### 12.1.2 Scheduling students using a snapshot

Once snapshots have been created for homerooms and course sections have been created to match homeroom groupings, the students can be assigned to these.

1. In the **Schedule** top tab, select the **Master** side tab.

2. Click the **Roster** leaf. There is no need to select a course, and the course name that appears for the roster does not matter; this is just a means to access the function. As in the screenshot below, the Sciences humaines course has no bearing on the process about to be carried out.
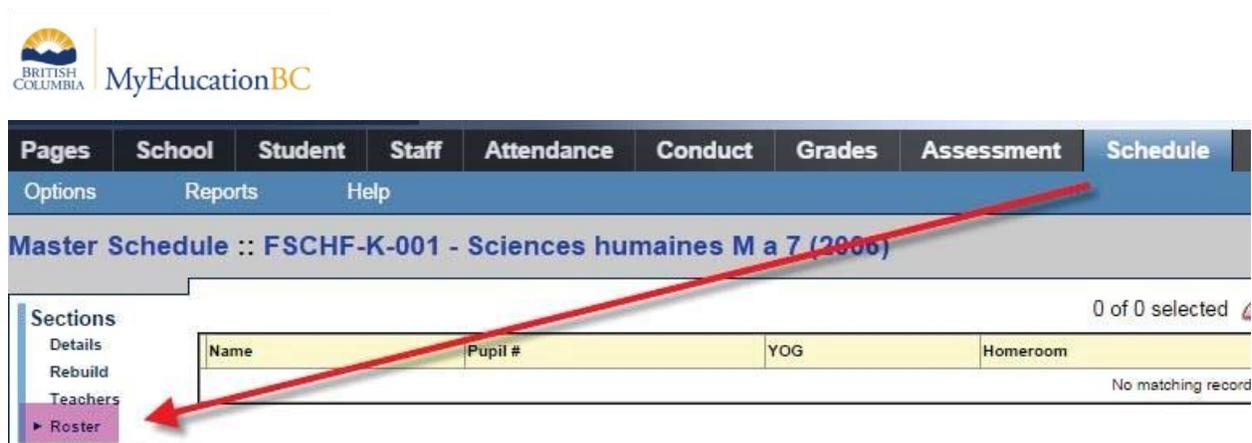

3. In the Options menu, select **Add**.

4. In the pop-up window, set the **Schedule Mode** to **Push**.

5. In the **Students** block, select **Snapshots**. The snapshots pick list popup window will open for the user to choose from.

6. Select the snapshot to use and click **OK**.
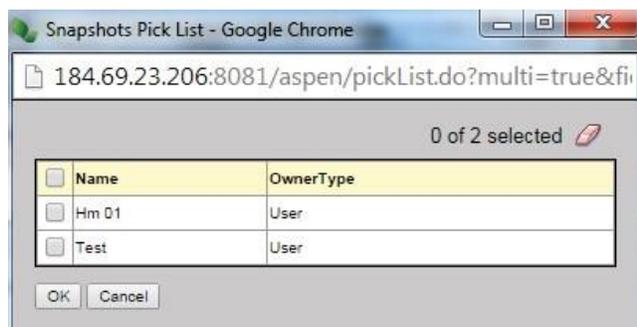
7. The multi-add students window will now display the number of students identified from the snapshot.

8. In the *Add to the following sections:* field, click the **Select button**. A list of course sections appears.   (This will just show your ATT-AM and ATT-PM blocks)

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9. Select the ATT-AM and ATT-PM course sections to add the students from the snapshot into. Multiple sections can be selected and you can use the Ctrl + F function to search the list and select records. Ensure you choose the corresponding section (ATT-AM-001 and ATT-PM-001) to the division (DIV.01) that you're working with.
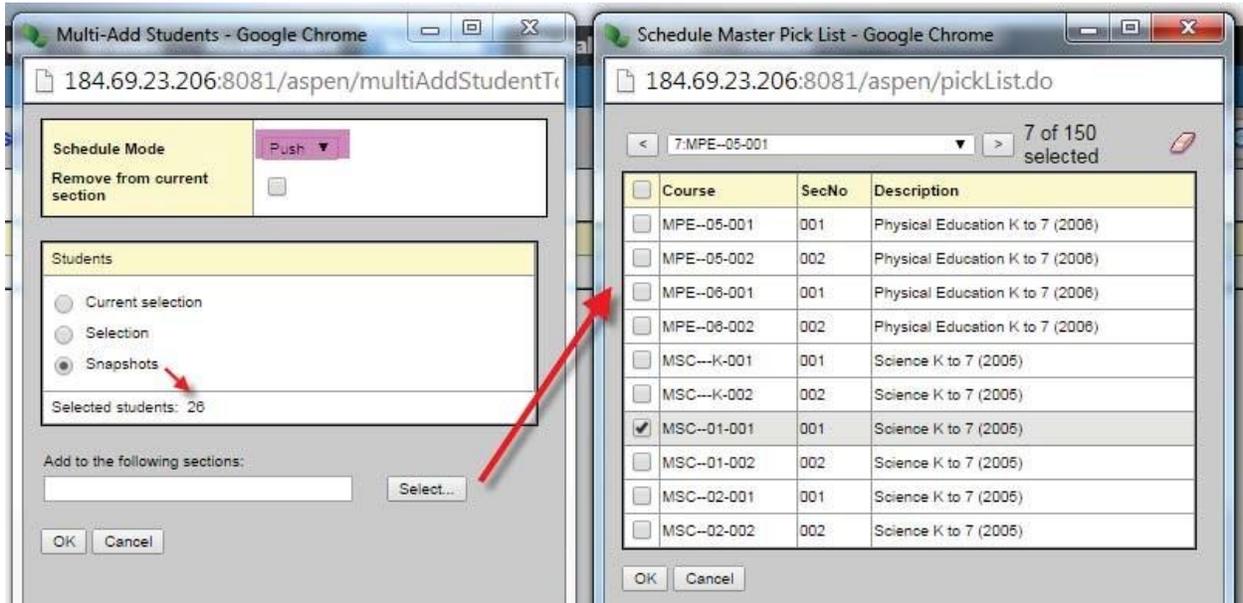
10. When the selection is complete, click **OK.** The sections will appear in a string in the *Add to the following sections:* field.

11. Click **OK** in the multi-add window to "push" the selected students into the course sections selected.

12. Click the **Sections** sub-side tab. You will see the *Total* column is populated with the number