









scheduling_group_course_change_body

Table of Contents

☐ 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.



Back Cover