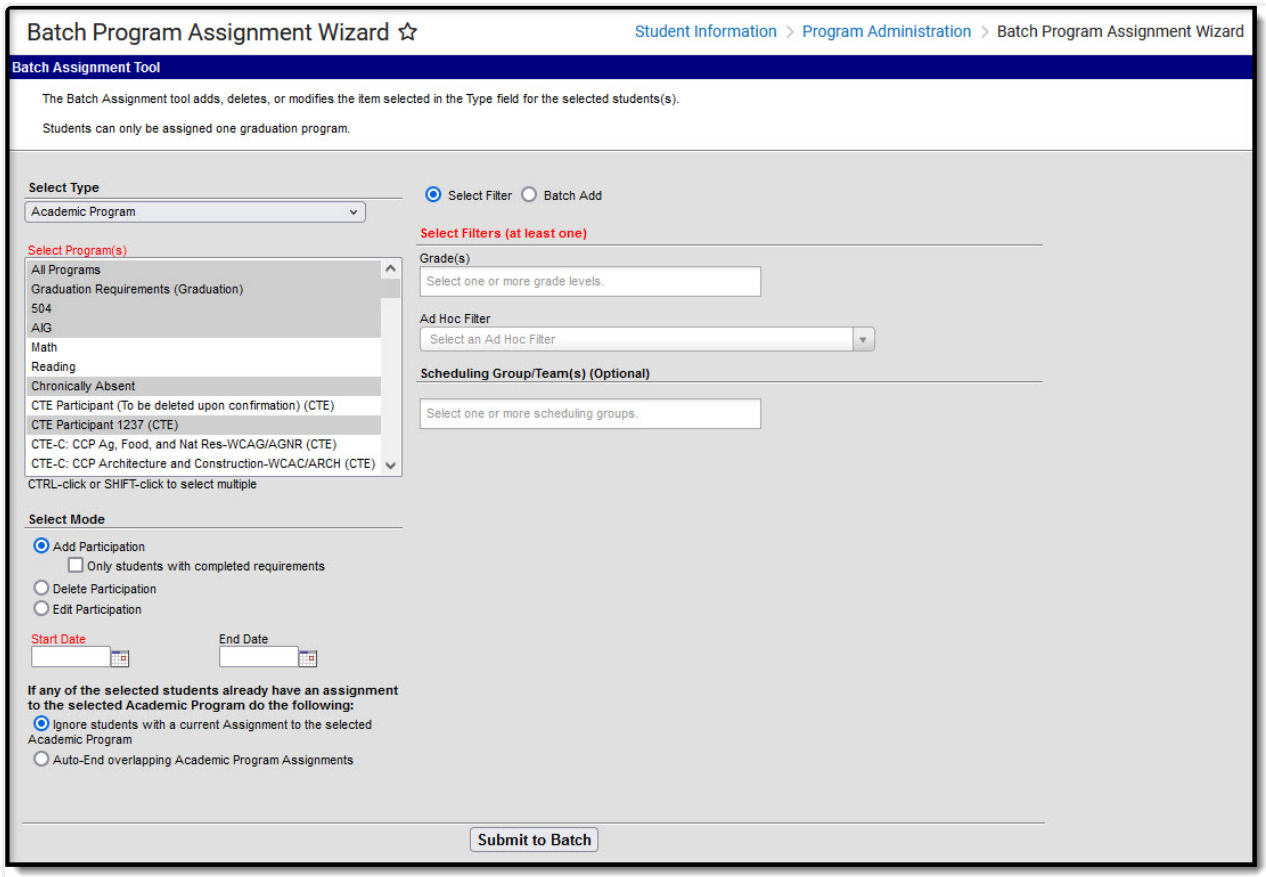
Batch Program Assignment Wizard Field Definitions

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Path: Student Information > Program Administration > Batch Program Assignment Wizard

The **Batch Program Assignment Wizard** adds, deletes, or modifies the selected flag, graduation program, academic program, program or program with sessions to (or from) the selected students' Flags, Programs, or Programs (Student Information > General) tools.

This article is a resource for those wanting to know more about the fields found in the Batch Program Assignment Wizard.



Programs can be batch assigned.

See the Batch Program Assignment Wizard Tool Rights article for information about rights needed to use this tool.

When assigning programs, students must meet the requirements of the program. For example, students assigned to a graduation program must have the appropriate cohort start and end year information associated with the selected graduation program.

Batch Program Assignment Wizard editor

The following table defines the options available on the Batch Program Assignment Wizard.

Field Name	Definition
Select Type	This is a list of the types of programs that can be batch assigned. The fields and options that display differ slightly depending on the type selected.
Select Program *Required*	Indicates the program that is being assigned. When assigning Academic Programs, Graduation Programs, Programs, and Program Sessions, programs marked as District Wide and those linked only to the calendar selected in the toolbar are available for selection. Flags are available district-wide. **Note: If Academic Program or Academic Program (Automated) are selected as the Select Type, users may select All Programs (which includes all programs in the select Program(s) list for Batch Assignment) or use the CTRL and Shift keys to select the programs they wish to include.**
Select Program Session *Program Sessions - Required*	Indicates the session of the selected program that is being assigned. **This field only displays when the Select Type field is set to Program Session.**
Display Sessions Active Within Selected Calendar Date Range *Program Sessions*	Indicates which Program Sessions display for student assignment. • When marked, only those sessions occurring within the date range of the selected calendar in the Campus toolbar are available. • When not marked, all program sessions display in the Selected Program Sessions dropdown. Active program sessions display at the top of the list; inactive program sessions display in red font. **This field only displays when the Select Type field is set to Program Session.**

Field Name	Definition

Select Mode	Indicates action being taken.
	• **Add Participation**: program is being assigned
	  ◦ **Only Students with completed requirements** (only for Academic Programs). When selected, only adds students who have completed requirements to the program.
	  ◦ **Include inactive students:** appears when "Only students with completed requirements" is selected, allows inclusion of students who completed requirements but are not actively enrolled
	• **Delete Participation**: program is being removed
	• **Edit Participation**: participation is being modified
	  ◦ **Overwrite Existing Data**: when selected, adds checkbox next to Start Date and End Date fields. Users can mark either or both boxes and enter the date(s) with which to overwrite existing data when the batch is submitted.
	  ◦ **Overwrite Existing Data (Program)**: when overwriting existing data for a Program type, checkboxes display next to Exit Reason and (if available) Exit Status. Users can mark either or both boxes and enter the information with which to overwrite existing data when batch is submitted.

Select Mode - Start Date	Entered date is the start date of the selected program or flag, or when the student is first enrolled/assigned in the program or program session. Dates are entered in *mmddyy* format, or use the calendar icon to select a date. **Start Date is required when adding program participation (but not when deleting or editing)**
Select Mode - End Date	Entered date is the end date of the selected program or flag, or when the student ends enrollment/assignment in the program or program session. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.

Field Name	Definition
Select Mode - Options for Existing Assignments *Academic Programs*	If any of the selected students already have an assignment to the selected Academic program do the following: • **Ignore students with a current Assignment to the selected Academic Program Assignment:** Mark this option to filter out students who may have already been enrolled in the Academic Program(s). This ensures overlapping programs are filtered out. • **Auto-end overlapping Academic Program Assignments:** Use this option to automatically end-date overlapping Academic Program assignments. The earliest record is end-date automatically so that only the most recent record is included.
Exit Reason *Programs*	Indicates reason student is leaving the program.
Status *Programs*	Indicates student status in the program.
Select Filter	Users may select more than one filter type, for example, Grades=10 and Ad hoc Filter=Honor Students to select 10th grade students who are also honor students. • **Grades**: Students in the selected grade levels have flag or academic programs added, deleted or edited. Enter a grade level in the field to see matching results, or click in the field to choose from the available options. • **Ad hoc Filter**: When selected, a list of available ad hoc filters display that further narrow the list of students available. This field can be used in addition to the grade level selection or instead of the grade level selection. Only those students included in the filter have programs added, deleted or modified. • **Scheduling Group/Team(s):** When selected, only those students assigned to the selected scheduling group are assigned the program, have the program deleted, or have their program assignment modified.

Field Name	Definition
Batch Add	**Quick Search:** Enter or select data to return a list of student names matching selected criteria. Use one or all of the available fields: • **Active today** - Choose *Yes* (all active students as of the current date), *No* (all inactive students as of the current date), or *Both* (all active and inactive students as of the current date). Inactive students display in the Student List in red text, indicating their enrollment has ended (enrollment record for the selection school/year has an end date entered). • **Grade** - Choose a specific grade level from the dropdown list. Only grades in the selected school are available for selection. Or, leave this set to All. • **Name** - Enter the student's last name or part of the last name, and the student's first name or part of the first name. Use a comma to separate the last and first name. Entering "and" returns students whose last names begin with "and"; entering :"and, isa" returns students whose last name begins with "and" and whose first name begins with "isa." • **Sort** - Determine how the list of students is sorted. Choose by *Grade, Name* (numerically by grade level, then alphabetically by last name), or by *Name* (alphabetically by last name). **Student List:** Instead of using the Quick Search fields, manually choose the students to include in the report by selecting the student names in the All Students list, then click the right-facing arrow. Their names move to the Selected Students column on the right. The students in the Selected Students list are added to, deleted from, or edited.
Run Without Filter *Academic Programs (Automated)*	Runs for all students in the selected school and calendar. This can be a resource-intensive process and should be scheduled to run during off-peak hours.