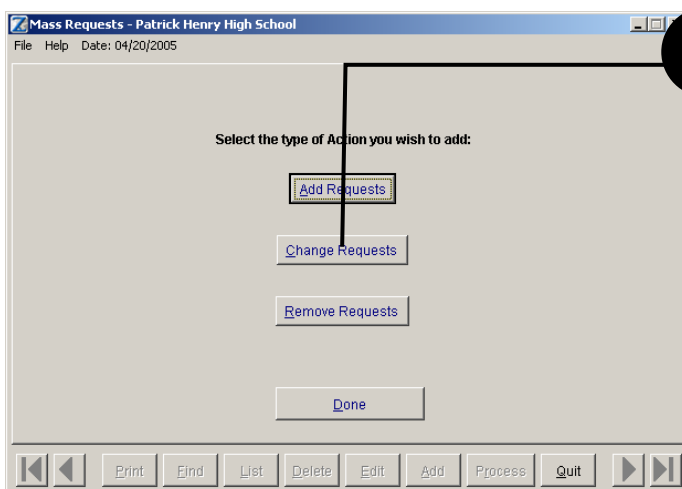
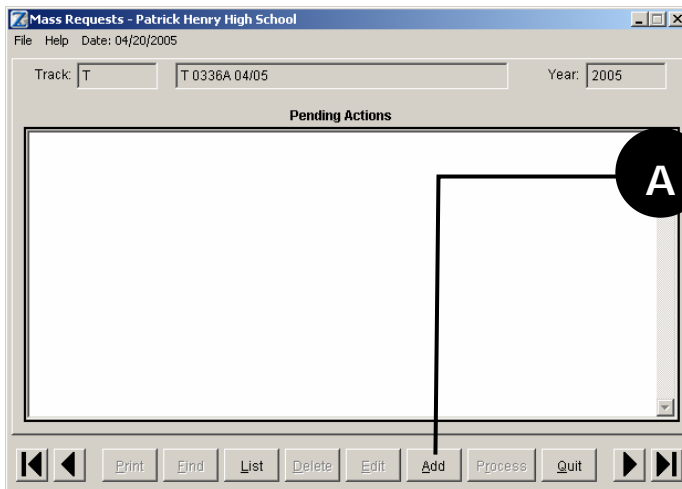


Mass Changing Course Requests using Mass Requests

The **Mass Requests** application can be used to mass change course requests for certain students. Once this process is complete, a new course request will be added and the old course request will be deleted.

Follow the steps below to mass change a course request.

- Open Zangle. Click on Scheduling. Select Mass Requests.
- Complete Steps A-I. Steps A and B are shown below. Steps C-I are on the following pages.



C Select Course from the Type menu. Then select the existing course you want to mass remove.

D Click Change Course.

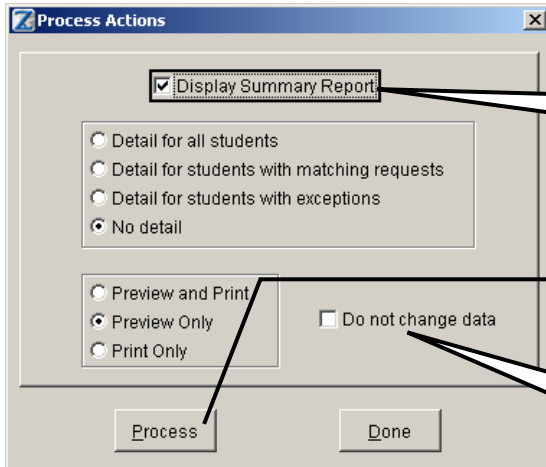
E Select the new course that will replace the old course.

F Click Save and then click Done.

G Click Done.

Action	Course
Change	ART 1

H Click Process.



IMPORTANT! You can choose to view a report that displays details regarding the course requests being changed.

I Click Process.

IMPORTANT! Check this box if you want to test your mass change before making final changes. No changes will be made to student data when you click Process if this box is checked.