



Group Course Change



















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Group Course Change

Scheduling > Maintenance > Group Course Change

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

| Field | Description | | | | |
|--|---|--|--|------------|---|
| Method | <p>Move Students from one Course to another Course</p> <p>This option moves students from the From course to the To course if they also meet the criteria specified under Students.</p> <table border="1"> <tr> <td>From</td> <td>Click  to select the course in which the students are currently enrolled.</td> </tr> <tr> <td>To</td> <td>Click  to select the new course.</td> </tr> </table> | From | Click  to select the course in which the students are currently enrolled. | To | Click  to select the new course . |
| | From | Click  to select the course in which the students are currently enrolled. | | | |
| | To | Click  to select the new course . | | | |
| | <p>Add Course for Students enrolled in a Specific Course</p> <p>This option adds the Add course for students enrolled in the If course if they also meet the criteria specified under Students.</p> <table border="1"> <tr> <td>If</td> <td>Click  to select the course in which the students are currently enrolled.</td> </tr> <tr> <td>Add</td> <td>Click  to select the course to be added.</td> </tr> </table> | If | Click  to select the course in which the students are currently enrolled. | Add | Click  to select the course to be added. |
| If | Click  to select the course in which the students are currently enrolled. | | | | |
| Add | Click  to select the course to be added. | | | | |
| <p>Drop Students from a Specific Course</p> <p>This option drops the Drop course for students who are enrolled in that class and meet the criteria specified under Students.</p> <table border="1"> <tr> <td>Drop</td> <td>Click  to select the course to be dropped.</td> </tr> </table> | Drop | Click  to select the course to be dropped. | | | |
| Drop | Click  to select the course to be dropped. | | | | |
| <p>Add Students to a Specific Course</p> <p>This option adds the Add course or proxy for students who meet the criteria specified under Students.</p> <table border="1"> <tr> <td>Add</td> <td>Click  to select the course to be added.</td> </tr> </table> | Add | Click  to select the course to be added. | | | |
| Add | Click  to select the course to be added. | | | | |

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.

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



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