

Mass Load Students into Next Year Course based on Student Schedules in Current Year

If you have advisement periods, FLEX classes, scheduled homerooms or any other scheduled courses in which students should stay with the same group of kids from year to year, you can use the Mass Load/Unload/Lock/Erase Scheduled Courses feature to select the group of students based on this year’s schedules and then mass load them into the next year’s course. **This is a process that has to be run for each CLASS to be moved.** This will allow you to more easily reschedule your students in the next year database.

Step 1 – Change Database to Next School Year

- Click on dropdown on **Current Year** tab Current Year 2017-2018 ▾
- Click on dropdown next to **School Year**
 - Change School Year to **Next Year’s School Year** Next Year 2018-2019 ▾
- Click on **OK**

Step 2 – Identify the CLASS/students to be moved

- Click on Menu | Scheduling | Student Schedules | Student Scheduler | Student Utilities | OR
- Type ‘Scheduled’ in the quick search bar and select **Scheduled Course Load/Unload/Lock/Erase**
- Enter criteria into the Filter Panel

This is an example, you will need to identify your COURSE and your COURSE Section, do not copy these lines of

Filter						
Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Building	=	3054 - Walkersville High School
	AND	2	Master Schedule	School Year	=	2017-2018
	AND	3	Master Schedule	Course	=	563000
	AND	4	Master Schedule	Course Section	=	1
	AND	5	Student Schedules	Course Status	<>	D - Dropped
	AND	6	Demographic	Current Status	=	Active

- Click the Load record icon to select the class to be moved using the criteria below

**Using WHS FLEX class, course 563000 as an example.*

- Identify your Building
- Identify the CURRENT School Year - 2018 (the year you will be copying from)
- Identify the COURSE to be moved. The example above uses course 563000, you will want to insert your course number in this area.
- Identify the Course Section (class) to be moved.
- Identify Course Status is not equal to 'D' instructing eSchoolPLUS not to select any student that had been scheduled into the course but had then dropped the class.
- Identify Current Status = 'A' moving only active students.

Step 2 - Mass Load

Once you have loaded the records and identified each student that is to be affected by this move, enter criteria on the Prompts panel as to what action you want to complete. You will be using **Mass Load**. Again WHS FLEX has been used as the example shown below -

← Scheduled Course Load / Unload / Lock / Erase Ⓞ ↻

Prompts

Course Building: 3054 - Walkersville High School

Action*: Mass Load

Add Date*: 03/05/2018

Drop Date:

Erase Locked Courses:

Erase Modeled Courses:

Courses

Course	Section	Description	Ungraded	
563000	1		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

- **Course Building:** Enter your Building
- **Action:** Mass Load
- **Add Date:** Today's date or the date you're running the scheduler
- **Courses Panel-** Identify the next year Course and Section you are moving these students into
- Check the Remove Box next to a student's name then Remove icon to remove any students from the list before running process
- **RUN**

When the process completes you will have taken a class of students identified from the current school year and mass loaded that group of students into a class in the next year database.