

Form Batch Setup - Start here

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The [Form Batch Setup](#) tool is used to assign a Custom Form to a group of students. Form Batches are school and calendar-specific.

Getting started

Prerequisites

- A form must be set up using the [Custom Forms Setup](#) tool before it can be assigned using the Form Batch Setup tool.

How-to guides

Create a new batch

1. [Select the form batch option](#)
2. [Select the form](#)
3. [Prepare the form](#)
 - Optional: [Delete batch](#)
4. Add students
 - [Term Section option](#)
 - [Ad hoc option](#)
5. [Check batch status](#)
6. Optional: [Print batch forms](#)
7. [Complete batch forms](#)

Tutorials

- [Form Batch Setup video](#)

Explanation

- [Large Form Batch printing](#)

Reference

- [Forms Dashboard column descriptions](#)
- [Check Status column descriptions](#)

Administrator setup

- [Form Batch Setup Tool Rights](#)

