Using the Roster to Manually Move a Student or Group of Students into Sections

In addition to using models, you can also manually move a student into a section from the Roster found on the Sectioning Tab.

Important things to note about manually moving students into sections:

1. When you move a student into a section using this method, the student will be *immediately* enrolled into the section. There is no pending or locked status.
2. You can use this method to move students already enrolled into a section into another section.
3. You can filter to view all students in each enrolled section, making it easier to find them and move them around.

Using Filters

Another helpful feature of the Roster is the ability to use filters. If you have moved a number of students into your created sections, you can filter on the placeholder section to see how many students are remaining.

To do this:

1. Type or click on the magnifying glass to select a section
2. Click the Filter button

Only those students enrolled in the section will appear on the roster.
To manually move a student or a group of students into sections:

1. Be sure to be on the Sectioning Tab.
2. In the Roster, click the Select checkbox of the student or students you wish to move.

3. If necessary, scroll down to the bottom of the page. Type in or click on the magnifying glass next to the Swap the selected student(s) into the following field.

4. Click Submit. You will receive a dialog box informing you that by confirming the submission, you will be enrolling these students into the section.
5. Click Confirm.
6. You will receive a Complete message; click Close.
7. Click to see the results.
8. As you saw when you submitted models, you will see a success message if you are successful and an Error message if you are not successful.