enable Portal Acceptance</b> - allows students/parents to accept enrollment in the selected school.</li> <li>• <b>Disable Portal Acceptance</b> - removes the ability for students/parents to accept enrollment in the selected school.</li> <li>• <b>Change Acceptance Status</b> - 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).</li> <li>• <b>Lock/Unlock Approval Status</b> - 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.</li> </ul>
<b>Approval Status Filter</b>	Allows selection of the status of the entered applications.
<b>Acceptance Status Filter and New Acceptance Status</b>	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.