



Group Course Change







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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. [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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