

“Copying” a Student List

There is no one-click “Copy List” operation. To copy a list, do the following:

Go to the **Student Data**→**Student Search** screen and do the following:

1. Click the “Reset” button to clear any existing search criteria
2. Select the list you want to copy from the Student Lists drop down
3. Click the “Search” button to load the students on the list
4. Click the “Select all students” checkbox in the list’s header bar
5. Click the “Create new list” radio button
6. Enter the name for the copy in the “New List Name” field
7. Click the “OK” button to create a new list (that is, the copy)

Student Data→Student Search

The screenshot shows the 'Student Search' interface in the Genesis Student Information System. The interface includes a navigation bar with tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next'. Below this is a sub-menu for 'Student List' with options like 'Edit Lists', 'Labels', 'Set Next School & Grade', 'NJ Testing', 'Data', 'Passes', 'Lunch', and 'Reports'. The main area contains search filters for 'Schools', 'Student ID', 'Status' (set to 'Active Students Only'), 'Homeroom', 'Student List' (set to 'Band'), 'ESL/LEP', and 'Next Grade'. There are 'Search' and 'Reset' buttons. Below the filters is a table of student records with columns for 'ID', 'Last Name', 'First Name', 'School', 'HR', 'GR', 'Gender', and 'ACTIVE'. A 'Select all students' checkbox is located at the top left of the table. At the bottom, there are radio buttons for 'Add checked students to this list' (set to '5th grade') and 'Add checked students to a new list' (set to 'Copy of Band'), along with an 'Ok' button. Seven yellow callout boxes with blue borders provide numbered instructions: 1. Click 'Reset' to clear the old search; 2. Select the list to copy; 3. Click 'Search' to load the old list; 4. Click the 'Select all students' checkbox; 5. Click 'Create new list' radio button; 6. Enter name of the new copy of the list; 7. Click 'OK' to create the copy.

ID	Last Name	First Name	School	HR	GR	Gender	ACTIVE
000047	Daal	Omar	2002	C105	11	F	ACTIVE
95	Daily	Ed	2002		11	M	ACTIVE
	Daley	Pete	2002	GYM-P	09	M	ACTIVE
	Danning	Ike	2002	C104	09	M	ACTIVE

Figure 1 - Student Data→Student List: Procedure to Copy a Student List

What if the Copied List was a Shared List?

If you copy a shared list, the new list is your own private list: it is not automatically shared. If you want other users to see it you must share the new list with them.