Custom Form Batch Setup - Start here

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The Custom 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 Form 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

- Custom Form Batch Setup video

Explanation

- Print large form batches

Reference

- Forms Dashboard column descriptions
- Check Status column descriptions

Administrator setup

- Custom Form Batch Setup Tool Rights