

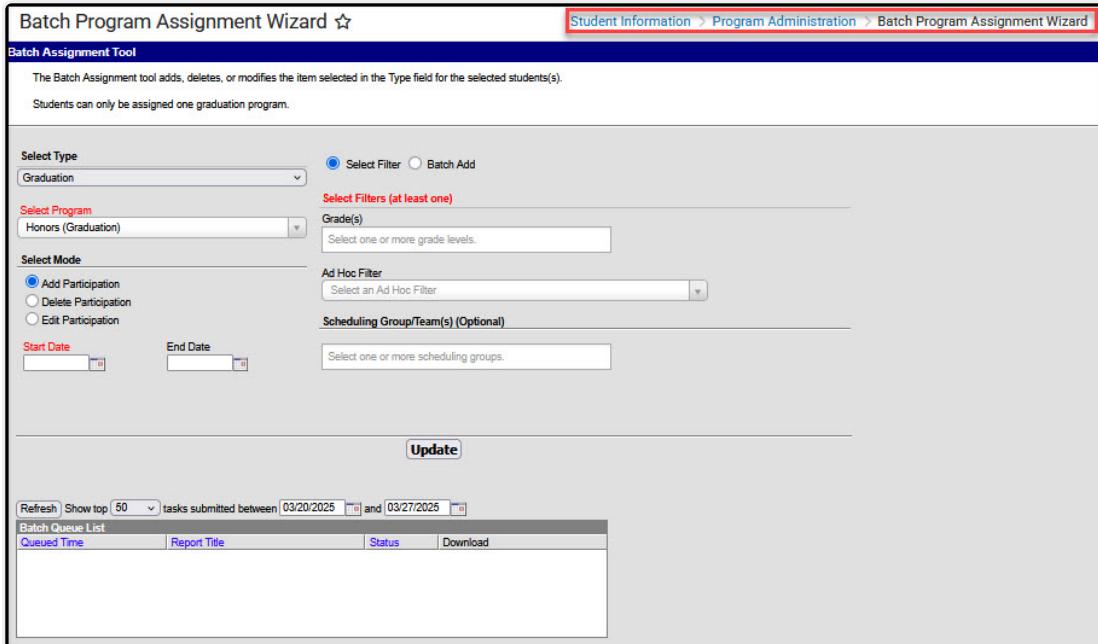
# Batch Program Assignment Wizard Tool Rights

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

Staff use the **Batch Program Assignment Wizard** to mass-assign, remove, or edit Graduation and/or Academic Program assignments.

**Only Read rights are needed for users to generate this report.**

See the [Batch Program Assignment Wizard](#) article to learn more about this tool.



The screenshot shows the 'Batch Program Assignment Wizard' tool. At the top, a navigation bar indicates the path: Student Information > Program Administration > Batch Program Assignment Wizard. The main interface is titled 'Batch Assignment Tool'. It includes a 'Select Type' dropdown set to 'Graduation', a 'Select Filter' radio button (selected), and a 'Batch Add' radio button. A 'Select Filters (at least one)' section is present. Below this are 'Select Program' (set to 'Honors (Graduation)'), 'Grade(s)' (a dropdown menu), 'Select Mode' (radio buttons for 'Add Participation' (selected), 'Delete Participation', and 'Edit Participation'), 'Start Date' and 'End Date' date pickers, and 'Scheduling Group/Team(s) (Optional)' (a dropdown menu). At the bottom of the tool area is an 'Update' button. Below the tool is a 'Batch Queue List' table with columns: Queued Time, Report Title, Status, and Download. The table is currently empty. At the very bottom of the screenshot, the navigation path 'Student Information > Program Administration > Batch Program Administration Wizard' is repeated.

## Suggested User Groups

- [Counselors](#)

See [User Groups and Suggested Roles](#) for more information.