

Using Roster Copy to Schedule Elementary Students

- Verify all needed sections have been created and assigned with a Primary Teacher
 - Use the **Staff History Report** to verify teachers are properly assigned
 - *Path: Scheduling > Reports > Staff History Report*
 - Choose the 3rd radio button option (sections without a teacher)
- Use **Roster Copy** to copy students from Homeroom sections into appropriate content areas
 - *Path: Scheduling > Roster Copy*

Select the Source section that will be copied (HOMEROOM course) on the left side of the window – the right side will be the Destination (content area courses)

Source Calendar	Destination Calendar
<input type="text"/>	14-15 130 T G Empire
Source Schedule Structure	Destination Schedule Structure
<input type="text"/>	<input type="text"/>
Source Course	Destination Course
<input type="text"/>	<input type="text"/>
Source Section	Destination Section
<input type="text"/>	<input type="text"/>

RUN

Be careful to use the current calendar. This tool allows the user to copy from ANY calendar.

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| ○ SOURCE CALENDAR = current school year | ○ DESTINATION CALENDAR = Already set based on header area (14-15 school) |
| ○ SOURCE SCHEDULE STRUCTURE = Main | ○ DESTINATION SCHEDULE STRUCTURE = Main |
| ○ SOURCE COURSE = Homeroom courses (except for the Special sections) | ○ DESTINATION COURSE = All content courses |
| ○ SOURCE SECTION = Classroom students being copied | ○ DESTINATION SECTION = Match to section number and/or Teacher Name (May vary based on setup) |

Click **RUN** – the Pop Up window will state the number of students copied. This number should match the number of CURRENT students in the Homeroom course

Note: Clicking on RUN multiple times will NOT place the SAME students into the SAME section