

Batch Program Assignment Wizard Tool Rights

Last Modified on 03/27/2025 2:43 pm CDT

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

To learn how to use this tool, see the Batch Program Assignment Wizard article.

Batch Program Assignment Wizard 🏠			Student Information > Program Administration > Batch Program Assignment Wizar	
tch Assignment Tool				
The Batch Assignment tool adds, deletes, Students can only be assigned one gradu	or modifies the item selected in the Type field for the selecter ation program.	ed students(s).		
Select Type	Select Filter O Batch Add			
Graduation	<u> </u>			
elect Program	Select Filters (at least one)			
Honors (Graduation)	Grade(s)			
elect Mode	Select one or more grade levels.			
Add Participation	Ad Hoc Filter			
 Add Participation Delete Participation 	Select an Ad Hoc Filter	x		
Edit Participation	Scheduling Group/Team(s) (Optional	al)		
Start Date End Date				
	Select one or more scheduling groups	6		
	Select one or more scheduling groups	<u>s.</u>		
		6		
Tefresh) Show top (50 v) tasks submitt	ed between 03/20/2025 in and 03/27/2025 in	s		
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Student Information > Program Administration > Batch Program Administration Wizard



Suggested User Groups

• Counselors

See User Groups and Suggested Roles for more information.

