How to Clone an Existing Course Class

There are two ways to create a course class

1. Create a new course class not based on an existing group (e.g. a kinder group) (Please see ‘QRG- How to create a Course Class’)
2. Create a course class based on an existing group (e.g. move year 7A English to year 7A Mathematics course class where the students in the group are the same)

STEP 1: List the existing course class in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select CCL-Course Class in Activity Type

- Select appropriate Calendar year, Scholastic Year, Offering Status (see notes below), Enrolment Type, Sub Enrolment Type (for SCAS), Activity Type or Staff. Click Go. It will list student groups as per selected criteria.

NOTES ON OFFERING STATUS - DRAFT

- All Student Group Offers (SGOs) are created by default with "Draft" status (unless specifically set to Available by the user on create).
- It is not possible to add students to an SGO with "Draft" status.
• It is possible to modify the Curriculum Offer of a Course Class when the status is set to Draft, but once the status is changed to "Available", it will no longer be possible to do so.
• Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert it back to "Draft".

NOTES ON OFFERING STATUS - CANCELLED

• When the status of a SGO is changed to "Cancelled", the Current Membership status of all its students will be set to "No" (i.e. all the students are removed), this process cannot be reverted in any way, it is therefore extremely important to be careful when changing the status of the SGO to cancelled.
• The only way to add students to an SGO after it has been set to cancelled is by either adding them back one by one or re-transferring them from another group.
• When a SGO's offering status is set to "Cancelled", the only attribute that can be changed is the Offering Status, and that is back to "Available".
• Instead of trying to fix problems in an existing SGO one by one, it is recommended to "Clone" a SGO then "Cancel" the original.
STEP 2: Clone an Existing Course Class

- Select radio button alongside course class you wish to clone

- Once the selection has been made, **Clone** button will appear, click Clone button. A pop up screen similar to the following will be displayed;

- Make selection by clicking on the radio button and click **Go**
• A screen similar to the following will be displayed

• The **Group name**, must be changed.
• Ensure the **Expected Size, From and To dates** are correct for new course class

**NOTE 1:** **Expected size** MUST be greater than 0

**NOTE 2:** **From date** and **To date** can be future time characters (space are counted).
• Tick **Copy all students in the original group** check box. All the students from original group selected will be copied into new course class.

• Click on the **in the OASIS Cross-reference info** the following will be displayed:

• Enter new OASIS Class Name

  **NOTE3:** OASIS Class Name field can only take up to 10

• Check the data you have input is accurate, click the **Save** button at the bottom Or **Save and Exit**

• The following message will be displayed when the input information is validated.
A new class has been created with the same staff member and students of the original one cloned from.

To modify staff and students please see ‘QRG- How to Add/Remove Staff and Student’