

Requests and Rosters: Copy Rosters - Video

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How the tool is used: Often, particularly at the Elementary and Middle School levels, the same group of students is scheduled into several different courses together, or a group of students that for example were in the same homeroom this year will also be in the same homeroom together in next year's calendar. This tool can be used to copy rosters from one year to the next, or between courses in an upcoming school year. *This is done after calendars for the upcoming year have been created and student enrollments have been rolled forward.*

Scenario: A scheduler is copying a group of students from this year's homeroom to next year's homeroom and associated courses.

This video uses an Elementary School as an example of how the Requests and Rosters tool can be used to copy a Second Grade Homeroom from this year to the Third Grade Homeroom and associated courses this group of students is to be placed in next year.
