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# USING ROSTER BATCH EDIT TO MOVE STUDENTS

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## 1. FIND THE SECTION WHERE STUDENTS ARE CURRENTLY SCHEDULED

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- Do a Course/Section Search - *Index > Search > Course/Section*
- Go to Section students are currently scheduled in
- Find the Roster Batch Edit tab
- Enter appropriate END DATE on students who are changing sections

This will PRESERVE any attendance associated to the students within this section

## 2. GO TO THE SECTION WHERE STUDENTS ARE MOVING TO

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- Do a Course/Section Search - - *Index > Search > Course/Section*
- Go to Section students are being placed into
- Use the Roster Setup tab to add students to the new section
- While in this section, go to the Roster Batch Edit tab
- Enter appropriate START DATE on the students who were moved