









**scheduling\_group\_course\_change\_body**



# Table of Contents





<b>Method</b>	<b>Move Students from one Course to another Course</b>	This option moves students from the <b>From</b> course to the <b>To</b> course if they also meet the criteria specified under <b>Students</b> . <div> <div><b>From</b></div> Click  to <a href="#">select the course</a> in which the students are currently enrolled. <div><b>To</b></div> Click  to <a href="#">select the new course</a>. </div>
	<b>Add Course for Students enrolled in a Specific Course</b>	This option adds the <b>Add</b> course for students enrolled in the <b>If</b> course if they also meet the criteria specified under <b>Students</b> . <div> <div><b>If</b></div> Click  to <a href="#">select the course</a> in which the students are currently enrolled. <div><b>Add</b></div> Click  to <a href="#">select the course</a> to be added. </div>
	<b>Drop Students from a Specific Course</b>	This option drops the <b>Drop</b> course for students who are enrolled in that class and meet the criteria specified under <b>Students</b> . <div> <div><b>Drop</b></div> Click  to <a href="#">select the course</a> to be dropped. </div>
	<b>Add Students to a Specific Course</b>	This option adds the <b>Add</b> course or proxy for students who meet the criteria specified under <b>Students</b> . <div> <div><b>Add</b></div> Click  to <a href="#">select the course</a> to be added. </div>
<b>Students</b>	<b>Gender</b>	Select a gender if the change is only for one gender.
	<b>Next Year Grade Level</b>	Select a grade level if the change is only for students in that grade level next year.
	<b>Team</b>	Select a team if the change is only for students with a particular team code.
	<b>Next Year Control Nbr</b>	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. [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