

Mass Move to Requests

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This utility moves the courses from student graduation plans to course requests in Scheduling by grade level. This is the same function performed on Maintenance > Student > Individual Maintenance; however, the courses are moved for all students in the selected grade level. Withdrawn students are not included.

Update data:

Field	Description
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, 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.


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