

Creating cohort groups for scheduling

- Go to School>Teams/Groups, select Next Year
- In next year create the cohort groups that you require
- School>Course Information>Course Maintenance, create the “master” course. This may be an XAT wheel course for exploding purposes.
- Now you can go to School>Scheduling Utilities>Class Transfer
- Select Next Year
- Choose Load Type = Team, Load Value will be set to your Team/Group
- Load Students
- Select the Course and Section to be added to.
- Simulate and then Save
- Once students have been added to appropriate course & section, go to MTB and select Refresh to update changes made.