



## Group Course Change



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# 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.

Field	Description	
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.	
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. [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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