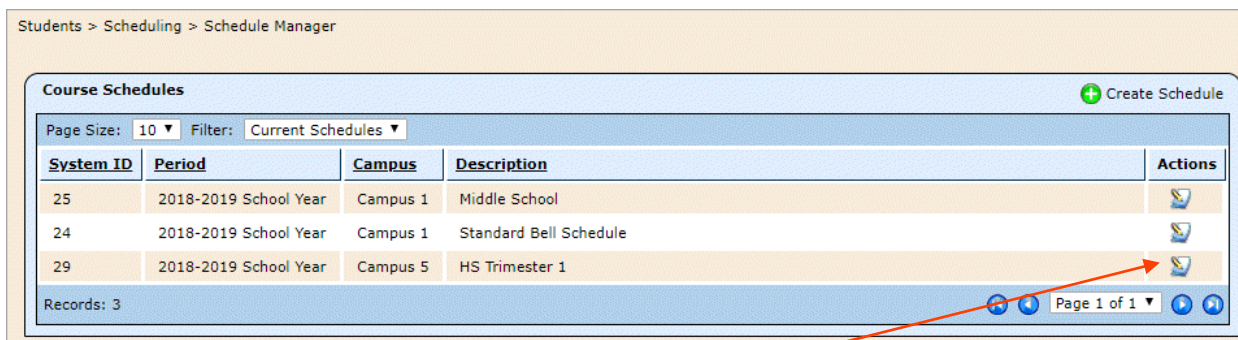


The Schedule Manager now provides the ability to transfer a group of students from one section of a course to another section or from one course to another course.

Transfer students

1. Select **Schedule Manager** from the Students > Scheduling menu, and the Course Schedules list opens.



Students > Scheduling > Schedule Manager

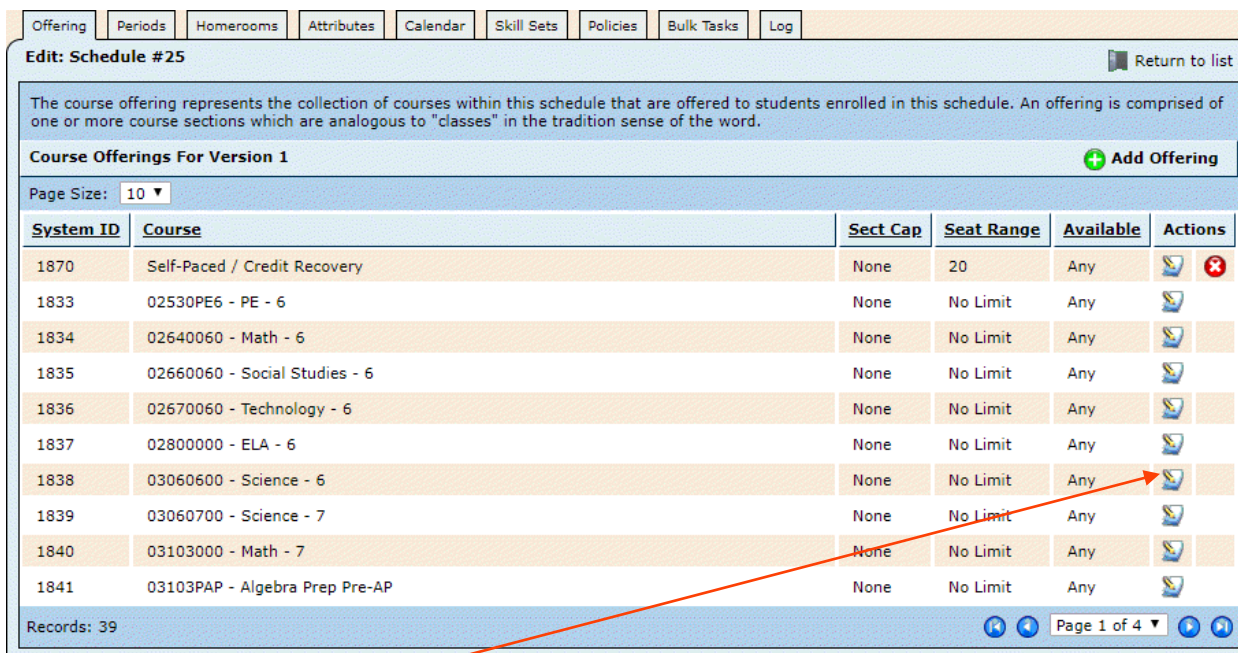
Course Schedules + Create Schedule

Page Size: 10 Filter: Current Schedules

System ID	Period	Campus	Description	Actions
25	2018-2019 School Year	Campus 1	Middle School	
24	2018-2019 School Year	Campus 1	Standard Bell Schedule	
29	2018-2019 School Year	Campus 5	HS Trimester 1	

Records: 3 Page 1 of 1

2. Click the **Edit** icon for the schedule in which you want to transfer students, and the Edit Schedule window opens listing the course offerings.



Offering Periods Homerooms Attributes Calendar Skill Sets Policies Bulk Tasks Log

Edit: Schedule #25 Return to list

The course offering represents the collection of courses within this schedule that are offered to students enrolled in this schedule. An offering is comprised of one or more course sections which are analogous to "classes" in the tradition sense of the word.

Course Offerings For Version 1 + Add Offering

Page Size: 10

System ID	Course	Sect Cap	Seat Range	Available	Actions
1870	Self-Paced / Credit Recovery	None	20	Any	
1833	02530PE6 - PE - 6	None	No Limit	Any	
1834	02640060 - Math - 6	None	No Limit	Any	
1835	02660060 - Social Studies - 6	None	No Limit	Any	
1836	02670060 - Technology - 6	None	No Limit	Any	
1837	02800000 - ELA - 6	None	No Limit	Any	
1838	03060600 - Science - 6	None	No Limit	Any	
1839	03060700 - Science - 7	None	No Limit	Any	
1840	03103000 - Math - 7	None	No Limit	Any	
1841	03103PAP - Algebra Prep Pre-AP	None	No Limit	Any	

Records: 39 Page 1 of 4

3. Select the course by clicking the **Edit** icon, and the Course Sections window opens.



Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #25 Return to list

Course Offerings For Version 1 Return to offering list

The course offering represents the collection of courses within this schedule that are offered to students enrolled in this schedule. An offering is comprised of one or more course sections which are analogous to "classes" in the tradition sense of the word.

03060700 - Science - 7 Edit Course Attributes

Course Sections Add Section(s)

Page Size: 10

Section Number	Classroom	Term	Class ID	Instructor	Periods	Actions
7A - 03	Unassigned	1 (A1) / 2 (A2)	7792 / 7793		3, 3F	
7B - 04	Unassigned	1 (A1) / 2 (A2)	7794 / 7795		4, 4F	

Records: 2 Page 1 of 1

Course Requests Edit Course Requests(s)

Page Size: 10

Student Name	Campus Grade Level	Parts	Priority
No Course Requests Found			

Records: 0 Page 1 of 1

- Click for the section in which the students are currently enrolled, and the Section Enrollment list opens.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #25 Return to list

Course Enrollment For 03060700 - Science - 7 Return to section list

Use this view to enroll students directly into a section. You may only enroll students currently attached to a schedule track

Current Section Enrollment For Class IDs 7792 / 7793 Enroll Students Transfer Students Withdraw Students

Page Size: 10

Student	Term 1	Term 2
	08/20/2018 - 01/11/2019	01/14/2019 - 01/21/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019
	08/20/2018 - 01/11/2019	01/14/2019 - 05/31/2019

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Records: 20 Page 1 of 2

- Click **Transfer Students**, and the Bulk Enroll window opens.

6. Edit the **Term** and **Entry Date**, if needed, to select the start date for the enrollments in the new section.
7. Check the boxes for the students you want to transfer, and click **Next**. The students' grades are displayed at the top of the window. Grades from closed grading cycles aren't editable, and the current average will follow as is.

8. Edit the grades from any unlocked grading cycle as needed.
 - Select the transfer percentage from the drop-down list. This number is the percentage of the grading cycle represented by the original enrollment. For example, transferring the average

grade at 60% means that 60% of the report card grade will come from the first enrollment, and the remaining 40% will come from the new enrollment.

- Edit the average if needed.
9. Select the following options.
- **Allow overbooking:** Select TRUE if the system can ignore the seat cap or FALSE if it can't.
 - **Allow doublebooking:** Select TRUE if the students can be enrolled in more than one course during the same period or FALSE if they can't.
 - **Course:** Leave as is if transferring students to a different section of the same course, or select from the list if transferring students to a different course.
 - **Section:** Select from the list of available sections.
10. Click **Save** when finished. The process is completed, and a window opens displaying the results. The examples below show success or failure for all students, but there may be mixed results. The failure message indicates which enrollment option from step 10 prevented the transfer(s) from being successful.

Success

The screenshot shows a web interface with a navigation bar containing tabs: Offering, Periods, Homerooms, Attributes, Calendar, Skill Sets, Policies, Bulk Tasks, and Log. Below the navigation bar is a header for 'Edit: Schedule #25' with a 'Return to list' link. A blue banner contains the text: 'Use this view to enroll students directly into a section. You may only enroll students currently attached to a schedule track /activesprint/pages/sis/scheduling/schedule/ViewSectionEnrollment.websmart?sectid=7792'. Below this is a section titled 'Bulk Enroll Section Enrollment For Class IDs 7792 / 7793'. The main content area has a light green background and displays four lines of text: 'Attempt to enroll [redacted] : Success!', 'Attempt to enroll [redacted] : Success!', 'Attempt to enroll [redacted] : Success!', and 'Attempt to enroll [redacted] : Success!'. At the bottom of this area is an 'OK' button.

or Failure

The screenshot shows the same web interface as above. The blue banner and navigation bar are identical. The section title is 'Bulk Enroll Section Enrollment For Class IDs 7792 / 7793'. The main content area has a light pink background and displays four lines of text: 'Attempt to enroll [redacted] a : Failed - Enrollment would cause double booking in period(s) 4,4F', 'Attempt to enroll [redacted] : Failed - Enrollment would cause double booking in period(s) 4,4F', 'Attempt to enroll [redacted] : Failed - Enrollment would cause double booking in period(s) 4,4F', and 'Attempt to enroll [redacted] : Failed - Enrollment would cause double booking in period(s) 4,4F'. At the bottom of this area is an 'OK' button.

11. Click **OK** when you've finished reviewing the results.