

## Promoting Student Cohorts

To prepare gather the pertinent cohort information, and keep the following in mind:

- **Name** you will give the **promotion** (following your system of naming conventions)
- **Date** on which you want **promotion** to occur
- **Whether** you are promoting **entire cohorts**, and if not, **names** of the students who will be **promoted**
- **Order** in which you intend to **promote** the group; it is most logical to promote the **latest cohorts first** so as not to mix two unlike cohorts together.

### Clinical Trac Student Promotion Assignments

Order By Rank => All Rankings ▼

Cohort	Promotion Name	Date	Method	Promoted From	Promoted To
	Grads 2016	12/22/2016	Move All	Sophomore	Graduate
	Sophs 2017	12/22/2016	Move All	Freshman	Sophomore



1. From the left-side menu choose Assignments—> Student Promotion.
2. From the Action column, choose “Add”.
3. Enter a name for the promoted group in the “Promotion Title” box.
4. Select the “Date of Promotion”, using the pop-up calendar to select the date. If you try to type in the date, the system may not be able to correctly process the date.
5. For “Promotion Method” select whether you’ll be promoting an entire cohort at once (“Move All”) or promoting some and not others (“Move Selected”).
6. Select the cohort’s current rank from the “Move Current Ranking” dropdown, and then select the cohort’s new rank from the “To New Ranking” dropdown.
7. **If you are promoting an entire cohort you can skip this step:** If you are promoting some students and not others, you now need to select those being promoted from the list, “Current Students”. When selecting students, if you would like to select multiple consecutive students, select one, press down and hold the shift key on your keyboard, and select another— and every student will be highlighted in between. To select non-consecutive students, press down and hold the control key while clicking on all the students you want.
8. Select a “Save” button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, “Success: promotion record saved successfully.” You will also see that the newly promoted students will appear in the “New Student Ranking” section.

Promotion Title:  
Grads 2017 \* R

Date of Promotion:  
03/11/2017 \* Required

Promotion Method:  
 Move All  Move Selected

Move Current Ranking:  
Sophomore \* Require

To New Ranking:  
Student Ranking \* Require  
Student Ranking  
Dropout  
Freshman  
Graduate

Promotion Method:  
 Move All  Move Selected

Move Current Ranking:  
Freshman \* Re

To New Ranking:  
Sophomore \* Re

Current Students:  
Freshman - Nathan Fillion  
Freshman - Ron Glass  
Freshman - Summer Glau  
Freshman - Maggie Gyllenhaal  
Freshman - Dustin Hoffman  
Freshman - David Krumholtz  
Freshman - Queen Latifah  
Freshman - Emma Thompson



New Student Ranking:

Graduate - Shepherd Book  
Graduate - River Tam  
Graduate - Kaylee Frye  
Graduate - Inara Serra