

Course Fees Assignment and Fees Wizards Tool Rights

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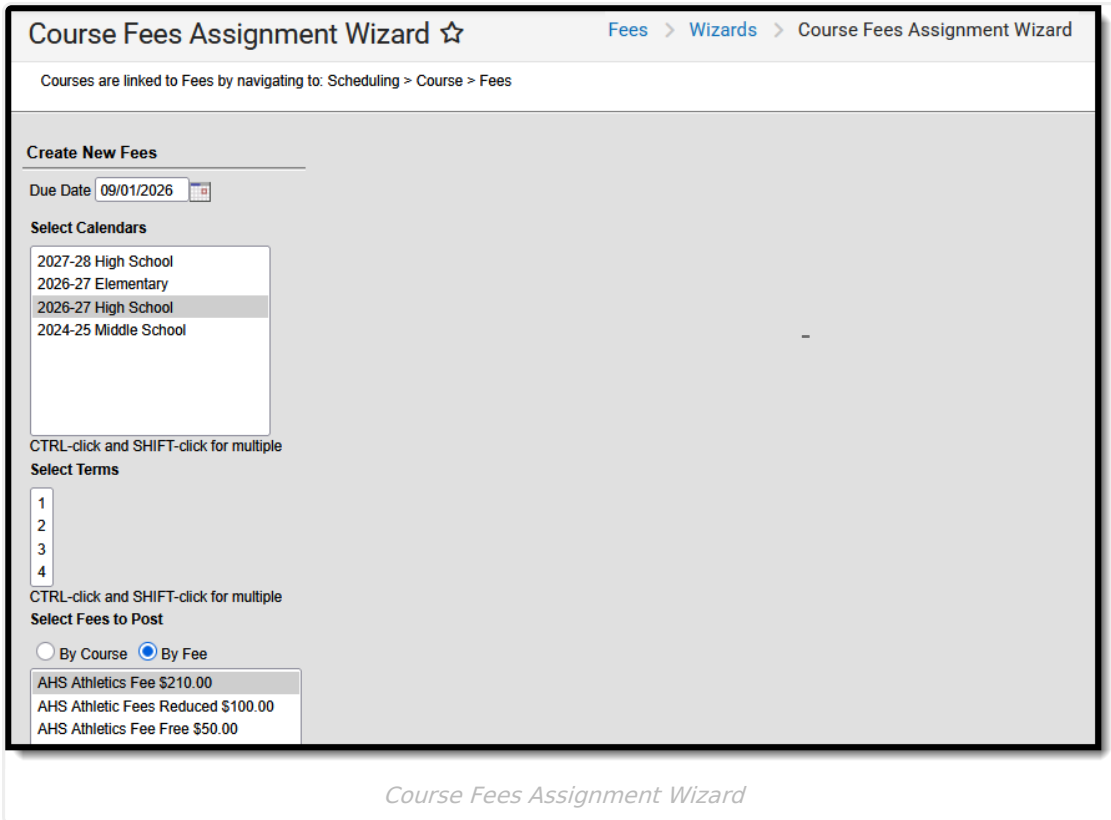
Fees Wizards (Course Fees Assignment and Fees Wizard) are bulk fee management tools that allow users to create, adjust, void, exempt, or mark fee assignments as uncollectible for groups of students.

- The Course Fees Assignment Wizard focuses specifically on fees tied to courses, assigning them to actively enrolled students based on the course's Fees tool.
- The Fees Wizard assigns any active fee to students filtered by an Ad hoc filter or grade level and supports additional modes, such as adjustments and exemptions.

Both tools operate at the school or district level and offer options to preview results before processing.

See the [Course Fees Assignment](#) and the [Fees Wizard](#) articles for information on using these tools.

Course Fees Assignment



The screenshot shows the 'Course Fees Assignment Wizard' interface. At the top, there is a breadcrumb trail: 'Fees > Wizards > Course Fees Assignment Wizard'. Below this, a message states: 'Courses are linked to Fees by navigating to: Scheduling > Course > Fees'. The main section is titled 'Create New Fees'. It includes a 'Due Date' field set to '09/01/2026'. Under 'Select Calendars', there is a list with four options: '2027-28 High School', '2026-27 Elementary', '2026-27 High School' (which is highlighted), and '2024-25 Middle School'. Below this, a note says 'CTRL-click and SHIFT-click for multiple'. The 'Select Terms' section shows a list with numbers 1, 2, 3, and 4. Another note says 'CTRL-click and SHIFT-click for multiple'. The 'Select Fees to Post' section has two radio buttons: 'By Course' and 'By Fee' (which is selected). Below the radio buttons is a list of fees: 'AHS Athletics Fee \$210.00' (highlighted), 'AHS Athletic Fees Reduced \$100.00', and 'AHS Athletics Fee Free \$50.00'. At the bottom of the interface, the text 'Course Fees Assignment Wizard' is displayed.

Available Tool Rights

R	W	A	D
• Access and view the Course Fees Assignment Wizard. • Select the desired Wizard Mode for creating fee assignments or voiding fee assignments. • Enter values for creating or voiding fees. • Preview or run the wizard to create or void fees.	• N/A	• N/A	• N/A

Suggested User Groups

- [Front Office Staff](#)

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

Fees Wizard

Fees Wizard ☆
Fees > Wizards > Fees Wizard

Fee Wizard

This wizard will create Fee Assignments for persons who match the Ad hoc filter or Grade Level selected and who have an active enrollment.

Fees that are marked Assessed Only Once may only be assigned one time.
Fees that are NOT marked Assessed Only Once may be assigned multiple times.
Since several Fees may be created at once, when the "Exempt" check-box is selected only Fees that are marked "May be Exempted" will be created.

Create New Fees

Due Date 

Select High School High School Fees

HS Athletics Fee \$210.00
 HS Parking- Full Year \$170.00*
 HS Athletic Fees Reduced \$100.00
 HS Athletics Fee Free \$50.00
HS Bilingual Seal Exam \$25.00*
 HS Event Tickets \$40.00*
 HS Parking Fee \$20.00*

CTRL-click and SHIFT-click for multiple

Fee	*Amount
HS Bilingual Seal Exam \$25.00*	\$ 25.00

Exempt ☐

Select Calendars

2025-26 High School

Fees Wizard

Available Tool Rights

R	W	A	D
- Access and view the Fees Wizard. - Select the desired Wizard Mode for fees assignments - creating, exempting, voiding, etc. - Enter values for the selected mode and move through the wizard. - Preview or run the wizard to create or void fees.	N/A	N/A	N/A

Suggested User Groups

- [Front Office Staff](#)

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