Group Course Change

Table of Contents

Group Course Change 1

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	**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.

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.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover