

Load/Unload/Lock Erase Scheduled Courses

Use this feature to load/unload/lock or erase scheduled courses in between each scheduling run. You may run the scheduler many times until you get the results desired. In between runs, use this feature to erase schedules.

In Next Year Database

Step 1 – Navigate to Scheduled Courses Load/Unload/Lock Erase

- Menu | Scheduling | Student Schedules | Student Utilities | **Scheduled Courses Load/Unload/Lock Erase OR**
- Type “Load” in the quick search bar and select **Scheduled Courses Load/Unload/Lock Erase**

Step 2 – Select Action

- Enter Building
- Select Action
 - Erase All
 - Mass Load
 - Mass Lock
 - Mass Lock Select
 - Mass Replace
 - Mass Unload
- Enter Course Numbers and Sections if Mass Loading a Course

Ensure you have selected ‘Scheduled Courses Load/Unload/Lock Erase, and NOT Request Load/Unload Erase

Step 3 – Select Students

- Enter criteria on the Filter Panel

Filter						
Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Next Year Demographic	Next Year Building	=	3013 - Gov. Thomas Johnson High School
	AND	2	Next Year Demographic	Next Year Grade	<>	13 - Graduated
	AND	3	Demographic	Current Status	=	Active

- Click on the Load Records icon
 - Remove any students necessary by checking the box next to their name and clicking on the remove icon
- Click on the Run icon