


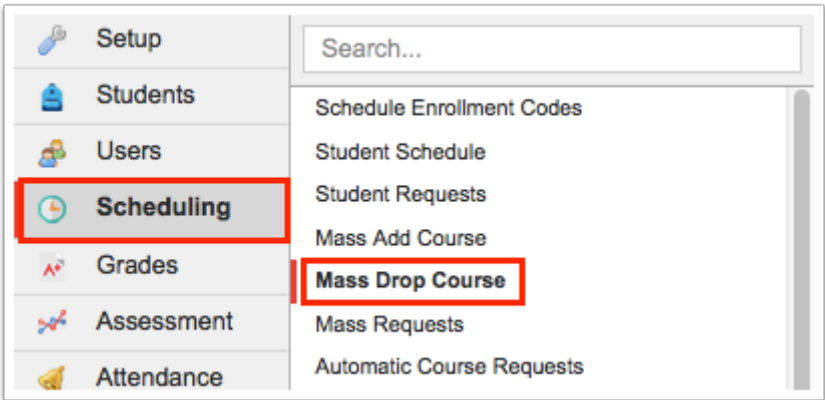
Mass Drop Course

The Mass Drop Course screen is used to drop one or multiple courses from a group of students' schedules.

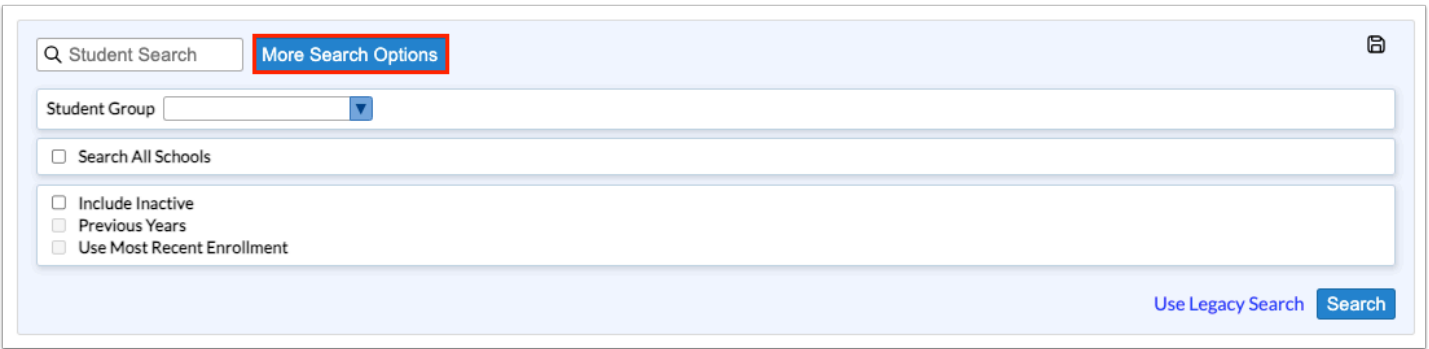
 If a new course is being added to the group of students, be sure to add the new course before dropping the course, otherwise you will not be able to easily search for those students.

Mass Dropping a Course from a Group of Students

1. In the **Scheduling** menu, click **Mass Drop Course**.



2. On the Search Screen, enter search criteria to locate the group of students. Click **More Search Options** to search using a variety of criteria.



3. Click a category in the pull-down, and then click the field to search by.

In this example, the Scheduling category was clicked, followed by the Scheduled into Course(s) field.

Q Student Search More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Search...

Contact info

Course History

Discipline

Eligibility

Florida Fields

Grade Level

Grades/GPA/Class Rank/Honor Roll

Name, Student ID, Address, & Schools

Scheduling

Student Fields

Test History

Billed By

Requested Course(s)

Requested Grad Subject(s)

Scheduled into an Inclusion Section Last Year

Scheduled into at least 1 active Course

Scheduled into Course(s)

Scheduled into Inclusion Course(s)

Scheduled into Section(s)

Scheduled into Teacher

Scheduled with an Out of Field Teacher

Scheduled with Student

Use Legacy Search Search

💡 To quickly find a field to search by, enter the field name in the **Search** text box at the top of the More Search Options pull-down. Click the desired field in the search results.

Q Student Search More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Search...

scheduled into course

Scheduling → **Scheduled into Course(s)**

Use Legacy Search Search

4. Once the search field is added, set the search criteria.

In this example, the search will look for students scheduled into English 1 Honors last year.

Q Student Search More Search Options

Student Group


☐ Search All Schools


☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Is Scheduled into Course(s) ENG HON 1 (1001320) Last Year Choose

Use Legacy Search Search

5. Continue adding additional search criteria as needed.

 If you have a spreadsheet that includes student IDs, the student IDs can be copied from the spreadsheet and pasted into the Student Search field.

 For more information about searching for students, including searching using student groups, saving a student search, and more, see [Searching for Students](#).

6. When finished entering the search criteria, click **Search**.

Student Search

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Grade Level

09

Use Legacy Search

Search

7. At the top of the screen, click the **Choose a Course** link.

Drop Course for Selected Students

Course to Drop

Choose a Course

Drop Date

August

31

2022

Search Screen

Simple List





Customized List

Customize Student List

Grade: 09

190 Students

Search

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abbott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

8. In the pop-up window, click the subject, course, and section to drop from the students' schedules.

Courses			
View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search			
14 Subjects	13 Courses	5 Sections	
Subject	Course	Course Num	Section
Dual Enrollment	AP ENG COMPO	1001420	Period 1 - 004 - Lizette Carol Velasco
Electives	AP ENG LIT COMPO	1001430	Period 2 - 005 - Lizette Carol Velasco
English	ENG 1	1001310	Period 3 - 002 - Carlo Blake Burgess
Exceptional Student	ENG 1 THROUGH ESOL	1002300	Period 5 - 001 - Carlo Blake Burgess
Math	ENG 2	1001340	Period 7 - 003 - Lizette Carol Velasco
No Credit	ENG 2 THROUGH ESOL	1002310	
Performing Fine Arts	ENG 3	1001370	
Physical Education	ENG 3 THROUGH ESOL	1002320	
Practical Arts	ENG 4	1001400	

The selected section is displayed next to Course to Drop.

Drop Course for Selected Students

Course to Drop ~~ENG 1 - Period 1 - 004 - Lizette Carol Velasco~~
Choose a Course

Drop Date August 31 2022

Search Screen Simple List Customized List Customize Student List

Grade: 09

190 Students

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

9. Click the **Choose a Course** link to select more sections if needed.

Drop Course for Selected Students

Course to Drop ~~ENG 1 - Period 1 - 004 - Lizette Carol Velasco~~
Choose a Course

Drop Date August 31 2022

Search Screen Simple List Customized List Customize Student List

Grade: 09

190 Students

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

10. If the wrong section was selected, click the red **X** next to the section.

Drop Course for Selected Students

Course to Drop

ENG 1 - Period 1 - 004 - Lizette Carol Velasco

Choose a Course

Drop Date

August

31

2022

Search Screen

Simple List

Customized List

Customize Student List

Grade: 09

190 Students

Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

11. Select the **Drop Date** of the course.

Course to Drop

ENG 1 - Period 1 - 004 - Lizette Carol Velasco

Choose a Course

Drop Date

August

31

2022

12. Scroll down to the student list. Select the check box next to each student to mass drop the course from their schedules, or select the check box in the column header to select all the students in the list.

Drop Course for Selected Students

Course to Drop

ENG 1 - Period 1 - 004 - Lizette Carol Velasco

Choose a Course

Drop Date

August

31

2022

Search Screen

Simple List

Customized List

Customize Student List

Grade: 09

190 Students 190 Selected

Search

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input checked="" type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input checked="" type="checkbox"/>		Alonso, Isabella Belly	00058709	09

13. Click **Drop Course for Selected Students** at the top of the screen.

Drop Course for Selected Students

Course to Drop
ENG 1 - Period 1 - 004 - Lizette Carol Velasco

Drop Date
August 31 2022

[Search Screen](#) [Simple List](#) **[Customized List](#)** [Customize Student List](#)

Grade: 09

Search

190 Students **190 Selected**

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input checked="" type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input checked="" type="checkbox"/>		Alonso, Isabella Bely	00058709	09

A green check mark and confirmation message is displayed, indicating the course has been dropped from the selected students' schedules.

That course has been dropped from the selected students' schedules.

[Search Screen](#) [Simple List](#) **[Customized List](#)**

Student Search

Student

Student Group

N/A

[More Search Options](#)

Search

Reset