

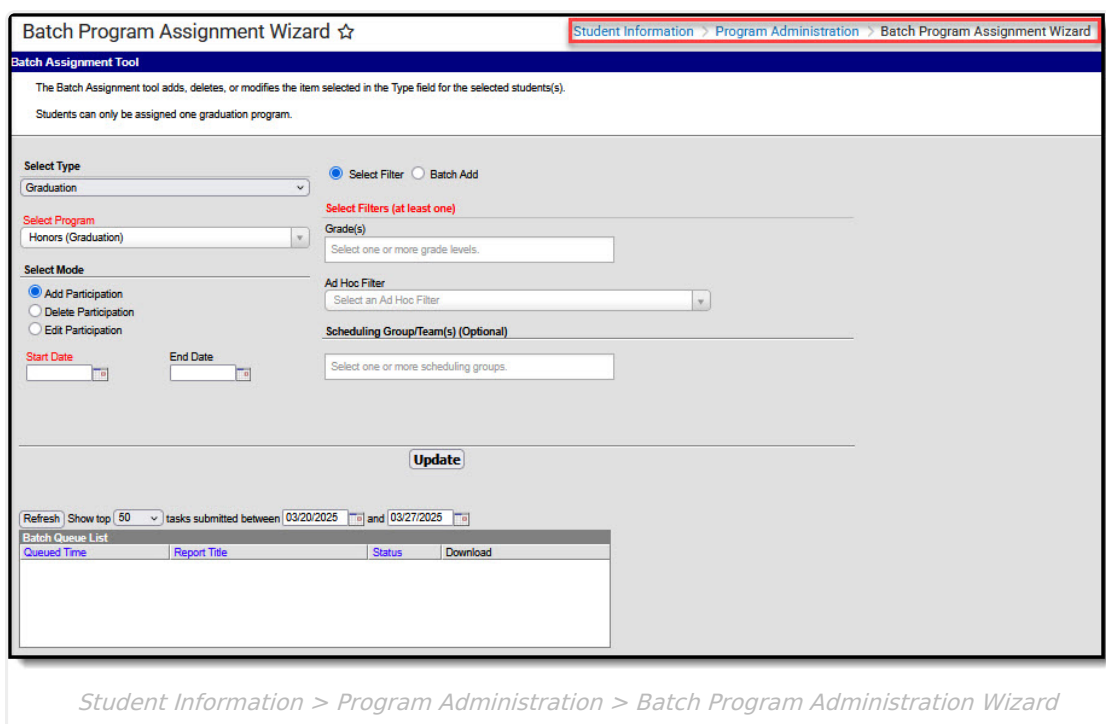
Batch Program Assignment Wizard Tool Rights

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' interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Batch Program Assignment Wizard'. Below this, the tool title 'Batch Program Assignment Wizard ☆' is displayed. The main section is titled 'Batch Assignment Tool' and contains instructions: '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 interface includes several input fields and options:

- Select Type:** A dropdown menu with 'Graduation' selected.
- Select Program:** A dropdown menu with 'Honors (Graduation)' selected.
- Select Mode:** Radio buttons for 'Add Participation' (selected), 'Delete Participation', and 'Edit Participation'.
- Select Filters (at least one):** A section with 'Grade(s)' and 'Ad Hoc Filter' dropdowns.
- Scheduling Group/Team(s) (Optional):** A dropdown menu.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Update:** A button to submit the changes.

At the bottom, there is a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

Suggested User Groups

- [Counselors](#)

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