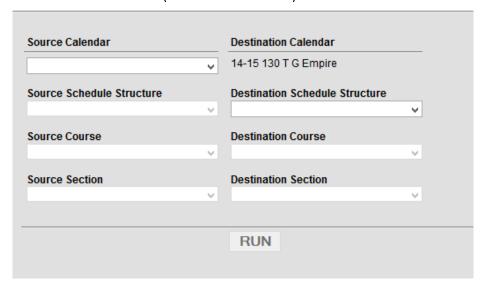
## **Using Roster Copy to Schedule Elementary Students**

- 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 3<sup>rd</sup> 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)



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

- SOURCE CALENDAR = current school year
- SOURCE SCHEDULE STRUCTURE = Main
- SOURCE COURSE = Homeroom courses (except for the Special sections)
- SOURCE SECTION = Classroom students being copied
- DESTINATION CALENDAR = Already set based on header area (14-15 school)
- o DESTINATION SCHEDULE STRUCTURE = Main
- DESTINATION COURSE = All content courses
- 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