





















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



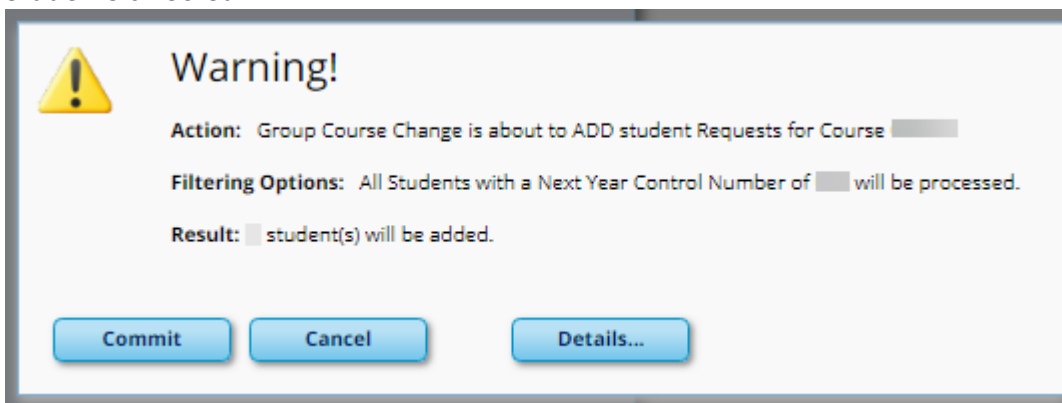
# Table of Contents



<b>Method</b>	<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> . <table border="1"> <tr> <td><b>From</b></td> <td>Click  to <a href="#">select the course</a> in which the students are currently enrolled.</td> </tr> <tr> <td><b>To</b></td> <td>Click  to <a href="#">select the new course</a>.</td> </tr> </table>	<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>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> . <table border="1"> <tr> <td><b>If</b></td> <td>Click  to <a href="#">select the course</a> in which the students are currently enrolled.</td> </tr> <tr> <td><b>Add</b></td> <td>Click  to <a href="#">select the course</a> to be added.</td> </tr> </table>	<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>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> . <table border="1"> <tr> <td><b>Drop</b></td> <td>Click  to <a href="#">select the course</a> to be dropped.</td> </tr> </table>	<b>Drop</b>	Click  to <a href="#">select the course</a> to be dropped.						
<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> . <table border="1"> <tr> <td><b>Add</b></td> <td>Click  to <a href="#">select the course</a> to be added.</td> </tr> </table>	<b>Add</b>	Click  to <a href="#">select the course</a> to be added.						
<b>Add</b>	Click  to <a href="#">select the course</a> to be added.								
<b>Students</b>	<table border="1"> <tr> <td><b>Gender</b></td> <td>Select a gender if the change is only for one gender.</td> </tr> <tr> <td><b>Next Year Grade Level</b></td> <td>Select a grade level if the change is only for students in that grade level next year.</td> </tr> <tr> <td><b>Team</b></td> <td>Select a team if the change is only for students with a particular team code.</td> </tr> <tr> <td><b>Next Year Control Nbr</b></td> <td>Select a control number if the change is only for students with that control number next year.</td> </tr> </table>	<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.
<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.



## Back Cover