









scheduling_group_course_change_body

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Under **Method:**

Move Students from one Course to another Course	This option moves students from the From course to the To course if they also meet the criteria specified under Students .	
	From	Click  to select the course in which the students are currently enrolled.
	To	Click  to select the new course .
Add Course for Students enrolled in a Specific Course	This option adds the Add course for students enrolled in the If course if they also meet the criteria specified under Students .	
	If	Click  to select the course in which the students are currently enrolled.
	Add	Click  to select the course to be added.
Drop Students from a Specific Course	This option drops the Drop course for students who are enrolled in that class and meet the criteria specified under Students .	
	Drop	Click  to select the course to be dropped.
Add Students to a Specific Course	This option adds the Add course or proxy for students who meet the criteria specified under Students .	
	Add	Click  to select the course to be added.

Under **Students:**





Gender	Select a gender if the change is only for one gender.
Next Year Grade Level	Select a grade level if the change is only for students in that grade level next year.
Team	Select a team if the change is only for students with a particular team code.
Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.

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.



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