

grad_plan_utility_mass_move_body

Table of Contents

Grade Level	Select the current year grade level of the students for whom you want to move courses to Scheduling course requests. Courses are moved to Scheduling for the student's next year grade level.

❑ Click **Execute**.

You are prompted to confirm that you want to make the change. Click **OK**.

A summary report is displayed listing courses that were moved, and any exceptions are indicated.

View, print, or save the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover