

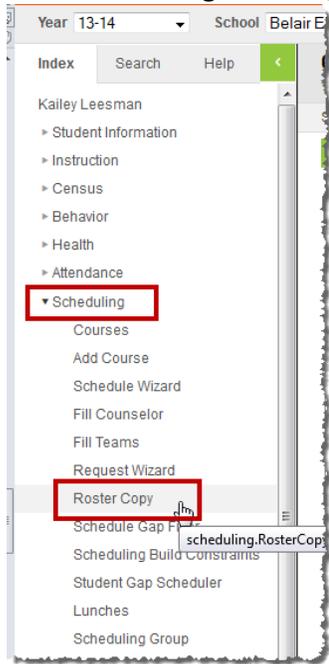
Roster Copy

Scheduling > Roster Copy

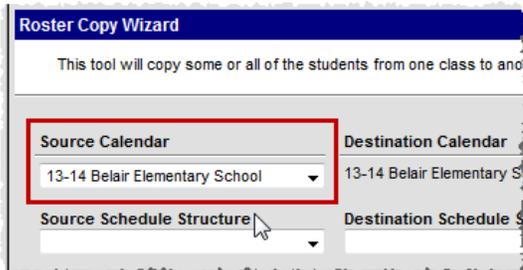
- 1) Select the **Year**, **School**, and **Calendar** you are copying rosters to.



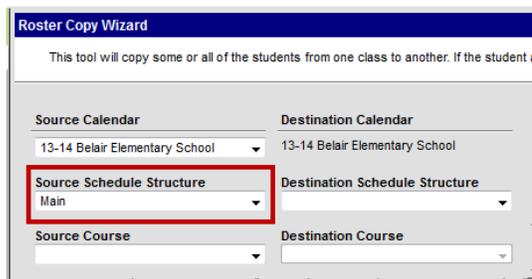
- 2) Select **Scheduling > Course/Section** as the search type.



- 3) Select the **Source Calendar**. This is the calendar you are selecting to copy the roster **from**.



- 4) Select the **Schedule Structure** of Main.



- 5) Select the **Source Course**. This is the course you are copying the roster **from**.

The screenshot shows the 'Roster Copy Wizard' interface. It has a blue header with the title. Below the header is a grey box with the text 'This tool will copy some or all of the students from one class'. The form is divided into two columns. The left column contains: 'Source Calendar' (13-14 Belair Elementary School), 'Source Schedule Structure' (Main), 'Source Course' (001.0 Kindergarten Attendance, highlighted with a red box), and 'Source Section'. The right column contains: 'Destination Calendar' (13-14 Belair Elementary School), 'Destination Schedule Structure', 'Destination Course', and 'Destination Section'.

- 6) Select the **Source Section**. This is the section you are copying the roster **from**.

The screenshot shows the 'Roster Copy Wizard' interface. It has a blue header with the title. Below the header is a grey box with the text 'This tool will copy some or all of the students from one class'. The form is divided into two columns. The left column contains: 'Source Calendar' (13-14 Belair Elementary School), 'Source Schedule Structure' (Main), 'Source Course' (001.0 Kindergarten Attendance), and 'Source Section' (001.0-1 Sappington, Genette, highlighted with a red box). The right column contains: 'Destination Calendar' (13-14 Belair Elementary School), 'Destination Schedule Structure', 'Destination Course', and 'Destination Section'.

- 7) The **Destination Calendar** will always be the calendar selected at the top of the page. Select the **Destination Schedule Structure** of Main.

The screenshot shows the 'Roster Copy Wizard' interface. It has a blue header with the title. Below the header is a grey box with the text 'This tool will copy some or all of the students from one class to another. If the student is not in the destination class, the student will be added to the class'. The form is divided into two columns. The left column contains: 'Source Calendar' (13-14 Belair Elementary School), 'Source Schedule Structure' (Main), 'Source Course' (001.0 Kindergarten Attendance), and 'Source Section' (001.0-1 Sappington, Genette). The right column contains: 'Destination Calendar' (13-14 Belair Elementary School), 'Destination Schedule Structure' (Main, highlighted with a red box), 'Destination Course', and 'Destination Section'. At the bottom of the form is a 'RUN' button.

- 8) Select the **Destination Course**. This is the course you are selecting to copy the roster **to**. Use the chart on **page 12 and 13** to determine which courses need roster's copied to.

The screenshot shows the 'Roster Copy Wizard' interface. It has a title bar and a subtitle: 'This tool will copy some or all of the students from one class to another. If the student...'. Below this are two columns of dropdown menus. The left column is labeled 'Source' and the right is 'Destination'. The 'Destination Course' dropdown is highlighted with a red box. The 'Source Course' is '001.0 Kindergarten Attendance'. The 'Destination Course' is '010.0 Reading'. The 'Source Section' is '001.0-1 Sappington, Genette'. A 'RUN' button is at the bottom.

- 9) Select the **Destination Section**. This is the section you are copying the roster **to**.

The screenshot shows the 'Roster Copy Wizard' interface. The 'Destination Section' dropdown is highlighted with a red box. The 'Source Course' is '001.0 Kindergarten Attendance'. The 'Destination Course' is '010.0 Reading'. The 'Destination Section' is '010.0-1 Sappington, Genette'. A 'RUN' button is at the bottom.

- 10) Click Run.

The screenshot shows the 'Roster Copy Wizard' interface. The 'RUN' button at the bottom is highlighted with a red box. All other fields are filled with the same values as in the previous screenshots.

- 11) A message will appear with how many students were copied into the roster. Click Ok.

The screenshot shows a message box with the text '23 Rosters Copied.' and an 'OK' button at the bottom. The 'OK' button is highlighted with a red box.