



scheduling_elem_schedule_by_control_number

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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: 00KG1 [dropdown] [dropdown] Baker (Control Proxy)

Students

Gender: [dropdown] Next Year Grade Level: [dropdown]
 Team: [dropdown] Next Year Control Nbr: 004 [dropdown]

Under **Method**:

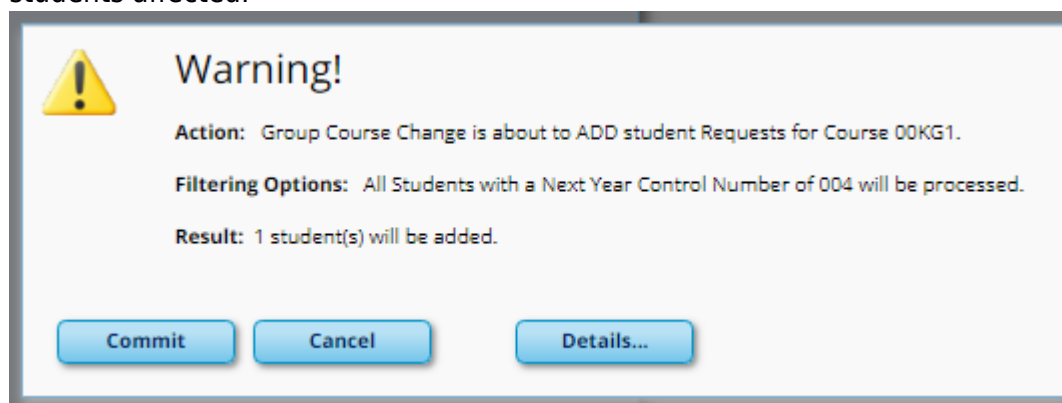
Add Students to a Specific Course	This option adds the Add control proxy number for students who meet the criteria specified under Students .
Add	Click to select the proxy number to be added.

Under **Students**:

Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.
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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.



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