

Group Course Change

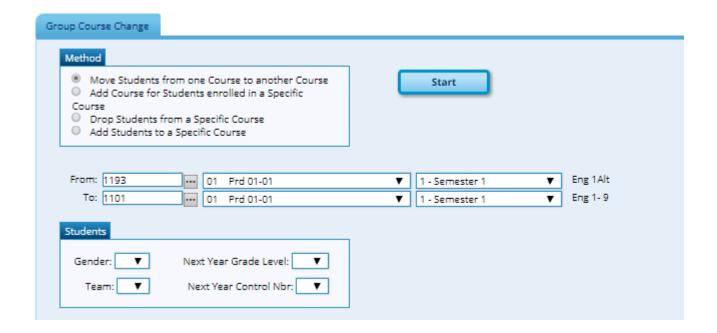
Table of Contents

_	_		
Cralin	CALIFEA	Change	·
GIOUD	Course	Cilaliue	

Group Course Change

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 This option moves students from the From course to the To co	ourse
Course to another 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 I course if they also meet the criteria specified under Students	
Click to select the course in which the students are cur enrolled.	rently
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 enroll that class and meet the criteria specified under Students.	ed in
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 more criteria specified under Students.	eet the
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	Select a grade level if the change is only for students in that grade level next
Level	year.
Team	Select a team if the change is only for students with a particular team code.
	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 page of the report.

Click to go forward one page.

Click is 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