

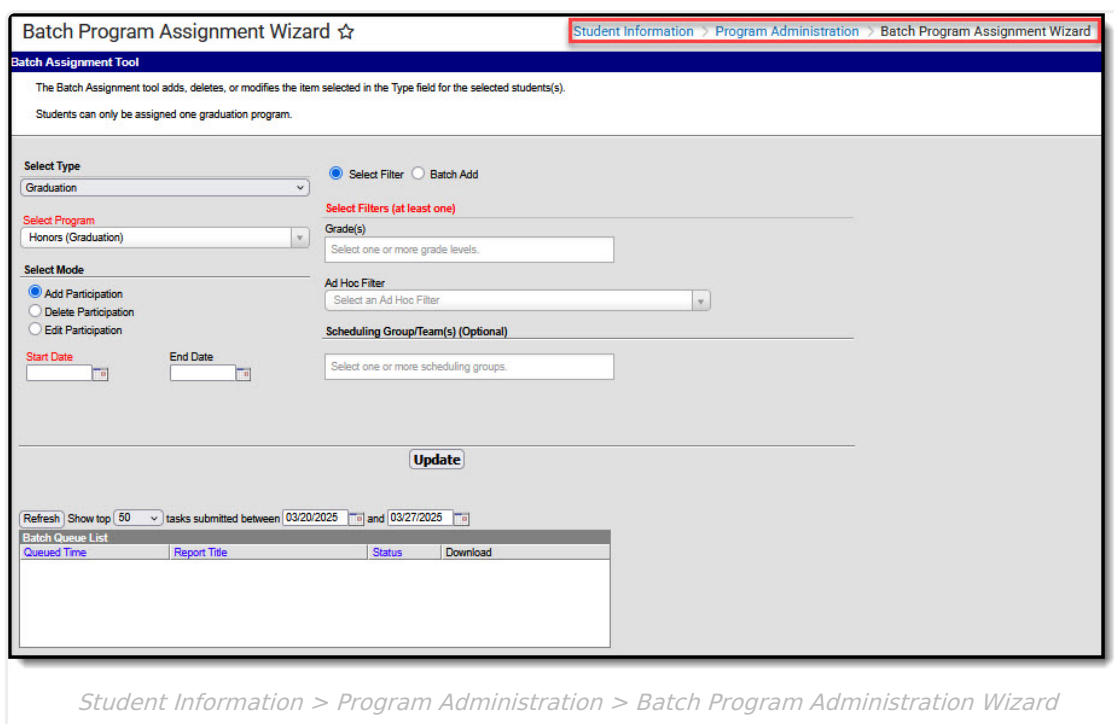
Batch Program Assignment Wizard Tool Rights

Last Modified on 12/12/2025 1:43 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.



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
Graduation

Select Filter ☒ Select Filter ☐ Batch Add

Select Program
Honors (Graduation)

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
☐ Delete Participation
☐ Edit Participation

Start Date End Date

Update

Refresh Show top 50 tasks submitted between 03/20/2025 and 03/27/2025

Queued Time	Report Title	Status	Download

Student Information > Program Administration > Batch Program Administration Wizard

Suggested User Groups

- [Counselors](#)

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