


# Mass Move to Requests

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***Graduation Plan > Utilities > Mass Move to Request***

This utility moves the courses from student graduation plans to course requests in Scheduling by grade level. Courses are only moved for students with a graduation plan. This is the same function performed on Maintenance > Student > Individual Maintenance; however, the courses are moved for all students in the selected grade level. The student's Registration record status codes are updated during the process. Withdrawn students are not included.

Courses are not moved when the following conditions exist:

- The student has any scheduling course request. The student is not listed on the report.
- A course in the student's graduation plan is not offered at his next year campus. The exception is listed on the report.

If a course in the student's graduation plan is invalid because a new course number length has been committed on Scheduling > Maintenance > Master Schedule > District > District Control, the graduation plan course number will be converted to the new course number, and the new course number will be moved to course requests in Scheduling.

## 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 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.


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