How to Clone an Existing Roll Class

There are two ways to create a roll class

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

STEP 1: List the existing roll class/es in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select ROL-Roll 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 the Go button, and a list of student groups as per selected criteria will be displayed.

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.
- 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 Roll Class

- Select the radio button alongside roll class you wish to clone

- Once the selection has been made, the Clone button will appear, click Clone button, A screen similar to the following will be appear;
- Click the check box to select Supported enrolment types.
- Click the check box to select supported scholastic years. For example, “Year 2”
- Enter Offering name. For example, “2ST”.
- Change the Calendar Year. For example ‘2010’
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- **Group name**, and **OASIS Name** must be changed
- Make sure the **Calendar Year** and **Expected Size** are correct for new course class

**NOTE 1:** **OASIS Name** field can only take up to 10 characters (space are counted).

**NOTE 2:** **Expected size** **MUST** be greater than 0

**NOTE 3:** **Calendar Year** can be in the future

- Tick **Copy all students from the original group** check box when the student stay in the new class.
- Tick **Copy all staff from the original group** check box when the staff stay in the new class
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Check the data input is accurate, REMEMBER to change to Offering Status to Available
Click the Save or Save and Exit button at the bottom
The following message is displayed when the input information is validated.

OPTIONAL
In the Create Subordinate Reporting Groups section, the user may create new subgroup.
In the Subordinate Reporting Groups section, the user may modify the existing subgroup. (relevant for Primary Schools only)

Check the data input is accurate, click the Save and Exit button at the bottom

A new group has been created with the same staff member/s and students of the original one cloned from.
To modify staff and student, please see **QRG - How to Add Remove Staff and Student** for more information.