How to Bulk Clone Existing Course Classes for Calendar Year

Purpose

If your courses for a given academic period will remain the same from one scholastic year to another for the next calendar year, instead of cloning them one by one, you may like to consider bulk cloning the courses and ‘rolling’ the students over. This process will be valuable if, for example, there will be the same number of courses, with the same course names, with the same students and the same teachers. If there are small differences, you may edit individual classes and modify the values that need to be changed. See table below for cloning guidelines.

<table>
<thead>
<tr>
<th>Course – Structure Only</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 → Year 7</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 8 → Year 8</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 9 → Year 9</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 10 → Year 10</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 11 → Year 11</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 12 → Year 12</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course – Structure and Students</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 → Year 8</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 8 → Year 9</td>
<td>No</td>
</tr>
<tr>
<td>Year 9 → Year 10</td>
<td>Yes</td>
</tr>
<tr>
<td>Year 10 → Year 11</td>
<td>No</td>
</tr>
<tr>
<td>Year 11 → Year 12</td>
<td>No</td>
</tr>
</tbody>
</table>

Preconditions

The pre-requisite is to have already created all the equivalent courses (Curriculum Offers) in the targeted Calendar Year. For example, all your 2009 Year 7 courses must already exist (and be “Available”) before you can successfully bulk clone the courses to Year 8 2010.

Success Condition

As in ERN the name of a Student Group Offer must be unique within a given Scholastic Year. The Bulk Clone process can only clone a course that does not already exist in the targeted Calendar Year. Therefore, if a course already exists in the target Calendar Year (same name) or if the Bulk Clone function is executed again with the same parameters and there have been no new courses created in the source Calendar Year since the last run, then the class will not be cloned.
The process for Years 7 and 9 Structure and Students

Go to ERN School Enrolment

Click on Place Management → Student Group Offers tab

Select the Scholastic Year

From the Activity Type Drop-Down List Box (DDLB), select Course Class

Click the Go button

ERN will display the <Bulk Clone Course Class> button below with the search results list (you may need to scroll down the page to see the button).

Click the Bulk Clone Course Class button
Select radio button alongside ‘Are you cloning classes between Academic Periods and rolling the students over with it?’ and then click the Go button.

Select the academic period to copy by clicking on the DDLB next to ‘From Academic Period:’ (e.g. 2009 Calendar Year (27/01/2009 to 18/12/2009))

Select the academic period the classes will be cloned into by clicking on the DDLB next to ‘To Academic Period:’ (e.g. 2010 Calendar Year 27/01/2010 to 17/12/2010)

Alongside Copy: select the Scholastic Year

Click on ‘Submit Bulk Clone Request’

The following confirmation box will appear.
Click on ‘OK’ to confirm action

A notification screen will appear, including a report ID generated by ERN.

As the bulk cloning process may take a couple of minutes to complete, your request will be put in a queue and executed by the server so that you may continue your work. Once the process is completed, a report will be sent to your “My Profile” area for your review.

Please wait a couple of minutes before looking for the new classes.

Go to ‘My Report’ and download a copy of CSV file to verify if the cloning of course classes are successful.

From the CSV file, verify which courses have successfully ‘rolled’ over from under the ‘Result’ column.

NOTE: When system can not identify the possible curriculum offer for the student groups, system will not roll over the classes. Please Create or Clone the group manually.

Once the report has finished, go back to the Place Management ➔ student group offers, change the Calendar Year to 2010 and select either Year 8 or 10 depending on which courses you cloned.
How to Bulk Clone Existing Course Classes for Calendar Year

<table>
<thead>
<tr>
<th>Group offer name</th>
<th>Academic Period</th>
<th>Curriculum offer Scholastic Year</th>
<th>Curriculum Offer</th>
<th>Scholastic Year</th>
<th>Staff</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 BS</td>
<td>2010</td>
<td>8</td>
<td>English</td>
<td>8</td>
<td>Den</td>
<td>39</td>
</tr>
<tr>
<td>7 BS</td>
<td>2010</td>
<td>0</td>
<td>English</td>
<td>0</td>
<td>Bridge</td>
<td>27</td>
</tr>
<tr>
<td>7 BL</td>
<td>2010</td>
<td>8</td>
<td>English</td>
<td>8</td>
<td>Ploym</td>
<td>41</td>
</tr>
<tr>
<td>7 BM</td>
<td>2010</td>
<td>8</td>
<td>English</td>
<td>8</td>
<td>MILL</td>
<td>49</td>
</tr>
</tbody>
</table>
The process for Years 7-12 Structure only

Go to ERN School Enrolment

Click on Place Management → Student Group Offers tab

Select the Scholastic Year

From the Activity Type Drop-Down List Box (DDLB), select Course Class

Click the Go button

ERN will display the <Bulk Clone Course Class> button below with the search results list (you may need to scroll down the page to see the button).

Click the Bulk Clone Course Class button
Select radio button alongside ‘Are you cloning classes between Academic Periods without students (Structure Only)?’, and then click the Go button.

Select the academic period to copy by clicking on the DDLB next to ‘From Academic Period:’ (e.g. 2009 Calendar Year (27/01/2009 to 18/12/2009))

Select the academic period the classes will be cloned into by clicking on the DDLB next to ‘To Academic Period:’ (e.g. 2010 Calendar Year 27/01/2010 to 17/12/2010)

Place a tick beside Keep Original Offering Status so courses remain Available for the next calendar year.

Click on ‘Submit Bulk Clone Request’

The following confirmation box will appear.
Click on ‘OK’ to confirm action.

A notification screen will appear, including a report ID generated by ERN.

![Student Group Offer Bulk clone scheduled successfully. My Reports report id [24505091].]

As the bulk cloning process may take a couple of minutes to complete, your request will be put in a queue and executed by the server so that you may continue your work. Once the process is completed, a report will be sent to your “My Profile” area for your review.

Please wait a couple of minutes before looking for the new classes.

Go to ‘My Report’ and download a copy of CSV file to verify if the cloning of course classes are successful.

![CSV file download]

From the CSV file, verify which courses have successfully ‘rolled’ over from under the ‘Result’ column.

NOTE: When system can not identify the possible curriculum offer for the student groups, system will not roll over the classes. Please Create or Clone the group manually.

Once the report has finished, go back to the Place Management→student group offers, change the Calendar Year to 2010 and select the Scholastic Year that the courses were cloned for.