

Group Course Change

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Scheduling > Maintenance > Group Course Change

This page allows you to make course changes for a particular group of students at one time.

Update data:

❑ 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 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.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.


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