



scheduling_elem_schedule_before_mtgr

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1. Schedule students by control proxy.

Scheduling > Maintenance > Group Course Change

Under **Method**:

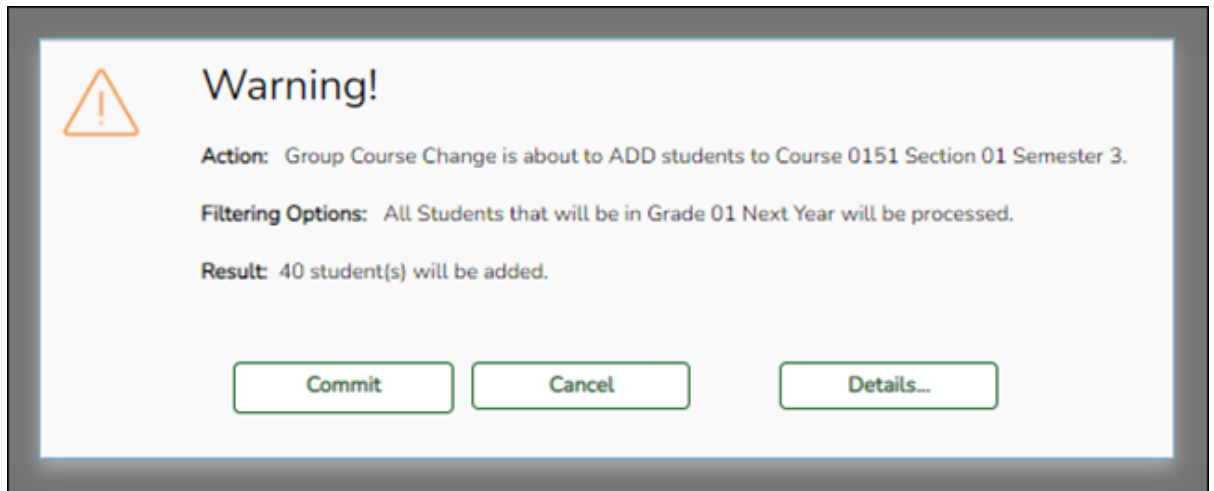
Add Students to a Specific Course	This option adds the Add control proxy number for students who meet the criteria specified under Students .
	Add Click : to select the proxy number to be added.

Under **Students**:

Next Year Control Nbr	Select the control number to which this proxy should be assigned.
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Click **Start**.

- A message is displayed indicating the group course change that will occur and the number of students affected.






- Click **Details** to view the group course change report. The report opens in a separate window. [Review, save, and/or print the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.

Repeat this process for each control number and proxy until all students have been scheduled.

2. [Schedule students by course-section number.](#)

[Scheduling > Maintenance > Group Course Change](#)

GROUP COURSE CHANGE

Method

☐ Move Students from one Course to another Course
☐ Add Course for Students enrolled in a Specific Course
☐ Drop Students from a Specific Course
☒ Add Students to a Specific Course


Start

Add: 0151 01 Prd 03-03 3 - Semesters 1 & 2 1 MATH*

Students

Gender: Next Year Grade Level: 01
Team: Next Year Control Nbr: 015

Under **Method**:

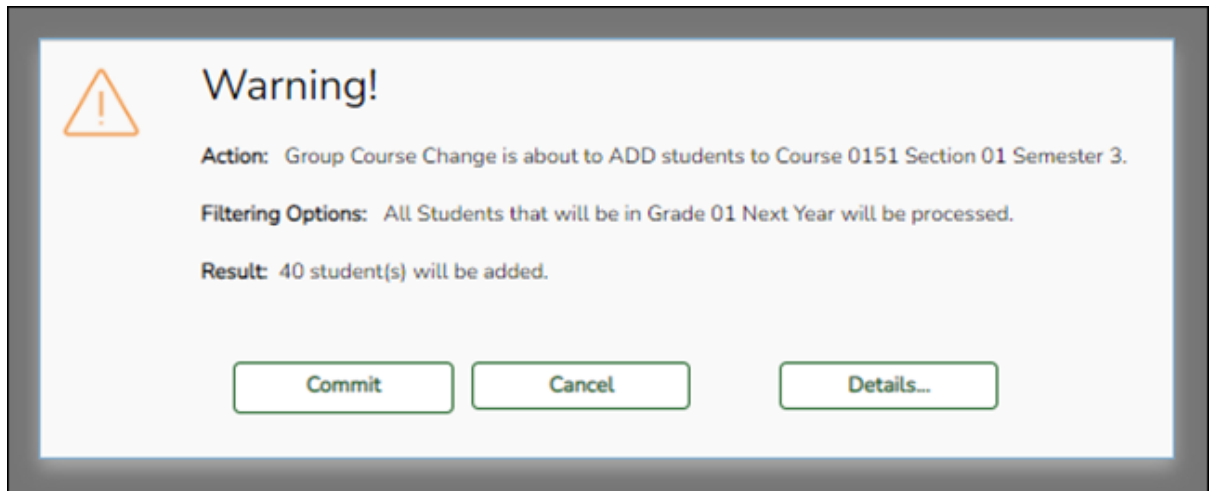
Add Students to a Specific Course	<p>This option adds the Add course number, section, and semester for students who meet the criteria specified under Students.</p> <p>Add Click  to select the course number to be added.</p> <p>In the next field, select the section to be added. Only sections for the selected course are listed.</p> <p>In the third field, select the semester code in which to add the course.</p>
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Under **Students**:

Next Year Control Nbr	Select the control number to which this course should be assigned.
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Click **Start**.

- A message is displayed indicating the group course change that will occur and the number of students affected.






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- Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.

GROUP COURSE CHANGE

Method

- ☐ Move Students from one Course to another Course
- ☐ Add Course for Students enrolled in a Specific Course
- ☐ Drop Students from a Specific Course
- ☒ Add Students to a Specific Course

Start

Add: 1 MATH*

Students

Gender:

Next Year Grade Level:

Team:

Next Year Control Nbr:

Save Successful. 40 student(s) have been successfully ADDED to Course 0151 Section 01 Semester 3.

Repeat this process for each control number and proxy until all students have been scheduled.



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