









## **scheduling\_group\_course\_change\_body**



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Under **Method:**

<b>Move Students from one Course to another Course</b>	This option moves students from the <b>From</b> course to the <b>To</b> course if they also meet the criteria specified under <b>Students</b> .	
	<b>From</b>	Click  to <a href="#">select the course</a> in which the students are currently enrolled.
	<b>To</b>	Click  to <a href="#">select the new course</a> .
<b>Add Course for Students enrolled in a Specific Course</b>	This option adds the <b>Add</b> course for students enrolled in the <b>If</b> course if they also meet the criteria specified under <b>Students</b> .	
	<b>If</b>	Click  to <a href="#">select the course</a> in which the students are currently enrolled.
	<b>Add</b>	Click  to <a href="#">select the course</a> to be added.
<b>Drop Students from a Specific Course</b>	This option drops the <b>Drop</b> course for students who are enrolled in that class and meet the criteria specified under <b>Students</b> .	
	<b>Drop</b>	Click  to <a href="#">select the course</a> to be dropped.
<b>Add Students to a Specific Course</b>	This option adds the <b>Add</b> course or proxy for students who meet the criteria specified under <b>Students</b> .	
	<b>Add</b>	Click  to <a href="#">select the course</a> to be added.

Under **Students:**





<b>Gender</b>	Select a gender if the change is only for one gender.
<b>Next Year Grade Level</b>	Select a grade level if the change is only for students in that grade level next year.
<b>Team</b>	Select a team if the change is only for students with a particular team code.
<b>Next Year Control Nbr</b>	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  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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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