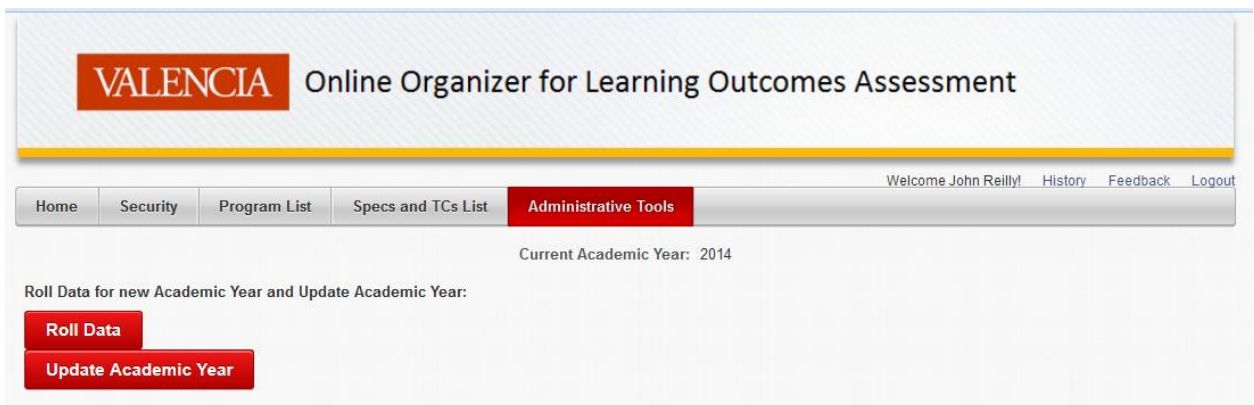**<u>Rolling Data in the Online Organizer</u>**

1. Go to Administrative Tools

2. Click on the Roll Data button.

3. You will be prompted to continue or cancel.

4. If you continue let the process run until you receive a completion message.

5. Click on the Update Academic Year button. This will update the academic year to the next year. The display should change to show the next year at the middle of the screen.

6. **Steps must always be run in the order above.**