



ProgressBook StudentInformation Course Requests Guide



ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation Course Requests Guide

(This document is current for v18.2.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Course Requests Guide* have been made.

Product Version	Heading	Page	Reason
18.2.0	<i>"My Account"</i>	28	Updated image and text to reflect new UI.
18.0.0	<i>"Edit Course Requests"</i>	35	Updated image to reflect new UI. Updated text to reflect new course typeahead find feature.
18.0.0	<i>"Add/Edit Student Requests"</i>	40	Updated image to reflect new UI. Updated text to reflect new course typeahead find feature.
18.0.0	<i>"Add/Edit Course Request Mass Update Group Rules"</i>	52	Updated text to reflect new course typeahead find feature.
17.2.2	<i>Entire Guide</i>	N/A	Updated all images and text to match style guide.

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Course Requests Overview

The Student Course Request Application is an online application letting students to make course requests for a future school year or future school term on the internet or the school intranet. Course requests are created directly in StudentInformation. You can export student request data in a standard format from the StudentInformation application following the completion of student requests and loaded into third party applications. The existing StudentInformation student management software infrastructure makes it easy to manage course information; assign common groups of requests to students in batches; create administrative requests that can be locked from student changes; and view request statistics in real-time.

In addition to letting students to create their course requests online, the application can also be accessed by students' parents if the school desires. Parents may be granted access only to view their children's requests or may be granted access to make requests that cannot be altered by the student. Parental access to the students' requests may also be configured to let parents confirm and approve their children's requests online. The application also provides the ability to print a request confirmation sheet to act as a receipt for the student or to be used to record and collect a parent's signature affirming their agreement with the student's course request selections.

The student/parent application also offers rudimentary account and user profile management facilities. Users, both parents and students, are able to view their own demographic information, request changes to their profile, or even directly update their demographic contact information as determined and configured by each individual school.

The Student Course Request Application runs as a separate application from the existing StudentInformation application for security and deployment reasons. However, much of the Student Course Request Application schedule and course management functionality is provided by existing StudentInformation application functionality. In addition, reporting functionality used by school personnel is available exclusively through existing StudentInformation application functionality. The Student Course Request Application provides interfaces and entry points to load the minimal data required for use of the Student Course Request Application for schools operating outside the StudentInformation application.

Understanding the Course Requests Module

Public Administration

Public administration is used to initialize and manage the public user accounts. Public administration is normally handled by an existing StudentInformation user, such as a guidance counselor or principal. The first step is to set up the parameters of the Course Requests Application using the **Application Configuration** screen. After the application configuration is set for a specific building, you can run the account generation process. Account generation creates public user accounts for the specified students and/or guardians. Once public user accounts are created, the account information letter can be printed, which contains each account's username and password. These account information letters can be handed out to students and/or guardians.

The **Uncommitted Requests** report shows students who have uncommitted, unapproved, or no course requests. The **Account Usage** screen shows the username and last login of public accounts.

Public Users

Public users are students and/or guardians. They log in to the Course Requests Application using the username and password created in the account generation process and printed on the account information letter. Public users are able to add, delete, review, and submit course requests, which are then reviewed and picked up by the Scheduler.

Course Request Mass Update Groups

This screen provides the user with a quick way to add student course requests in an initial request state en masse for selected groups of students. As rules are defined, a user may implement only those rules they select. Each rule updates independently of other rules. When a request is submitted, the updates are applied to the selected results set. If no result set exists at the time of the update, a new result set is created as this could be the initial step in the scheduling process where requests are gathered. Processing of a mass update rule is not dependent on a specific master schedule. Requests added/updated by a rule are not assigned, meaning that they do not assign a specific section of the requested course to a user. This process is reserved for the batch scheduler.

Scheduling

Various online course request screens and reports are part of the Scheduling module and are explained in more detail in the *ProgressBook StudentInformation Scheduling Guide*.

Course Requests Outline and Flow

1. Public Administration

- a. **Application Configuration** – This screen lets each building to edit the configuration settings of the Student Course Request Application.
- b. **Account Generation** – The **Account Generation** screen provides an interface to create new user accounts for students and guardians to use the Student Course Request Application.
- c. **Account Information Letter** – This report prints individual account information letters to be delivered to students and guardians.
- d. **Uncommitted Requests** – This screen creates a list of students that have unapproved, uncommitted, or no course requests.
- e. **Account Usage** – The **Account Usage** screen displays usage statistics for a group of Student Course Request Application users.
 - i. **Account Usage** – Delete account.

2. Public Users

- a. **Logging In** – Student and guardian log in to the Student Course Request Application.
- b. **My Account** – Change profile information and password.
- c. **Course Requests** – Student and guardian enter course requests.
- d. **Print** – Print from the **Public User** screen.

3. Scheduling Course Requests

- a. **Course Requests** – Use to modify course requests.
- b. **Student Requests** – Use to modify student course requests.
- c. **Course Request Mass Update Groups** – Use to create course requests for a group of students based on specific rules.

4. Scheduling Course Request Reports

- a. **Course Request Verification Slip (R416)** – Creates verification slips to pass out to students to check the accuracy of their course requests.
- b. **Student Course Request Verify (R401)** – Prints forms with student information and course requests for verification. Can also print parent signature information.
- c. **Tally of Student Course Requests (R402)** – This report provides a count of the number of students, broken down by grade, requesting each course.
- d. **Course Request Labels (R206)** – Use to generate student labels for course request sheets.

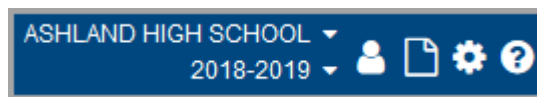
Public Administration

Application Configuration

Navigation: StudentInformation – Management – School Administration – Public Administration – Application Configuration

This screen lets each building to edit the configuration settings of the Student Course Request Application. These settings can be changed at any time.

Note: Verify you have the upcoming school year in context.



StudentInformation > Management > School Administration > Public Administration > Application Configuration

WARNING: You are working with a Future School Year

Student Course Request Application Configuration

From this screen, you can edit the configuration settings for the Student Course Request Application.

Context Options

School Year: 2018-2019

Security Options

Student Validation Method: Student Number

Guardian Access: View Only

Dates of Application Availability: 4/27/2017 - 12/31/2017

Contact Profile Editing Options

Name: None (read only)

Mailing Address: None (read only)

Phone Number: None (read only)

Email Address: None (read only)

Course Request Options

External course catalog address: <http://www.ashland-city.k12.oh.us> ☒ Use external course catalog

Guardian approval required: None **Guardian approval required:** None = All requests will be marked as approved status after the student submits the requests.

Request may specify: ☐ Alternate Course

Minimum credits required: 5.7

Maximum credits allowed: 7.5

Enforce Prerequisites and Corequisites: ☒

Requisite Action: Prevent

Permit Completed Courses: ☒

Electronic or Signature = The requests will be assigned a pending status. Parents or office staff will have to approve each request one by one.

THE BATCH SCHEDULER WILL ONLY SCHEDULE APPROVED REQUESTS.

Course Types:

☒ C - Class ☐ SAT - Satellite course

☐ L - Lunch ☒ PSEO - Post secondary course

☐ Z - Study hall ☐ Blank - blank - legacy

☐ ESC - ESC course ☐ VOC - Vocational

☐ G - Course Group ☐ CaseMgt - Case Management

☐ S - Spare

Excluded Courses:

Request Cut-off Date: 12/31/2017

Save Cancel

Context Options

School Year – Select the school year to which the Student Course Request Application is looking for requests. You can also turn off the application by selecting **Public Application Off for School**.

Security Options

Student Validation Method (required) – Select the student verification method required to access the Student Course Request Application. The valid options are **None**, **Student Social Security Number**, or **Student Number**.

Guardian Access (required) – Select the access level guardian users have to student course requests. The valid options are **None**, **View Only**, **Modify Requests**, or **Modify and Lock Requests**.

- **None** – Guardians are not assigned a username and cannot access the student course requests.
- **View Only** – Guardians are assigned a username and can view the student course requests but cannot modify the student course requests.
- **Modify Requests** – Guardians are assigned a username and can modify student course requests. If the **Guardian Access** is set to **Modify Requests**, the guardian can still change the requests even if Guardian Approval (see below) isn't required.
- **Modify and Lock Requests** – Guardians are assigned a username and can modify student course requests and lock them so they cannot be changed by the student. If the Guardian Access is set to "modify and lock requests", the guardian can still change the requests even if Guardian Approval (see below) isn't required.

Dates of Application Availability (required) – Enter the date range the application is available for use by students and guardians. If a user logs in outside of this date range, the following message displays:

The application is not available at this time

Contact Profile Editing Options

Note: This section is currently disabled. Students and guardians who wish to edit their contact profile can now do so through ParentAccess if they have been given the permission to do so. See the ProgressBook StudentInformation Student and Registration Guide for more information on setting permissions.

Course Request Options

External course catalog address (optional) – Enter a URL for the external course catalog resource to be used for all courses.

Use external course catalog (optional) – Select this check box if an external course catalog URL is used for all course descriptions. Used for non-StudentInformation users.

Guardian approval required (required) – Select the level of guardian approval required for all course requests. The valid options are **None**, **Electronic** (logging in to **StudentInformation Course Request**), and **Signature** (paper copy). A short description of these options is listed on the screen. Defaults to **None**.

Request may specify (optional) – Select this check box if course requests may include an alternate course.

Minimum credits required (required) – Enter the minimum credits required per student from 0 to 16 in .5 increments.

Maximum credits allowed (required) – Enter the maximum credits allowed per student from 0 to 16 in .5 increments.

Enforce Prerequisites and Corequisites (optional) – Select this check box if course pre-requisites and co-requisites are checked when course requests are added or removed.

Requisite Action (required) – If **Enforce Prerequisites and Corequisites** is selected, choose the action that occurs when course pre-requisites or co-requisites are not satisfied. Course history is checked for pre-requisites and co-requisites. The valid options are:

- **Warn** – The student is warned, but not prevented from taking the action.
- **Prevent** – The application displays an error and the request cannot be made.
- **Automatic** (used with co-requisites only) – The application prompts the user and the user can either decide to continue, and the application adds or remove the additional requests, or the user may cancel and no requests are added or removed.

Permit Completed Courses (optional) – Select this check box if courses already completed by the active student display in the course search results grid. This allows students to repeat courses such as band, yearbook, choir, etc.

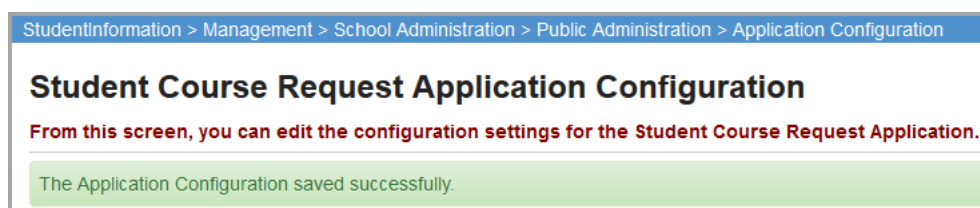
Course Types (optional) – Select the course types that display for the students. All course types display by default. De-selecting any of these will prevent students from being able to view or request these course types.

Excluded Courses (optional) – Type in the course number for courses to be excluded (such as Special Ed courses) – separated by commas. An example of a valid entry would be 58, 68, 100 – where courses 58, 68, and 100 are excluded from the student course request entry.

Request Cut-off Date (required) – Enter the cut-off date after which requests can no longer be changed. This date must be the same as or earlier than the **Dates of Application Availability** end date. If a user logs in after the **Request Cut-off Date**, they see the following message (with the appropriate date).

The request cut-off date was 2/2/2017

Save – Saves the configuration settings for the Student Course Request Application. You receive the message below. Any errors or missing information display in red at the top of the screen.



Cancel – Do not save the configuration settings for the Student Course Request Application.

Account Generation

Navigation: StudentInformation – Management – School Administration – Public Administration – Account Generation

The **Account Generation** screen lets you create new user accounts for students and guardians to use in the Student Course Request Application.

StudentInformation > Management > School Administration > Public Administration > Account Generation

Account Generation

Account Generation Details

Account Type: Student Only ▾
Account Lifespan: Date Limited ▾
Date Range:* 12/29/2017 📅 to* 6/1/2018 📅
Existing Accounts: Ignore ▾

Student Selection

Search Mode: ☒ Student Search ☐ Specify Username ☐ Specify Student Number
Last Name: ☐ Perform wildcard search
First Name: ☒ Perform wildcard search
Gender: ☒ Male ☒ Female ☒ Unspecified
Homerom Date: 12/29/2017 📅

Student Status
 A - ACTIVE RES
 ACCA - ASHLAND ACADEMY
 AE - ACTIVE ELSEWHERE
 D - DELETED

☐ Exclude students with selected status(es)

Administrative Homerom
 0-106 -
 0-108 -
 0-120 -
 0-124 -

☐ Exclude students in selected homerom(s)

Grade
 09 - 09
 10 - 10
 11 - 11
 12 - 12

☐ Exclude students in selected grade level(s)

Membership Group
 11 - Intervention
 12 - Post-secondary Enrollment Options Program
 15 - 15
 16 - 16

☐ Exclude students in selected group(s)

Membership

15 - Extended Learning Time (Each Week)
 15 - Guided Reading (Small Group Instruction)
 15 - Increase Reading Time
 15 - Interactive Writing

☐ Exclude students in selected membership(s)

Program

** - NOT APPLICABLE
 01 - Multiple Disabilities (other than Deaf - Blind)
 02 - Deaf-Blindness
 03 - Deafness (Hearing Impairments)

☐ Exclude students in selected program(s)

[Preview Students](#)

Account Generation Details

Account Type (required) – Select the course request account type to be generated. Valid options are **Student Only**, **Guardian Only**, or **Student and Guardian**.

Account Lifespan (required) – Select the lifespan of the course request accounts generated. Valid options are **Date Limited** (accounts are only valid during the specified date range) or **Permanent** (accounts only need to be re-initialized each year).

Date Range (optional) – If **Account Lifespan** is **Date Limited**, enter the starting and ending dates for the date range.

Existing Accounts (required) – Select how to handle existing course request accounts. Valid options are:

- **Ignore** – Leave existing accounts as they are and do not change any account properties.
- **Reset** – Replace any existing accounts with a new username and password.
- **Reinitialize** – Reinitialize any existing accounts with the new **Account Lifespan** (keeping the same username and password).

Student Selection

Search Mode (required) – Select **Student Search**, **Specify Username**, or **Specify Student Number** to indicate how students are searched.

Account Generation – Student Search

If you select a **Search Mode** of **Student Search**, the following fields display.

Student Selection

Search Mode: ☒ Student Search ☐ Specify Username ☐ Specify Student Number

Last Name: ☐ Perform wildcard search

First Name: ☒ Perform wildcard search

Gender: ☒ Male ☒ Female ☒ Unspecified

Homeroom Date:

Student Status

A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED

☐ Exclude students with selected status(es)

Administrative Homeroom

0-106 -
0-108 -
0-120 -
0-124 -

☐ Exclude students in selected homeroom(s)

Grade

09 - 09
10 - 10
11 - 11
12 - 12

☐ Exclude students in selected grade level(s)

Membership Group

50 - 50
test - test
11 - Intervention
12 - Post-secondary Enrollment Options Program

☐ Exclude students in selected group(s)

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

☐ Exclude students in selected membership(s)

Program

** - NOT APPLICABLE
01 - Multiple Disabilities
02 - Deaf-Blindness
03 - Hearing Impairments

☐ Exclude students in selected program(s)

Preview Students

Last Name (optional) – Enter any student last name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

First Name (optional) – Enter any student first name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

Gender (optional) – Select one or more genders. If no gender is specified, students of all genders display.

Homeroom Date (required) – Enter the date to use when determining homeroom assignment. Defaults to today's date.

Student Status (optional) – Select the student statuses you wish to include in your search. If no student statuses are selected, students in all student statuses are included.

Exclude students with selected statuses (optional) – Select this check box if you want to exclude the selected student statuses from your search.

Administrative Homeroom (optional) – Select the administrative homerooms you wish to include in your search. If no administrative homerooms are selected, students in all administrative homerooms are included.

Exclude students in select homeroom(s) (optional) – Select this check box if you want to exclude the selected administrative homerooms from your search.

Grade (optional) – Select the grades you wish to include in your search. If no grades are selected, students in all grades are included.

Exclude students in selected grade level(s) (optional) – Select this check box if you want to exclude the selected grades from your search.

Membership Group (optional) – Select the membership groups you wish to include in your search. If no membership groups are selected, students in all membership groups are included.

Exclude students in selected group(s) (optional) – Select this check box if you want to exclude the selected membership groups from your search.

Membership (optional) – Select the memberships you wish to include in your search. If no memberships are selected, students in all memberships are included.

Exclude students in selected membership(s) (optional) – Select this check box if you want to exclude the selected memberships from your search.

Program (optional) – Select the programs you wish to include in your search. If no programs are selected, students in all programs are included.

Exclude students in selected program(s) (optional) – Select this check box if you want to exclude the selected programs from your search.

Preview Students – Click to display a list of all students that meet the specified student selection criteria.

Preview Students							
4 Records Displayed							
	Student Name	Student Number	Gender	Grade Level ▲	Homeroom	Existing Student Account	Existing Guardian Account
<input checked="" type="checkbox"/>	SMITH, ALLISON	111111	F	09			
<input checked="" type="checkbox"/>	SMITH, JOHN	222222	M	09			
<input checked="" type="checkbox"/>	SMITH, MARK	333333	M	09			
<input checked="" type="checkbox"/>	SMITH, PAUL	444444	M	09			
Mark All		Unmark All		Create Accounts			

Sorting – You may sort by any column (**Student Name, Student Number, Gender, Grade, Homeroom, Existing Student Account, Existing Guardian Account**) in ascending or descending order by clicking on the column header.

☒ – Indicates the students you wish to create an account for that do not already have a course request account. De-select any students for whom you do not want a course request account created. These check boxes are selected by default if the students do not have a course request account, and are de-selected by default if the students already have a course request account.

Student Name – Name of each student.

Student Number – Number of each student.

Gender – Gender of each student.

Grade – Grade of each student.

Homeroom – Homeroom of each student based on the specified **Homeroom Date**.

Existing Student Account – Displays any student account already assigned to this student.

Existing Guardian Account – Displays any guardian account already assigned to this student.

Mark All – Click to select all students for which to create course request accounts.

Unmark All – Click to de-select all students for which to create course request accounts.

Create Accounts – Click to create course request accounts for the selected students and/or guardians. The message below displays and you can now print Account Information Letters.

The accounts were created successfully

Account Generation – Specify Username

If you select a **Search Mode** of **Specify Username**, the following field displays:

The screenshot shows a web form titled "Student Selection". At the top, there are three radio buttons for "Search Mode": "Student Search", "Specify Username" (which is selected), and "Specify Student Number". Below the radio buttons is a large text input field. To the left of this field, the label "Username: (comma separated)" is displayed. At the bottom of the form, there is a blue button labeled "Preview Students".

Username (comma separated) (required) – Enter the public administration username of each account. This is normally used when you are resetting or reinitializing existing public accounts.

Preview Students – Click to display a list of all students with the specified usernames.

Preview Students

4 Records Displayed

	Student Name	Student Number	Gender	Grade Level ▲	Homeroom	Existing Student Account	Existing Guardian Account
<input checked="" type="checkbox"/>	SMITH, ALLISON	111111	F	09			
<input checked="" type="checkbox"/>	SMITH, JOHN	222222	M	09			
<input checked="" type="checkbox"/>	SMITH, MARK	333333	M	09			
<input checked="" type="checkbox"/>	SMITH, PAUL	444444	M	09			

Mark All

Unmark All

Create Accounts

Sorting – You may sort by any column (**Student Name**, **Student Number**, **Gender**, **Grade**, **Homeroom**, **Existing Student Account**, **Existing Guardian Account**) in ascending or descending order by clicking on the column header.

☒ – Indicates the students you wish to create an account for that do not already have a course request account. De-select any students for whom you do not want a course request account created. These check boxes are selected by default if the students do not have a course request account, and are de-selected by default if the students already have a course request account.

Student Name – Name of each student.

Student Number – Number of each student.

Gender – Gender of each student.

Grade – Grade of each student.

Homeroom – Homeroom of each student based on the specified **Homeroom Date**.

Existing Student Account – Displays any student account already assigned to this student.

Existing Guardian Account – Displays any guardian account already assigned to this student.

Mark All – Click to select all students for which to create course request accounts.

Unmark All – Click to de-select all students for which to create course request accounts.

Create Accounts – Click to create course request accounts for the selected students and/or guardians. The message below displays and you can now print Account Information Letters.

The accounts were created successfully

Account Generation – Specify Student Number

If you select a **Search Mode** of **Specify Username**, the following field displays:

Homeroom Date (optional) – Enter the date used to determine the school year from which to return selected students. Defaults to the current date.

Student Number (comma separated) (required) – Enter the student numbers separated by a comma. For example: 00007004, 00004008, 00005004.

Preview Students – Click to display a list of all students with the specified student numbers.

Preview Students							
4 Records Displayed							
	Student Name	Student Number	Gender	Grade Level ▲	Homeroom	Existing Student Account	Existing Guardian Account
<input checked="" type="checkbox"/>	SMITH, ALLISON	111111	F	09			
<input checked="" type="checkbox"/>	SMITH, JOHN	222222	M	09			
<input checked="" type="checkbox"/>	SMITH, MARK	333333	M	09			
<input checked="" type="checkbox"/>	SMITH, PAUL	444444	M	09			
Mark All		Unmark All		Create Accounts			

Sorting – You may sort by any column (**Student Name**, **Student Number**, **Gender**, **Grade**, **Homeroom**, **Existing Student Account**, **Existing Guardian Account**) in ascending or descending order by clicking on the column header.

☒ – Indicates the students you wish to create an account for that do not already have a course request account. De-select any students for whom you do not want a course request account created. These check boxes are selected by default if the students do not have a course request account, and are de-selected by default if the students already have a course request account.

Student Name – Name of each student.

Student Number – Number of each student.

Gender – Gender of each student.

Grade – Grade of each student.

Homeroom – Homeroom of each student based on the specified **Homeroom Date**.


Existing Student Account – Displays any student account already assigned to this student.

Existing Guardian Account – Displays any guardian account already assigned to this student.

Mark All – Click to select all students for which to create course request accounts.

Unmark All – Click to de-select all students for which to create course request accounts.

Create Accounts – Click to create course request accounts for the selected students and/or guardians. The message below displays and you can now print Account Information Letters.



The accounts were created successfully

Account Information Letter

Navigation: StudentInformation – Management – School Administration – Public Administration – Account Information Letter

This report prints individual account information letters to be delivered to students and guardians. The individual pages are formatted to display the address in a standard window envelope. The letter is handed out to students in the school or mailed to each student and guardian. Each school can customize the verbiage of the letter body.

StudentInformation > Management > School Administration > Public Administration > Account Information Letter

Account Information Letter

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Search Mode: ☒ Student Search ☐ Specify User Name ☐ Specify Student NumberLast Name: ☒ Perform wildcard searchFirst Name: ☒ Perform wildcard searchGender: ☒ Male ☒ Female ☒ Unspecified**Administrative Homeroom**

DOHS114 - Ellis (Full Year)	↔	
DOHS115 - Harrison (Full Year)	↔	
DOHS116 - Gibson (Full Year)	↔	
DOHS117 - McDonald (Full Year)	↔	

☐ Exclude students in selected homeroom(s)**Grade**

9 - 9th Grade	↔	
10 - 10th Grade	↔	
11 - 11th Grade	↔	
12 - 12th Grade	↔	

☐ Exclude students in selected grade level(s)**Membership Group**

A - Athletic	↔	
B - Clubs	↔	
C - Academic	↔	
I - Intervention	↔	

☐ Exclude students in selected group(s)**Membership**

Academic - Band	↔	
Academic - Chorus	↔	
Athletic - Baseball Team	↔	
Athletic - Boy's Basketball Team	↔	

☐ Exclude students in selected membership(s)**Program**

** - NOT APPLICABLE	↔	
1 - Multiple Disabilities	↔	
10 - Specific Learning Disabil	↔	
11 - Preschool disability 0-5	↔	

☐ Exclude students in selected program(s)Homeroom Date: Letter Types To Generate:

Letter Verbiage:

Sorting Options

Grade (ASC)	↔	Grade (DESC)
Student Number (ASC)	↔	Student Last Name (ASC)
Student Number (DESC)	↔	
Student Last Name (DESC)	↔	

Delivery Method: Email Address: Report Format: Description:

Search Mode (required) – Select **Student Search**, **Specify Username**, or **Specify Student Number** to indicate how you wish to search for students.

Last Name (optional) – Enter any student last name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

First Name (optional) – Enter any student first name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

Gender (optional) – Select one or more genders. If no gender is specified, students of all genders display.

Administrative Homeroom (optional) – Select the administrative homerooms you wish to include or exclude in your search. If no administrative homerooms are selected, students in all administrative homerooms are included.

Exclude students in selected homeroom(s) (optional) – Check if you wish the selected Administrative Homerooms to be excluded from your search.

Grade (optional) – Select the grades you wish to include in your search. If no grades are selected, students in all grades are included.

Exclude students in selected grade level(s) (optional) – Select this check box if you want to exclude the selected grades from your search.

Membership Group (optional) – Select the membership groups you wish to include in your search. If no membership groups are selected, students in all membership groups are included.

Exclude students in selected group(s) (optional) – Select this check box if you want to exclude the selected membership groups from your search.

Membership (optional) – Select the memberships you wish to include in your search. If no memberships are selected, students in all memberships are included.

Exclude students in selected membership(s) (optional) – Select this check box if you want to exclude the selected memberships from your search.

Program (optional) – Select the programs you wish to include in your search. If no programs are selected, students in all programs are included.

Exclude students in selected program(s) (optional) – Select this check box if you want to exclude the selected programs from your search.

Homeroom Date (required) – Enter the date used to determine the school year from which to return selected students. Defaults to the current date.

Letter Types to Generate (required) – Select the type of letter to generate. Valid options are **Student Accounts Only**, **Guardian Accounts Only**, or **Student and Guardian Accounts**.

Letter Verbiage (optional) – Enter the text that prints on the account information letter. The **Letter Verbiage** can include up to 600 characters of text.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populates from your StudentInformation profile)

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Note: Random passwords and username extensions are only generated using the numerals 0 through 9, and the letters A, B, C, D, E, and F. The letter O does not appear in randomly generated passwords or username extensions.

School:	HIGH SCHOOL	12/15/2009
Homeroom:	IN05	
DOMINIC Student75542 1000 S Main St Lima OH 45804-1241		
UserName:	d.student.EB2B	
Password:	0BA21DD0BF	
Testing public course requests.		

Uncommitted Requests

Navigation: StudentInformation – Management – School Administration – Public Administration – Uncommitted Requests

This screen creates a list of students that have unapproved or uncommitted course requests. This screen also lists students who have no course requests at all.

StudentInformation > Management > School Administration > Public Administration > Uncommitted Requests

Uncommitted Requests

Student Selection

Last Name: ☐ Perform wildcard search

First Name: ☒ Perform wildcard search

Gender: ☒ Male ☒ Female ☒ Unspecified

Homeroom Date:

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

☐ Exclude students with selected status(es)

Administrative Homeroom

DOHS114 - Ellis (Full Year)
DOHS115 - Harrison (Full Year)
DOHS116 - Gibson (Full Year)
DOHS117 - McDonald (Full Year)

☐ Exclude students in selected homeroom(s)

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

☐ Exclude students in selected grade level(s)

Membership Group

A - Athletic
B - Clubs
C - Academic
I - Intervention

☐ Exclude students in selected group(s)

Membership

Academic - Band
Academic - Chorus
Athletic - Baseball Team
Athletic - Boy's Basketball Team

☐ Exclude students in selected membership(s)

Program

** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5

☐ Exclude students in selected program(s)

☒ Show Students without Requests ☐ Unapproved by Parent/Guardian ☐ Uncommitted by Student

Last Name (optional) – Enter any student last name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

First Name (optional) – Enter any student first name for the student selection. If preferred, you can select the **Perform wildcard search** check box.

Gender (optional) – Select one or more genders. If no gender is specified, students of all genders display.

Homeroom Date (required) – Enter the date used to determine the school year from which to return selected students. Defaults to the current date.

Student Status (optional) – Select the student statuses you wish to include in your search. If no student statuses are selected, students in all student statuses are included.

Exclude students with selected statuses (optional) – Select this check box if you want to exclude the selected student statuses from your search.

Administrative Homeroom (optional) – Select the administrative homerooms you wish to include in your search. If no administrative homerooms are selected, students in all administrative homerooms are included.

Exclude students in select homeroom(s) (optional) – Select this check box if you want to exclude the selected administrative homerooms from your search.

Grade (optional) – Select the grades you wish to include in your search. If no grades are selected, students in all grades are included.

Exclude students in selected grade level(s) (optional) – Select this check box if you want to exclude the selected grades from your search.

Membership Group (optional) – Select the membership groups you wish to include in your search. If no membership groups are selected, students in all membership groups are included.

Exclude students in selected group(s) (optional) – Select this check box if you want to exclude the selected membership groups from your search.

Membership (optional) – Select the memberships you wish to include in your search. If no memberships are selected, students in all memberships are included.

Exclude students in selected membership(s) (optional) – Select this check box if you want to exclude the selected memberships from your search.

Program (optional) – Select the programs you wish to include in your search. If no programs are selected, students in all programs are included.

Exclude students in selected program(s) (optional) – Select this check box if you want to exclude the selected programs from your search.

Show Students without Requests (optional) – Select this check box if you wish to show students with no student course requests at all.

Unapproved by Parent/Guardian (optional) – Select this check box if you wish to show student course requests that required approval but are not yet approved by parent/guardian.

Uncommitted by Student (optional) – Select this check box if you wish to show approved course requests that are not committed to by the student. If a guidance counselor or principal enters a request directly on **Student Request** screen for a student, then that request has an approved status but is uncommitted by the student. This is because the student has not submitted and committed their request on the Student Course Request module.

Search – Click to execute the search based on the criteria specified.

4 Records Displayed

Student Name ▲	Student Number	Gender	Grade	Total
Smith, Fala	04306019	F	10	0
Smith, Fallon	04306014	F	10	0
Smith, Fannie	04306020	F	10	0
Smith, Fayme	04306018	F	10	0

Sorting – You may sort by any column (**Student Name**, **Student Number**, **Gender**, **Grade**, **Total**) in ascending or descending order by clicking on the column header.

Student Name – Name of the student.

Student Number – Number of the student.

Gender – Gender of the student.

Grade – Grade of the student.

Total – Total number Of Student Course Requests.

You can click on each student's name in the **Name** column to go to that student's **Student Requests** screen.

StudentInformation > SIS > Scheduling > Requests

Find Students [] Go To []

Student Requests









From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule [] Default Schedule Result [] ☒ Display Assignments

Search

Run Scheduler Go to Course Section Assignments Add Request Drop All Requests Save Changes Cancel Changes

6 Records Displayed of 6

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
 	280 - AP BIOLOGY		9	Approved					
 	397 - AP STATISTICS		8	Approved					

☒ Show Active Only

Please see the *ProgressBook StudentInformation Scheduling Guide* for more information about the **Student Requests** screen.

Account Usage

Navigation: StudentInformation – Management – School Administration – Public Administration – Account Usage

The **Account Usage** screen displays usage statistics for a selected group of Student Course Request Application users, or, if you have a student in context, displays usage statistics for all Student Course Request Application users associated with the student in context.

StudentInformation > Management > School Administration > Public Administration > Account Usage

Account Usage

Specify Date Range For Search

Date Range: 12/29/2017 to 6/1/2018

Specify User

Username:

Search Students

Last Name: ☐ Perform wildcard search

First Name: ☒ Perform wildcard search

Gender: ☒ Male ☒ Female ☒ Unspecified

Student Status

A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED

☐ Exclude students with selected status(es)

Grade

09 - 09
10 - 10
11 - 11
12 - 12

☐ Exclude students in selected grade level(s)

Membership Group

11 - Intervention
12 - Post-secondary Enrollment Options Program
15 - 15
16 - 16

☐ Exclude students in selected group(s)

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

☐ Exclude students in selected membership(s)

Program

** - NOT APPLICABLE
01 - Multiple Disabilities (other than Deaf - Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

☐ Exclude students in selected program(s)

Selection Criteria (no student in context)

Specify Date Range for Search

Date Range (required) – Enter the from and to dates to search for course request activity.

Specify User

Username (optional) – Enter the course request username assigned to the student or guardian.

Go – Click to display the account usage for the **Username** entered.

Search Students

Last Name (optional) – Enter any student last name for the student selection. If preferred, you can select the Perform wildcard search check box.

First Name (optional) – Enter any student first name for the student selection. If preferred, you can select the Perform wildcard search check box.

Gender (optional) – Select one or more genders. If no gender is specified, students of all genders display.

Student Status (optional) – Select the student statuses you wish to include in your search. If no student statuses are selected, students in all student statuses are included.

Exclude students with selected statuses (optional) – Select this check box if you want to exclude the selected student statuses from your search.

Grade (optional) – Select the grades you wish to include in your search. If no grades are selected, students in all grades are included.

Exclude students in selected grade level(s) (optional) – Select this check box if you want to exclude the selected grades from your search.

Membership Group (optional) – Select the membership groups you wish to include in your search. If no membership groups are selected, students in all membership groups are included.

Exclude students in selected group(s) (optional) – Select this check box if you want to exclude the selected membership groups from your search.

Membership (optional) – Select the memberships you wish to include in your search. If no memberships are selected, students in all memberships are included.

Exclude students in selected membership(s) (optional) – Select this check box if you want to exclude the selected memberships from your search.

Program (optional) – Select the programs you wish to include in your search. If no programs are selected, students in all programs are included.

Exclude students in selected program(s) (optional) – Select this check box if you want to exclude the selected programs from your search.

Search – Click to execute the search based on the selected criteria.

<div>Search</div>									
2 Records Displayed									
	Account Type	Username	Last Login	Student Name ▲	Student Number	Gender	Grade	Link	Active
	Guardian	bacsi.AAE4	12/15/2017 09:51 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
	Student	h.bacsi.D9F0	12/15/2017 11:27 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only									

Associated User List (student in context)

StudentInformation > Management > School Administration > Public Administration > Account Usage Find Student									
Account Usage									
2 Records Displayed									
	Account Type	Username	Last Login	Student Name ▲	Student Number	Gender	Grade	Link	Active
	Guardian	bacsi.AAE4	12/15/2017 09:51 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
	Student	h.bacsi.D9F0	12/15/2017 11:27 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only									

Sorting – You may sort by any column (**Account Type**, **Username**, **Last Login**, **Student Name**, **Student Number**, **Gender**, **Grade**) in ascending or descending order by clicking on the column header.

Account Type – Student, guardian, or student/guardian course request account.

Username – Username for this course request account.

Last Login – Date and time that this user last logged into the Student Course Request Application.

Student Name – Name of the student to whom this course request account is assigned.

Student Number – Number of the student to whom this course request account is assigned.

Gender – Gender of the student.

Grade – Grade of the student.

Link – If the corresponding check box is selected, it indicates that the guardian account has been linked from another guardian account. This is a result of using the **Link Students** screen with a guardian account.

Active – indicates an active account; indicates an inactive account. Users cannot log in with an inactive account.

Show Active Only – Select this check box to show only active accounts; de-select this check box to show both active and inactive accounts.

Account Usage – Delete Account

Navigation: StudentInformation – Management – School Administration – Public Administration – Account Usage

<input type="button" value="Search"/>									
2 Records Displayed									
	Account Type	Username	Last Login	Student Name ▲	Student Number	Gender	Grade	Link	Active
	Guardian	bacsi.AAE4	12/15/2017 09:51 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
	Student	h.bacsi.D9F0	12/15/2017 11:27 AM	BACSI, HORACE	111111	M	12	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only									

Click to delete (deactivate) an account.

StudentInformation > Management > School Administration > Public Administration > Account Usage

Account Usage

Are you sure you want to deactivate the following account? The user will not be able to login with this account after deactivation.

Username: h.bacsi.D9F0

OK – Click to delete (deactivate) this account. Users cannot login with an inactive account. You receive a confirmation message:

The selected account was deactivated

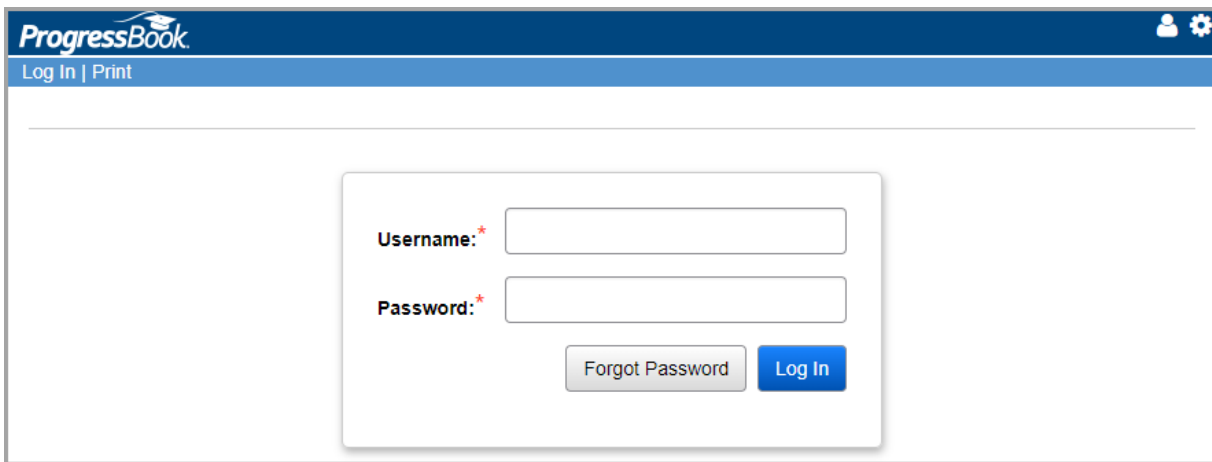
Cancel – Click to cancel deleting (deactivating) this account.

Public Users

Students and guardians are considered public users of the Student Course Request Application. They use a separate application to submit student course requests.

Please refer to your DA-Site for the Public User URL. Go to the Public User URL to access the Student Course Requests Application.

Logging In

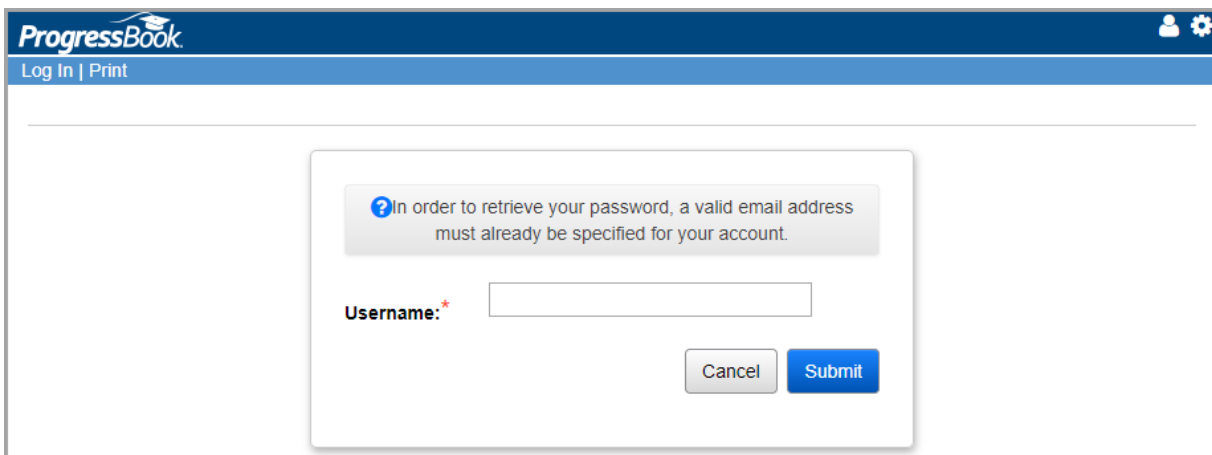


Username (required) – Enter the username that was assigned. This can be found on the Account Information Letter.

Password (required) – Enter the password that was assigned. This can be found on the Account Information Letter.

Log In – Click to log in to the Student Course Request Application.

Forgot Password – Click to retrieve a forgotten password.






Username (required) – Enter the username that was assigned.

Note: A valid email address must already be specified for the user account to retrieve the password.

Submit – Click to submit the password request; the current password is sent to the email address assigned to this user.

Cancel – Click to cancel the password request.



Once you have logged in, your account and student information is summarized in the top grid, and more options display in the navigation bar.

	Student: BACSI, HORACE	Counselor: Crawford, Jonathan	 	
	School: ASHLAND HIGH SCHOOL (2017-2018)	School Phone: (123) 456-7890		
	Application Availability: 06/01/2017 - 08/15/2017	Grade: 12 ID: 111111		
	Request Cut-off Date: 08/15/2017			
Course Requests My Account Log Out Print				Logged In As: h.bacsi.D9FC

My Account – Click to view your account information or change your password. See [“My Account”](#) for more details.

Log Out – Click to log out from the Student Course Request Application.

My Account

ProgressBook	Student: BACSI, HORACE	Counselor: Crawford, Jonathan	 
	School: ASHLAND HIGH SCHOOL (2017-2018)	School Phone: (123) 456-7890	
	Application Availability: 06/01/2017 - 08/15/2017	Grade: 12 ID: 111111	
	Request Cut-off Date: 08/15/2017		
Course Requests My Account Log Out Print Logged In As: h.bacsi.D9F0			

Click **My Account** on the navigation bar to change your password.

Course Requests | My Account | Log Out | Print

Account Management

Change My Password
Cancel

Change My Password – Click to change the account password. Select the **Use Email Address as Username** check box if an email address is available on the account and the email address should be used as the account username.

Course Requests | My Account | Log Out | Print

Password Change

Username: h.bacsi.D9F0

New Password: *

Confirm New Password: *


☐ Use Email Address as Username

Save
Cancel

Save – Click to save your new password.

Cancel – Click to cancel changing your password.








Course Requests

Any course requests that are already entered display on the top of this screen. Course requests preceded by  indicate that they are already approved and cannot be edited through the Student Course Request Application.

Course Requests | My Account | Log Out | Print Logged In As: h.bacsi.D9F0

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
	010	CCP ON ASHLAND U CAMPUS			0.00		Unknown
	012	CCP ON OSU CAMPUS			0.00		Unknown
	397	AP STATISTICS		2 (Requested)	1.00		Approved
	612	ANIMAL & PLANT SCIENCE			1.00		Unknown
	613	MECHANICAL PRINCIPLES			1.00		Unknown
	614	LANDSCAPE DESIGN			1.00		Approved
	CCPMUS014	JAZZ ENSEMBLE			0.33		Unknown

[Review Requests](#)

Search Mode: ☒ Course Search ☐ Specify Course Code

Department:

Area of Study (AOS):

Course Subject Area (CSA):

Credits:

Course Groups:

Honor Courses:

Include Completed Courses: ☐

[Search](#)

Search Mode: Course Search

Department (optional) – Select a course department to narrow your search.

Area of Study (AOS) (optional) – Select an area of study to narrow your search.

Course Subject Area (CSA) (optional) – Select a course subject area to narrow your search.

Credits (optional) – Enter a number of credits or partial credits, then select **At least**, **Exactly**, or **More than** from the drop-down list to operate on that number of credits. Selecting **Any** from the drop-down list ignores any numeric value in the **Credits** field.

Course Groups (optional) – Select **Display standard courses only**, **Display course groups only**, or **Display all courses and course groups**.

Honor Courses (optional) – Select **Display all courses**, **Display Honors courses only**, or **Display Non-Honors courses only**.

Include Completed Courses – Select this check box to include courses the student has completed in the results list.

Search – Click to search for available courses that match the criteria entered.

Search Mode: Specify Course Code

Course Requests | My Account | Log Out | Print Logged In As: h.bacsi.D9F0

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
	010	CCP ON ASHLAND U CAMPUS			0.00		Unknown
	012	CCP ON OSU CAMPUS			0.00		Unknown
	397	AP STATISTICS		2 (Requested)	1.00		Approved
	612	ANIMAL & PLANT SCIENCE			1.00		Unknown
	613	MECHANICAL PRINCIPLES			1.00		Unknown
	614	LANDSCAPE DESIGN			1.00		Approved
	CCPMUS014	JAZZ ENSEMBLE			0.33		Unknown

[Review Requests](#)

Search Mode: ☐ Course Search ☒ Specify Course Code

Course Code: *
(comma separated)

[Search](#)

Course Code (required) – Enter course code numbers or course group code numbers (separated by commas).

Search – Click to display the specified courses.

[Search](#)

		Course	Course Name	Desc	Dept	AOS	CSA	Group	Honors	In GPA
<input checked="" type="checkbox"/>		261	AP ENVIRONMENTAL SCIENCE		SCI			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		266	PHYSICAL GEOLOGY		SCI			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Request Selected Courses](#)

To add a request:

- Click to add a single course.
- OR
- Select the corresponding check boxes for courses you wish to request and click **Request Selected Courses**.

Course Requests | My Account | Log Out | Print Logged In As: h.bacsi.D9F0

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
	261	AP ENVIRONMENTAL SCIENCE			1.00		Student Pending
	266	PHYSICAL GEOLOGY			0.50		Student Pending

[Review Requests](#)

Status – Status of specific course requests. Valid options are **Approved**, **Pending**, and **Uncommitted**. *Only **Approved** requests are used by the Scheduler.*

Click  to delete a request.

After finalizing the list of requests, click **Review Requests**.

Course Requests | My Account | Log Out | Print Logged In As: h.bacsi.D9FC

Request Review

Your requests have not been submitted. Click "Submit Requests" to confirm that you want these courses.

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
261	AP ENVIRONMENTAL SCIENCE			1.00		Student Pending
266	PHYSICAL GEOLOGY			0.50		Student Pending

Credit Total: 1.50

Submit Requests Cancel

Submit the requests:

1. If you are satisfied with the list of requests, click **Submit Requests**.
2. You can click **Print** on the navigation bar to print your request screen.
3. Click **Cancel** to return to the **Course Requests** screen.

Information for Students and Guardians

- You may see existing requests that were created by the school.
- Requests may be locked by the school. Locked requests cannot be deleted.
- You can only click **Submit Requests** once. After you submit your requests, you can no longer change your requests.
- Click a course code or course name to view more details about the course.
- If you already have the list of courses you want to request, click the **Specify Course Code** option in the search area. Enter a list of course codes separated by commas and click **Search**. After examining the search results, click **Request Selected Courses**.

Information for Administrators

A student can only click **Submit Requests** once. Once a student has submitted their request, they can no longer modify their requests. If you need to modify a student's requests after they click **Submit Requests**, there are two options:










- **Navigation: StudentInformation – SIS – Scheduling – Requests**
 - With the student in context, you can add, edit, and drop requests, as well as add, edit, and drop course section assignments for the student.
- **Navigation – SIS – Student – Scheduling – Course Request Assignments**
 - With the student in context, you can add, edit, and drop course section assignments for the student.

Other administrative notes:

- Until a student submits his/her requests, the request **Status** shows as **Student Pending** on the **Requests** screen.
- Only **Approved** requests are used by the scheduler.
- By default, requests created using the course request mass update rules are approved and locked.
- When a student submits their requests and guardian approval is turned off, the requests are marked as **Approved**.
- In order to see the detailed status of a particular request, edit the request on the **Requests** screen.
- When you edit a student's request, the **Student Committed** check box is selected if the student has submitted their requests on the Student Course Request Application.

Print

You can click **Print** on the navigation bar to print from the **Course Requests** screen.

Course Requests My Account Log Out Print							Logged In As: h.bacsi.D9F
Course Requests							
After finalizing your requests, remember to "Review Requests" and submit them.							
	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
	010	CCP ON ASHLAND U CAMPUS			0.00		Unknown
	012	CCP ON OSU CAMPUS			0.00		Unknown
	261	AP ENVIRONMENTAL SCIENCE			1.00		Student Pending
	266	PHYSICAL GEOLOGY			0.50		Student Pending
	397	AP STATISTICS		2 (Requested)	1.00		Approved
	612	ANIMAL & PLANT SCIENCE			1.00		Unknown
	613	MECHANICAL PRINCIPLES			1.00		Unknown
	614	LANDSCAPE DESIGN			1.00		Approved
	CCPMUS014	JAZZ ENSEMBLE			0.33		Unknown
Review Requests							

Scheduling – Course Requests

Course Requests

Navigation: StudentInformation – SIS – Scheduling – Requests

The **Request** screen serves a dual purpose in StudentInformation. When no student is selected, the screen can be used to view, add, and/or modify request information for specific courses; you can view the students that have requested the course for the school year. From this screen, you can add, modify, or drop requests and process the Single Student Scheduler. (To see the screen when a student is in context, see “*Student Requests.*”)

StudentInformation > SIS > Scheduling > Requests

Find Students [] Go To []

Course Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Course: [] ... Department: []

Teacher: [] Area of Study: []

[Hide Search Criteria]

Default Schedule [] Default Schedule Result [] ☐ Display Assignments

Search

Go to Course Section Assignments

500 Records Displayed of 7607

	Student Number	Student Name	Grade	Prim. Req.	Alt. Req.	Priority	Req. Status	Active
	[]	SWIFT, TAYLOR	11	001 - CAREER CENTER		5	Approved	
	[]	HAMILTON, DEREK	11	005 - PIONEER CC		5	Approved	
	[]	BUKOWSKI, EMILY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
	[]	PLUME, LINDSEY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
	[]	BOSTON, HALEY	09	039 - ENGLISH 9		9	Approved	
	[]	JONES, CARLY	09	039 - ENGLISH 9		9	Approved	

Course (optional) – Enter a course code (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature or use the Course Selection Wizard).



– Click to access the Course Selection Wizard for help selecting a course. For more information on using the Course Selection Wizard, refer to the *ProgressBook StudentInformation Scheduling Guide*.

Department (optional) – Select a course department from the drop-down list to search only for courses within this department.

Teacher (optional) – Select a teacher from the drop-down list to search only for courses by this teacher.

Area of Study (optional) – Select a course area of study from the drop-down list to search only for courses within this area of study.

Hide Search Criteria/Show Search Criteria – Click to hide or display the search criteria.

Sorting – You can sort the results by any column (**Student Number**, **Student Name**, **Grade**, **Primary Request**, **Alternate Request**, **Priority**, **Request Status**, **Active**) in ascending or descending order by clicking on the column header.

Default Schedule – Select a schedule from the drop-down list for use with the Scheduler.

***Note:** If the school year has been finalized or started, this field is not available for selection—the default must be used).*

Default Schedule Result – Select the schedule result for use with the Scheduler.

***Note:** If the school year has been finalized or started, this field is not available for selection—the default must be used).*

Display Assignments – Select this check box to display course requests that have been assigned to course sections. If you leave this check box de-selected, only requests that have *not* been assigned display in the grid.

Search – Click to search for course requests based on the criteria specified.



– Click to delete this course request.



– Click to edit this course request.



– Indicates an active course request.



– Indicates an inactive course request; the course request is not used when processing the Single Student Scheduler.

Show Active Only – Select this check box to show only active course requests; de-select this check box to show both active and inactive course requests.

Go to Course Section Assignments – Click to go to the **Course Section Assignments** screen.

Edit Course Requests

Navigation: StudentInformation – SIS – Scheduling – Requests

StudentInformation > SIS > Scheduling > Requests Find Students Go To

Course Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Course: ... Department:

Teacher: Area of Study:

[\[Hide Search Criteria\]](#)

Default Schedule Default Schedule Result ☐ Display Assignments

500 Records Displayed of 7607

	Student Number	Student Name	Grade	Prim. Req.	Alt. Req.	Priority	Req. Status	Active
		SWIFT, TAYLOR	11	001 - CAREER CENTER		5	Approved	
		HAMILTON, DEREK	11	005 - PIONEER CC		5	Approved	
		BUKOWSKI, EMILY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
		PLUME, LINDSEY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
		BOSTON, HALEY	09	039 - ENGLISH 9		9	Approved	
		JONES, CARLY	09	039 - ENGLISH 9		9	Approved	

Click to edit a specific course request.

StudentInformation > SIS > Scheduling > Requests

Course Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Student: TAYLOR, SWIFT

Primary Course: 039 ...

Alternate Course: ...

Priority: 9 Or leave blank to use the primary course priority automatically

Teacher: ☐ Exclude

Period: ☐ Exclude

Request Status:

Student Information

☐ Mass Request Rule Created

☒ Locked

☒ Approved

Is Active: ☒

Guardian

☐ Guardian Created

☐ Guardian Pending

☐ Guardian Locked

☐ Guardian Approved

Student

☐ Student Created

☐ Student Pending

☐ Student Committed


Student (display only) – Name of the student for whom the course request is being modified.

Primary Course (required) – Course code for the primary course requested (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or use the Course Selection Wizard).



– Click to access the Course Selection Wizard for help selecting a course. For more information on using the Course Selection Wizard, refer to the *ProgressBook StudentInformation Scheduling Guide*.

Alternate Course (optional) – Course code for an alternate course that you want to schedule if the primary course requested cannot be scheduled.

Priority (optional) – Indicate the student request priority that you wish the Batch Scheduler to use for this request. Priority defaults to 1 (lowest) and can go up to 9 (highest). You can also use  to increase or decrease priority. Leaving this field blank uses the primary course priority as the priority for this request.

***Note:** Request priority only affects student schedules if it is selected for all scheduling passes on the job parameter set.*

Use Primary Course Priority – Click to replace any entered priority (or blank priority) with the course priority.

Teacher (optional) – Select a teacher from the drop-down list of available teachers. If a teacher is specified, the scheduler tries to schedule this request with the teacher, if available.

Exclude – Select this check box to have the scheduler exclude the student from being scheduled into a course taught by the specified teacher (above).

Period (optional) – Select a period from the drop-down list of available periods. If a period is specified, the scheduler tries to schedule this request with the period, if available.

Exclude – Select this check box to have the scheduler exclude the student from being scheduled into a course during the specified period (above).

Request Status – These check boxes display the request status. See clarifications below for specific check boxes.

- **Locked** – This check box is selected if the request was entered in StudentInformation instead of the Student Course Request Application; students and guardians cannot modify this request. De-select this check box if you wish to let the student and guardian to modify the request.
- **Guardian Locked** – This check box is selected if a guardian account user of the Student Course Request Application has locked the request and the student account user cannot modify it. De-select this check box if you wish to allow the student to modify the request.
- **Approved** – Select this check box to approve the course request and allow the Batch Scheduler to schedule a course section assignment for the request.

Is Active (optional) – Select this check box to indicate that the course request is active and can be used by the Batch Scheduler or Single Student Scheduler. Selected by default.

Save – Click to save the current student course request and return to **Course Request** screen listing where the updated information displays.

Cancel – Click to clear out already entered data and return to **Course Request** screen listing.

<Prev Request – Click to save changes to the current request and display the previous request.

Next Request> – Click to save changes to the current request and display the next request.

Delete Course Requests

Navigation: StudentInformation – SIS – Scheduling – Requests

StudentInformation > SIS > Scheduling > Requests

Course Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Course: Department:

Teacher: Area of Study:



















[Hide Search Criteria]

Default Schedule: Default Schedule Result: ☐ Display Assignments

Search

Go to Course Section Assignments

500 Records Displayed of 7607

	Student Number	Student Name	Grade	Prim. Req.	Alt. Req.	Priority	Req. Status	Active
 		SWIFT, TAYLOR	11	001 - CAREER CENTER		5	Approved	
 		HAMILTON, DEREK	11	005 - PIONEER CC		5	Approved	
 		BUKOWSKI, EMILY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
 		PLUME, LINDSEY	12	010 - CCP ON COLLEGE CAMPUS		5	Approved	
 		BOSTON, HALEY	09	039 - ENGLISH 9		9	Approved	
 		JONES, CARLY	09	039 - ENGLISH 9		9	Approved	

Click  to delete a specific course request.



Caution: Do not delete course requests that have been assigned.

StudentInformation > SIS > Scheduling > Requests

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.


Are you sure you want to delete the following Request?

AP BIOLOGY

OK **Cancel**

OK – Click to delete the student course request.

Cancel – Click to cancel the deletion of the student course request.

Note: A student course request is not actually deleted; it becomes inactive, indicated by . You can view both active and inactive student course requests by de-selecting the **Show Active Only** check box.

StudentInformation > SIS > Scheduling > Requests

Course Requests






















From this screen, you can display, add, change and delete data pertaining to course/group requests.

Course: 037 Department: Teacher: Area of Study:

[Hide Search Criteria]

Default Schedule Default Schedule Result ☐ Display Assignments

7 Records Displayed of 7

		Student Number	Student Name	Grade	Prim. Req.	Alt. Req.	Priority	Req. Status	Active
			Donne, John	09	037 - READING		9	Approved	
			Bronson, Jet	09	037 - READING		9	Approved	
			Bukowski, Nate	09	037 - READING		9	Approved	
			Danner, Alanna	09	037 - READING		9	Approved	
			Eckman, Tricia	09	037 - READING		9	Approved	
			Gordon, Case	09	037 - READING		9	Approved	
			Tar, Brianne	09	037 - READING		9	Approved	

☐ Show Active Only

To activate an inactive student course request, see [“Edit Course Requests.”](#)

Student Requests

Navigation: StudentInformation – SIS – Scheduling – Requests

The **Request** screen serves a dual purpose in StudentInformation. When no student is selected, the screen can be used to view, add, and/or modify request information for specific courses; the students that have requested the course for the school year. From this screen, you can add, modify, or drop requests and process the Single Student Scheduler. To see the screen when no student is in context, see “[Course Requests](#).”

StudentRequests > SIS > Scheduling > Requests

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule | Default Schedule Result | ☒ Display Assignments

Search

Run Scheduler | Go to Course Section Assignments | Add Request | Drop All Requests | Save Changes | Cancel Changes

6 Records Displayed of 6

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active	Assignment	Type	Status
	280 - AP BIOLOGY		9	Approved	●			
	397 - AP STATISTICS		8	Approved	●			

☒ Show Active Only

Sorting – You can sort by any column (**Primary Request**, **Alternate Request**, **Priority**, **Active**) in ascending or descending order by clicking on the column header.

Default Schedule – Select the schedule used by the Scheduler from the drop-down list.

***Note:** If the school year has been finalized/started, this is not selectable; the default displays instead.*

Default Schedule Result – Select the schedule result used by the Scheduler from the drop-down list.

***Note:** If the school year has been finalized/started, this is not selectable; the default displays instead.*

Display Assignments – Select this check box to display student course requests that have been assigned to course sections. De-select this check box to display only student course requests that have *not* been assigned.

Search – Click to search for student course requests.


Add Request – Click to add a new student course request.


Drop All Requests – Click to drop all student course requests.

– Click to delete the corresponding student course request.

– Click to edit the corresponding student course request.

 – Click to proceed to the **Course Section Assignment** screen for this request (refer to the *ProgressBook StudentInformation Scheduling Guide* for more details).

 – Indicates that the student course request is active.

 – Indicates that the student course request is inactive and is not used by the Single Student Scheduler.

Show Active Only – Select this check box to display only active student course requests; de-select this check box to display both active and inactive student course requests.

Run Scheduler – Click to run the Single Student Scheduler to assign course sections to the initial course requests.

Go to Course Section Assignments – Click to go to the **Course Section Assignments** screen for the selected student.

Add/Edit Student Requests

Navigation: StudentInformation – SIS – Scheduling – Requests









StudentInformation > SIS > Scheduling > Requests

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule: Default Schedule Result: ☒ Display Assignments

6 Records Displayed of 6

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
 	280 - AP BIOLOGY		9	Approved					
 	397 - AP STATISTICS		8	Approved					

☒ Show Active Only

Click **Add Request** to add a new student course request.

Click  to edit a student course request.

StudentInformation > SIS > Scheduling > Requests

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Student: BACSI, HORACE

Primary Course: ...

Alternate Course: ...

Priority: Use Primary Course Priority Or leave blank to use the primary course priority automatically

Teacher: ☒ Exclude

Period: ☒ Exclude

Request Status:	Student Information	Guardian	Student
<input type="checkbox"/> Mass Request Rule Created	<input type="checkbox"/> Guardian Created	<input checked="" type="checkbox"/> Student Created	
<input type="checkbox"/> Locked	<input type="checkbox"/> Guardian Pending	<input type="checkbox"/> Student Pending	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Guardian Locked	<input type="checkbox"/> Student Committed	
<input checked="" type="checkbox"/> Is Active:	<input type="checkbox"/> Guardian Approved		

Save Cancel < Prev Request Next Request >

Student (read-only) – Displays the name of the student whose course request you are editing.

Primary Course (required) – Enter the primary course code that the student is requesting (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or use the Course Selection Wizard).

– Click to access the Course Selection Wizard for help selecting a course. For more information on using the Course Selection Wizard, refer to the *ProgressBook StudentInformation Scheduling Guide*.

Alternate Course (optional) – Course code for an alternate course that you want to schedule if the primary course requested cannot be scheduled.

Priority (optional) – Indicate the student request priority that you wish the Batch Scheduler to use for this request. Priority defaults to 1 (lowest) and can go up to 9 (highest). You can also use to increase or decrease priority. Leaving this field blank uses the primary course priority as the priority for this request.

Note: Request priority only affects student schedules if it is selected for all scheduling passes on the job parameter set.

Use Primary Course Priority – Click to replace any entered priority (or blank priority) with the course priority.

Teacher (optional) – Select a teacher from the drop-down list of available teachers. If a teacher is specified, the scheduler tries to schedule this request with the teacher, if available.

Exclude – Select this check box to have the scheduler exclude the student from being scheduled into a course taught by the specified teacher (above).

Period (optional) – Select a period from the drop-down list of available periods. If a period is specified, the scheduler tries to schedule this request with the period, if available.

Exclude – Select this check box to have the scheduler exclude the student from being scheduled into a course during the specified period (above).

Request Status – These check boxes display the request status. See clarifications below for specific check boxes.

- **Locked** – This check box is selected if the request was entered in StudentInformation instead of the Student Course Request Application; students and guardians cannot modify this request. De-select this check box if you wish to allow the student and guardian to modify the request.
- **Guardian Locked** – This check box is selected if a guardian account user of the Student Course Request Application has locked the request and the student account user cannot modify it. De-select this check box if you wish to allow the student to modify the request.
- **Approved** – Select this check box to approve the course request and allow the Batch Scheduler to schedule a course section assignment for the request.





Is Active (optional) – Select this check box to indicate that the course request is active and can be used by the Batch Scheduler or Single Student Scheduler. Selected by default.

Save – Click to save the current student course request and return to **Course Request** screen listing where the updated information displays.

Cancel – Click to clear out already entered data and return to **Course Request** screen listing.

<Prev Request – Click to save changes to the current request and display the previous request.

Next Request> – Click to save changes to the current request and display the next request.

When you assign a course section to a student with  ,  is replaced by  , and  now displays to its left. In addition, the new course section assignment is highlighted.










StudentInformation > SIS > Scheduling > Requests Find Students Go To

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

☒ Display Assignments

6 Records Displayed of 6

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
 	280 - AP BIOLOGY		9	Approved		 	280 - AP BIOLOGY Section: 34	Manual	Assigned
 	397 - AP STATISTICS		8	Approved					

☒ Show Active Only

You can use these new buttons to edit or delete that course section assignment. See the *ProgressBook StudentInformation Scheduling Guide* for details on editing and deleting course section assignments. This is just another way to add, edit, and delete course section assignments, instead of a replacement for the **Course Section Assignments** screen.

Delete Student Requests

Navigation: StudentInformation – SIS – Scheduling – Requests







StudentInformation > SIS > Scheduling > Requests

Student Requests


From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule ▾ Default Schedule Result ▾ ☒ Display Assignments

6 Records Displayed of 6

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
 	280 - AP BIOLOGY		9	Approved	●				
 	397 - AP STATISTICS		8	Approved	●				

☒ Show Active Only

Click  to delete this student course request.



Caution: Do not delete course requests that have been assigned.

StudentInformation > SIS > Scheduling > Requests

Student Requests


From this screen, you can display, add, change and delete data pertaining to course/group requests.

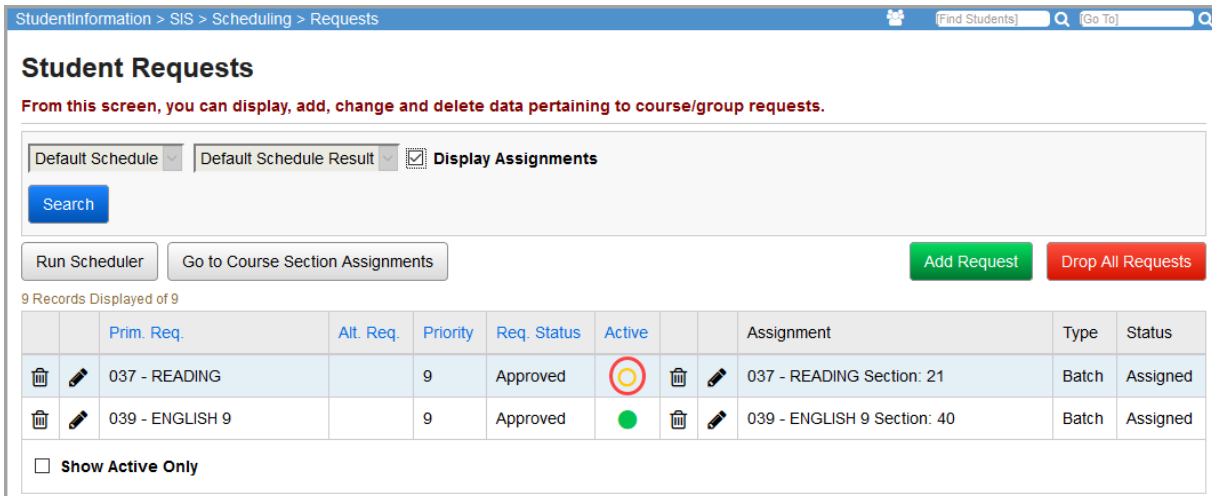
Are you sure you want to delete the following Request?

AP STATISTICS

OK – Click to delete the student course request.

Cancel – Click to cancel the deletion of the student course request.

Note: A student course request is not actually deleted; it becomes inactive, indicated by . You can view both active and inactive student course requests by de-selecting the **Show Active Only** check box.



StudentInformation > SIS > Scheduling > Requests

Student Requests











From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule: [v] Default Schedule Result: [v] ☒ Display Assignments

Search [button]

Run Scheduler [button] Go to Course Section Assignments [button] Add Request [button] Drop All Requests [button]

9 Records Displayed of 9

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
 	037 - READING		9	Approved		 	037 - READING Section: 21	Batch	Assigned
 	039 - ENGLISH 9		9	Approved		 	039 - ENGLISH 9 Section: 40	Batch	Assigned

☐ Show Active Only

To activate an inactive student course request, see [“Add/Edit Student Requests.”](#)

Course Section Student Statuses Reference

Assigned – The student has been successfully assigned by the scheduler into a course section for the requested course.

Unassigned – The student has *not* been successfully assigned by the scheduler into a course section for the requested course. This is the generic status given to a failure to find an assignment by the scheduler when the failure does not fit into one of the other failure statuses. Failure statuses include all statuses other than **Assigned** or **Dropped**.

All Sections for the Course conflict with other Assignments – All sections for the requested course are in conflict with other course sections that have already been assigned for the student. The already-assigned course sections for the student could include sections that were assigned before the scheduler was run and are not being reset, or course sections that have already been assigned during the current scheduling process.

Dropped – The course section has been dropped for the student. StudentInformation keeps a record of all course sections that have been dropped for a student. You can view a student's dropped course sections on the **Course Section Assignments** screen by selecting the **Dropped** check box to the right of **Status** before searching.

All Sections for Course are filled to capacity – All course sections for the requested course were filled at the time the scheduler was trying to schedule the student into a course section for the request.

All Sections for the Course are in locked Group Sections – The student has made a request for an individual course for which all sections are members of group sections and all of the group sections are locked.

Course has no Course Sections on the Master Schedule – The course requested does not have any course sections setup on the master schedule.

Course Has No Course Sections with Meeting Times on the Master Schedule – None of the course sections for the requested course have been given meeting times.

Group has no Group Sections on the Master Schedule – The requested course group does not have any group sections set up on the master schedule.

Course Has No Sections In Selected Course Terms – The requested course does not have any course sections that meet in the course terms that have been selected for inclusion in the current scheduling run.

Group Section is missing at least one Course Section – There is a missing course section on the master schedule for one of the group sections for the group of which the requested course is a member.

Course is not Active for the master calendar – The **Is Active** check box is not selected on the requested course for the master calendar.

Max Periods Per Day constraint prevented a schedule from being found – The student received a tentative schedule, but then the schedule was rejected due to a violation of the **Maximum Number of Periods Per Day** or **Maximum Number of Days Allowed with Excessive Periods** constraint. A violation occurs if the student's courses meet in more than the maximum number of periods on a day, or on multiple days in a schedule term that is more than the number allowed by the **Maximum Number of Days Allowed with Excessive Periods** value for the schedule job. However, there is no violation if the **Enforce Maximum Number of Periods Per Day** check box is de-selected for the current pass.

Max Course Deviation constraint prevented a schedule from being found – The student received a tentative schedule, but then the schedule was rejected due to a violation of the **Maximum Variation of Courses Between Schedule Terms** constraint. A violation occurs if the difference in the number of scheduled courses between any two schedule terms is higher than the maximum specified by the parameter. However, there is no violation if the **Enforce Number of Courses Between Schedule Terms** check box is de-selected for the current pass.

Max Course Weight Deviation constraint prevented a schedule from being found – The student received a tentative schedule, but then the schedule was rejected due to a violation of the **Maximum Variation of Course Weights Between Schedule Terms** constraint. A violation occurs if the difference in total course weight between any two schedule terms is higher than the maximum specified by parameter. Course weights are defined in the course master records. The default weight for a course is **10**. However, there is no violation if the **Enforce Course Weights Between Schedule Terms** check box is de-selected for the current pass.

Daily Pattern Rule constraint prevented a schedule from being found – The student received a tentative schedule, but then the schedule was rejected due to a violation of a daily pattern rule constraint. A violation occurs if the pattern of the types of the student's assigned course requests in any schedule term matches a violating pattern more times than the **Maximum Number of Days Allowed with Restricted Patterns** value for the schedule job. However, there is no violation if the **Enforce Daily Pattern Rules** check box is de-selected for the current pass.

Course Sequencing Rule constraint prevented a schedule from being found – The student received a tentative schedule, but then the schedule was rejected due to a violation of the course sequencing rule constraint. The student's scheduled requests are tested for violations of **In Earlier Terms**, **Not In Earlier Terms**, **In Same Terms**, and **Not In Same Terms**. A violation occurs if any of the student's scheduled courses violates any of the rules set up in the **Course Sequence Rules** tab for the school, school year, and master schedule.

- The **In Earlier Terms** rule (Type 1) is violated if the **Primary Course** meets in any schedule term that is greater than or equal to the minimum schedule term in which the **Secondary Course** meets.
- The **Not In Earlier Terms** rule (Type 2) is violated the **Primary Course** meets in any schedule term that is less than the maximum schedule term in which the **Secondary Course** meets.
- The **In Same Terms** rule (Type 3) is violated if the **Primary Course** meets in any schedule term in which the **Secondary Course** does not meet.
- The **Not In Same Terms** rule (Type 4) is violated if the **Primary Course** meets in any schedule term in which the **Secondary Course** also meets.

If the course sequencing rules are enforced according to the settings on the **Pass Control** tab, each of the student's scheduled courses is examined in turn to see if it matches either the **Primary Course** or the **Secondary Course** for any of the rules, and if so, it is tested to see if it violates any of the rules in regard to any of the student's other scheduled courses. If the **Enforce Course Sequencing Rules** check box on the **Pass Control** tab is de-selected on any pass, even if the **Is Rigid** check box is selected on the individual rule in the **Course Sequencing Rules** tab, the rules are not enforced. If the **Enforce Course Sequencing Rules** check box is selected for the current pass and the **Is Rigid** check box is selected on the individual rule that is violated, then the violation is recorded.

Course Request Mass Update Groups

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups

The course request mass update groups and rules create course requests for a group of students based on specific rules. Course requests created by mass update rules automatically have their **Locked** and **Approved** check boxes selected so that Student Course Request Application users cannot modify these requests and the Batch Scheduler will attempt to schedule a course section assignment for these requests when it is next run.

Mass updating rules let the user specify selection criteria for students and then add course requests based on these rules. Multiple rules may be added to each rules group. Each rule is performed before the process moves on to the next rule in sequence. A rule may perform an update function based on something that was done in a prior rule, i.e., one with an earlier sequence number. For example, if a user wants to give all students in Band a request for Orchestra and drop Music, the selection would be based on the course request Band. Band would be selected as the course to add, then in the next rule, for any student that had Band and Orchestra, their Music course would be dropped.





Mass update rules can be created for course groups as well as individual courses, and multiple groups of mass update rules can be created and run.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.


[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			9th	9th grade		

☒ Show Active Only


Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

 – Click to delete the course request mass update group.

 – Click to edit the course request mass update group.

 – Click to view the rules for the course request mass update group.

 – Indicates an active course request mass update group that will generate course requests.

 – Indicates an inactive course request mass update group that will not generate course requests.

Show Active Only – Select this check box to show only active course request mass update groups; de-select this check box to show both active and inactive course request mass update groups.

Add Course Request Mass Update Group – Click to add a new course request mass update group.

Add Course Request Mass Update Groups





Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			9th	9th grade		

☒ Show Active Only

Click **Add Course Request Mass Update Group** to add a new course request mass update group.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

Code:*

Name:*

Description:

Is Active: ☒

Code (required) – Enter up to 4 alphanumeric characters for the course request mass update group code.

Name (required) – Enter up to 50 characters for the course request mass update group name.

Description (optional) – Enter a description for the course request mass update group.

Is Active (optional) – Select this check box to indicate that the course request mass update group is active and can be used for course requests.

Save – Click to save the current course request mass update group and return to **Course Request Mass Update Group** screen listing where the updated information displays.

Save and New – Click to save the current course request mass update group and start adding a new course request mass update group.

Cancel – Click to cancel the addition of the course request mass update group and return to the **Course Request Mass Update Group** screen listing.

Edit Course Request Mass Update Groups

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			9th	9th grade		

☒ Show Active Only

Click to edit a course request mass update group.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

Code: *

Name: *

Description:

Is Active: ☒

[Save](#) [Cancel](#)

Code (required) – Enter up to 4 alphanumeric characters for the course request mass update group code.

Name (required) – Enter up to 50 characters for the course request mass update group name.

Description (optional) – Enter a description for the course request mass update group.

Is Active (optional) – Select this check box to indicate that the course request mass update group is active and can be used for course requests.

Save – Click to save the current course request mass update group and return to **Course Request Mass Update Group** screen listing where the updated information displays.

Cancel – Click to cancel the changes made and return to the **Course Request Mass Update Group** screen listing.

Delete Course Request Mass Update Groups





Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			9th	9th grade		

☒ Show Active Only

Click  to delete a course request mass update group.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.


Are you sure you want to deactivate the following Course Request Mass Update Group?

9th - 9th grade

[OK](#) [Cancel](#)

OK – Click to delete the course request mass update group.

Cancel – Click to cancel the deletion of the course request mass update group.









Note: A course request mass update group is not actually deleted; it becomes inactive, indicated by . You can view both active and inactive course request mass update groups by de-selecting the **Show Active Only** check box.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			10th	10th grade		
			9th	9th grade		

☐ Show Active Only

To activate an inactive course request mass update group, see [“Add/Edit Course Request Mass Update Group Rules.”](#)

View Course Request Mass Update Group Rules

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups – Rules

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

[Add Course Request Mass Update Group](#)

			Code	Name ▲	Description	Active
			9th	9th grade		

☒ Show Active Only

Click to view the rules for this course request mass update group.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

[Add Mass Update Rule](#) [Execute this Rule Group](#) [Back to Groups](#)

				Course Request Update Rule	Course Request Update Rule Description	Active
				Blue Team Math	Applied Math for Blue Team	
				Geometry	All other Math	

☒ Show Active Only

– Click to delete this Course Request Update Rule.

– Click to Edit this Course Request Update Rule.

| – Click to move the selected rule up or down within the Rule Group.

Note: The order of the rules (from top to bottom) is the sequence that the rules are executed.

– Indicates an active course request update rule that is executed with the rule group.

– Indicates an inactive course request update rule that is not executed with the rule group.

Show Active Only – Select this check box to show only active course request update rules; de-select this check box to show both active and inactive course request update rules.

Add Mass Update Rule – Click to add a new course request update rule.

Execute this Rule Group – Click to execute the rule group and submit the Scheduling Batch Process to Batch/Report Management. You receive the following system message:

The job was submitted successfully

Note: The order of the rules (from top to bottom) is the sequence that the rules are executed.

Upon the completion of the Scheduling Batch Process, you can view the generated requests on the **Requests** screen of the **Scheduling** menu.

Back to Groups – Click to return to the **Course Request Mass Update Group** screen listing.

Add/Edit Course Request Mass Update Group Rules

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups – Rules

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

[Add Mass Update Rule](#)
[Execute this Rule Group](#)
[Back to Groups](#)

				Course Request Update Rule	Course Request Update Rule Description	Active
				Blue Team Math	Applied Math for Blue Team	
				Geometry	All other Math	

☒ Show Active Only

Click **Add Mass Update Rule** to add a new course request update rule.

Click to edit a course request update rule.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

Rule Name: *

Rule Description: *

Is Active: ☒

Select the parameters for which students have this rule applied

Student Status

A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED

Grade

09 - 09
10 - 10
11 - 11
12 - 12

Gender

M
F

Administrative Homeroom

0-106 -
0-108 -
0-120 -
0-124 -

Program

** - NOT APPLICABLE
01 - Multiple Disabilities (other than Deaf - Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Team

Membership Group

11 - Intervention
12 - Post-secondary Enrollment Options Program
15 - 15
16 - 16

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

For Number of Requests: =

For Course:

And For Course:

Select the course(s) to be added or dropped for the students matching the parameters

Add Course:

Drop Course:

If a student's Request is dropped, then any Course Section Assignments associated with the Request are also deleted, for all existing Schedule Result sets in which the student received an Assignment for that Request

Save Save and New Cancel Execute Without Saving Save and Execute

Rule Name (required) – Enter the name of the rule.

Rule Description (required) – Enter the description for the rule.

Is Active (optional) – Select this check box to indicate that the course request update rule is active and can be executed and applied to course requests.

Student Status (optional) – Specify the student statuses that this rule uses to filter students. If no student statuses are selected, the rule applies to all student statuses.

Grade (optional) – Specify the grades that this rule uses to filter students. If no grades are selected, the rule applies to all grades.

Gender (optional) – Specify the genders that this rule uses to filter students. If no genders are selected, the rule applies to all genders.

Administrative Homeroom (optional) – Specify the administrative homeroom(s) that this rule uses to filter students. If no administrative homerooms are selected, the rule applies to all administrative homerooms.

Program (optional) – Specify the programs that this rule uses to filter students. If no programs are selected, the rule applies to all programs.


Team (optional) – Specify the teams that this rule uses to filter students. If no teams are selected, the rule applies to all teams.


Membership Group (optional) – Specify the membership groups that this rule uses to filter students. If no membership groups are selected, the rule applies to all membership groups.


Membership (optional) – Specify the memberships that this rule uses to filter students. If no memberships are selected, the rule applies to all memberships.


Ad-Hoc Membership (optional) – Specify the ad-hoc membership that this rule uses to filter students. Public or private memberships can be specified.

For Number of Requests (optional) – Enter a number of requests and select an operator from the drop-down list: equal to (=), not equal to (<>), less than (<), greater than (>), less than or equal to (<=), or greater than or equal to (>=). Only students who have the appropriate numbers of requests are affected by this rule. For instance, if you select <= for the operator, and **5** for the number of requests, all students with 5 or fewer requests are affected by the rule. If no number is entered, the rule applies to students with any number of requests.

For Course (optional) – Enter a course code (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to access the Course Selection Wizard for help selecting a course). Only students with a request for this course are affected by this rule. If left blank, this rule applies to students regardless of which courses they have requested.

And For Course (optional) – Enter a course code (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to access the Course Selection Wizard for help selecting a course). Only students with requests for both this course and the course listed in **For Course** are affected by this rule. If left blank, this rule applies to students regardless of which courses they have requested.

Add Course (optional) – Enter the course number (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to access the Course Selection Wizard for help selecting a course) for the course that you wish to add for the students selected with the above rule criteria.

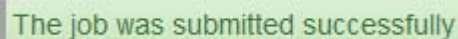
Drop Course (optional) – Enter the course number (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to access the Course Selection Wizard for help selecting a course) for the course that you wish to drop for the students selected with the above rule criteria.

Save – Click to save the course request update rule to the rule group; does not execute the rule at this time.

Save and New – Click to save the course request update rule to the rule group and start adding another rule; does not execute the rule at this time.

Cancel – Click to cancel the changes made.

Execute Without Saving – Click to execute the course request update rule as entered, but do not save the course request update rule to the rule group. You receive the system message below:



The job was submitted successfully

Note: The order of the rules (from top to bottom) is the sequence that the rules are executed. You can change the rule order on the **Course Request Mass Updates Rules** screen listing.

Upon the completion of the Scheduling Batch Process, you can view the generated requests on the **Requests** screen of the **Scheduling** menu.

Save and Execute – Click to execute the course request update rule as entered and save the course request update rule to the rule group. You receive the system message below:



The job was submitted successfully

Note: The order of the rules (from top to bottom) is the sequence that the rules are executed. You can change the rule order on the **Course Request Mass Updates Rules** screen listing.

Upon the completion of the Scheduling Batch Process, you can view the generated requests on the **Requests** screen of the **Scheduling** menu.

Delete Course Request Mass Update Group Rules

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups – Rules

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

[Add Mass Update Rule](#)
[Execute this Rule Group](#)
[Back to Groups](#)

				Course Request Update Rule	Course Request Update Rule Description	Active
				Blue Team Math	Applied Math for Blue Team	
				Geometry	All other Math	

☒ Show Active Only

Click to delete the course request update rule.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

Are you sure you want to delete the following Course Request Mass Update Rule?

Geometry - All other Math

[OK](#)
[Cancel](#)

OK – Click to delete the course request update rule.

Cancel – Click to cancel the deletion of the course request update rule.

Note: A course request mass update rule is not actually deleted; it becomes inactive, indicated by . You can view both active and inactive course request mass update rules by de-selecting the **Show Active Only** check box.

StudentInformation > Management > School Administration > Scheduling Administration > Request Update Groups > Rules

Course Request Mass Update Rules - 9th - 9th grade

From this screen, you can display, add, change and delete data pertaining to course request mass update rules.

[Add Mass Update Rule](#)
[Execute this Rule Group](#)
[Back to Groups](#)

				Course Request Update Rule	Course Request Update Rule Description	Active
				Blue Team Math	Applied Math for Blue Team	
				Geometry	All other Math	

☐ Show Active Only

To activate an inactive course request update rule, see [“Add/Edit Course Request Mass Update Group Rules.”](#)

Scheduling – Course Request Reports

Course Request Verification Slip (R416)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Course Request Verification Slip (R416)

The Course Request Verification Slip (R416) report produces verification slips with a list of each student's course requests and includes a line for each student's signature. This report sorts by course code.

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Request Verification Slip (R416)

Course Request Verification Slip (R416)

From this screen, you can select parameters to generate a report.

Selection Criteria **Selection Summary** **Load Settings**

Hide header for paper with pre-printed letterhead: ☐ Top Margin: 0.3

Schedule: * -- Select a Schedule --

Schedule Result: *

Current Course Assignment School Year: 2018-2019

Homeroom Date: * 12/27/2017

Grade

09 - 09	
10 - 10	
11 - 11	
12 - 12	

Select Only Students Who Have Any Requests: ☐

Print Current Courses: ☐

Reporting Term

Qtr1 - Quarter 1	
Qtr2 - Quarter 2	
Qtr3 - Quarter 3	
Qtr4 - Quarter 4	

Mark Type

Avg	
Exam	
Final	
Grading Period	

Counselor

--	--

Team

--	--

Student Status	
A - ACTIVE RES ACCA - ASHLAND ACADEMY AE - ACTIVE ELSEWHERE D - DELETED	
Special Education Services	
215001 - Adapted Physical Education S 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services	
Print Alternates Also: <input type="checkbox"/> Print Only One Student Per Page <input type="checkbox"/>	
Common Text: <div></div>	
Sorting Options	
Homeroom (ASC) Homeroom (DESC) Grade (ASC) Grade (DESC)	
Output: <input checked="" type="radio"/> Report <input type="radio"/> Labels <input type="radio"/> Both Report and Labels	
Label Type:	Avery Label 5160 - 1" X 2 5/8" 3-columns
Address:	<input checked="" type="radio"/> Use Student Address <input type="radio"/> Use Parent Address <input type="checkbox"/> Use custom address text <div></div>
Include Copied On Correspondence: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Delivery Method:	Pickup <div></div> <div>Set As Default</div>
Email Address:	<div></div>
Report Format:	Adobe PDF
Description:	<div></div>
<div>Submit</div>	

Hide header for paper with pre-printed letterhead (optional) – Select this check box to exclude the header info when printed to facilitate use with letterhead paper.

Top Margin (optional) – The number of inches to leave as the top margin for the report (defaults to 0.3). Used to adjust for letterhead paper.

Schedule – Select a master schedule for this report.

Schedule Result – Select a schedule result set for this report.

Current Course Assignment School Year (optional) – Select the appropriate school year from the list of available school years. Defaults to the current working school year.

Homeroom Date (required) – Specify the date used to retrieve students' homerooms.

Grade (optional) – If no grade levels are selected, the report selects all grade levels. You can also filter by selecting specific grade levels for your report.

Select Only Students Who Have Any Requests (optional) – Select this check box to include only students with at least one request in the report.

Print Current Courses (optional) – Select this check box to include students' current courses in the report.

Reporting Term (optional) – If no reporting terms are selected, the report selects all reporting terms. You can also filter by selecting specific reporting terms for your report.

Mark Type (optional) – If no mark types are selected, the report selects all mark types. You can also filter by selecting specific mark types for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Team (optional) – If no teams are selected, the report selects all teams. You can also filter by selecting specific teams for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Special Education Services (optional) – Select special education services to only include students who are assigned those services on the report. If no special education services are selected, the report returns students assigned to all services. This multi-select box contains the 215xxx codes and refers to the records entered for a student on the **Special Education Services** tab.

***Note:** The **Special Education Services** multi-select box only displays if FY13 or later is in context.*

Print Alternates Also (optional) – Select this check box to include students' alternate course requests in the report.

Print Only One Student Per Page (optional) – Select this check box to view only one student on each printed page; otherwise, the report displays as many students on each page as possible.

Common Text (optional) – Enter free form text that is included on the students' course request verification slips. For example, this could be used as a student signature line or a note to return the slip to the student's counselor, etc.

Sorting Options (optional) – Select one or more sort options for your report.

Output (optional) – Select **Report**, **Labels**, or both **Report and Labels** for the intended output for this run of the report. If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).*

Label Type (optional) – Choose one label type from the drop-down list of commonly used (preformatted) labels, if choosing to print labels at this time. The report containing labels will then be formatted to match the selection.

Address (optional) – Indicate which address should be used if labels are created in the output. The options are: **Use Student Address** or **Use Parent Address**.

Use Custom Address Text (optional) – If you select this check box, the custom text entered in the text field prints at the top of each address field in the report.

Include Copied on Correspondence (optional) – Select **Yes** to include address labels for contacts marked as **Copied on Correspondence** when creating labels. Select **No** to exclude address labels for contacts marked as **Copied on Correspondence** when creating labels.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel spreadsheet, or HTML.

Description (optional) – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: R416		DASL HIGH SCHOOL		RUN AT 12:03 PM 3/19/2008	
SCHOOLYEAR: 2007-2008		COURSE REQUEST VERIFICATION SLIP		PAGE 18 OF 18	
STUDENT:	POTTS, JORDAN DANIEL	NUMBER:	4004		
GRADE:	10	TELEPHONE			
SEX:	M	HDCP:	**		
HMRM:	A105	HOME DIST:	043877		
COUNSELOR:					
REQUESTED COURSE	COURSE NAME	SEC	CURRENT YR - TRM	COURSE CODE - NAME	SEC RP MRK MRK TYPE
052	LANGUAGE ARTS	2			
182	FRENCH I	1			
2007	ART	1			
232	BIOLOGY I	1			
233	ANATOMY	2			
240	PRACTICAL GEOMETRY	2			
255	AMER HISTORY AP	2			
423	SOCIOLOGY	2			
431	PHYSICS	2			
573	ENGLISH	2			
655	MATH	2			
962	ECONOMICS	3			

Student Course Request Verification (R401)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Student Course Request Verify (R401)


The Student Course Request Verify (R401) report generates a list of each student's course requests for verification. Additionally, you can edit the course requests to ensure that the student has met all course restrictions, e.g., prerequisites, co-requisites, gender restriction, grade restrictions. Requests that fail to meet the restrictions defined under course maintenance have edit codes.

StudentInformation > SIS > Scheduling > Scheduling Reports > Student Course Request Verify (R401)

Student Course Request Verification (R401)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date: * 8/27/2018 

Grade

09 - 09		
10 - 10		
11 - 11		
12 - 12		

Correct Number Of Requests Start:

Correct Number Of Requests End:

Print Only Students With Error Messages: ☐

Counselor

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Sorting Options

Student Name (ASC)		
Student Name (DESC)		
Grade (ASC)		
Grade (DESC)		

Delivery Method:

Email Address:

Report Format:

Description:

Homeroom Date (required) – Specify the date used to retrieve students' homerooms.

Grade (optional) – If no grade levels are selected, the report selects all grade levels. You can also filter by selecting specific grade levels for your report.

Correct Number of Requests Start (optional) – Enter a starting number for a range to indicate the average number of requests that should have been entered for each student. Each student that falls outside of this range has an error message printed indicating as such.

Correct Number of Requests End (optional) – Enter a starting number for a range to indicate the average number of requests that should have been entered for each student. Each student that falls outside of this range has an error message printed indicating as such.

Print Only Students with Error Messages (optional) – Select this check box to have the report only include students with error messages produced on their course request verification.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format (required) – Select output format of Adobe PDF, Rich Text File (RTF), Text, Excel spreadsheet, or HTML.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: R401		DASL HIGH SCHOOL		RUN AT 2:07 PM 12/4/2007	
SCHOOLYEAR: 2005-2006		STUDENT COURSE REQUESTS VERIFICATION/EDIT REPORT		PAGE 2 OF 8	
STUDENT		COURSE REQUESTS		COURSE REQUESTS	
ID	COURSE TITLE	PRIORITY	EDIT CODE	ID	COURSE TITLE
No Requests					
39					
DEMPSTER, KEEVON					
HOME DIST: 043877					
TEL: (419) 467-4874					
GRADE: 09 SEX: M HMRM:					
COUNSELOR:					
HDCP COND: **					
1224					
LEE, HARPER (LEE)					
HOME DIST: 043877					
TEL: (419) 345-2345					
GRADE: 09 SEX: F HMRM:					
COUNSELOR:					
HDCP COND: **					
076	BAND	5		171	ART II
182	FRENCH I	5		183	SPANISH I
2012	ENGLISH 7	5		2013	READING 7
2014	MATH 7	5		232	BIOLOGY I
233	ANATOMY	5		275	PAINTING
423	SOCIOLOGY	5		425	COMPUTER PROGRAMMING 2
431	PHYSICS	5		825	PSYCHOLOGY

Edit Code Key:

- **ALT** – Alternate course code not valid for group
- **INV** – Invalid course code
- **SEX** – Sex (gender) restriction not met
- **GRD** – Grade restriction not met
- **OTH** – Other restrictions to be checked manually
- **DUP** – Duplicate course requests
- **PRQ** – Pre-requisites not met
- **COQ** – Co-requisites not met

Tally of Student Course Requests (R402)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Tally of Student Course Requests (R402)

The Tally of Student Course Requests (R402) report provides a count of the number of students requesting each course broken down by grade. Once generated, you can use the R402 as an aid to determine the number of sections required for each course offered. Please see the *ProgressBook StudentInformation Scheduling Guide* for more information concerning this report.

StudentInformation > SIS > Scheduling > Scheduling Reports > Tally Of Student Course Requests (R402)

Tally Of Student Course Requests (R402)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Grade

09 - 09		
10 - 10	← →	
11 - 11	← →	
12 - 12		

Department

000 - NO DEPARTMENT		
ART - ART	← →	
BUS - BUSINESS	← →	
CAR - CAREER TECH		

Print Totals By Grade: ☐

Sorting Options

Department (ASC)		Course Code (ASC)
Department (DESC)	← →	
Course Code (DESC)	← →	

Delivery Method:

Email Address:

Report Format:

Description:

Grade (optional) – If no grade levels are selected, the report selects all grade levels. You can also filter by selecting specific grade levels for your report.

Department (optional) – If no departments are selected, the report selects all departments. You can also filter by selecting specific departments for your report.

Print Totals By Grade (optional) – Select this check box to display male and female total counts by grade for each course. De-select this check box display only male and female total counts by grade at the end of the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel spreadsheet, or HTML.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: SI - R402		ASHLAND HIGH SCHOOL											
SCHOOLYEAR: 2017-2018		TALLY OF STUDENT COURSE REQUESTS											
COURSE CODE	COURSE NAME	TOTAL	TOTAL F	TOTAL M	GRADE 09		GRADE 10		GRADE 11		GRADE 12		
					F	M	F	M	F	M	F	M	
001	CAREER CENTER	68	32	36			0	2	27	15	5	19	
002	COLLEGENOW	1	1	0	1	0							
003	CC HALF DAY	1	1	0					1	0			
005	PIONEER CC	18	4	14					2	8	2	6	
010	CCP	63	34	29					7	3	27	26	
011	CCP NCSC	9	8	1					1	0	7	1	
012	CCP	1	1	0							1	0	
037	READING	6	2	4	2	4							
039	ENGLISH 9	199	104	95	103	91	1	4					
040	HON ENGLISH 9	61	40	21	39	20	1	1					
042	ENG 10	200	84	116			83	114	1	2			
045	INT COMPOSITION	142	70	72					62	70	8	2	
046	ADVANCED COMP	34	20	14							20	14	
047	AP ENGLISH	18	11	7							11	7	
050	HONORS ENG 10	48	37	11			37	11					
059	LIT OF SPORTS	18	4	14			1	3	1	3	2	8	
062	CON MOD SOCIETY	29	9	20					7	20	2	0	
066	MYTHOLOGY	63	29	34			12	10	9	11	8	13	

Course Request Labels (R206)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Course Request Labels (R206)

The Course Request Labels (R206) report generate student labels for affixing to course request sheets. These labels are for request sheets and are not address labels. The label format is fixed as Avery 5160 labels.

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Request Labels (R206)

Course Request Labels (R206)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Year: 2018-2019

Homeroom Date: 5/31/2019

Grade

09 - 09		
10 - 10		
11 - 11		
12 - 12		

Student Status

A - ACTIVE RES		
ACCA - ASHLAND ACADEMY		
AE - ACTIVE ELSEWHERE		
D - DELETED		

Sorting Options

Grade (ASC)		
Grade (DESC)		
Homeroom (ASC)		
Homeroom (DESC)		

Delivery Method: Pickup Set As Default

Email Address:

Report Format: Adobe PDF

Description:

Submit

Homeroom Date (required) – Specify the date used to retrieve students' homerooms. Defaults to the current date.

Grade (optional) – If no grade levels are selected, the report selects all grade levels. You can also filter by selecting specific grade levels for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Homeroom Year (optional) – Select the appropriate homeroom year used for the creation of the labels. Defaults to the current working school year.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel spreadsheet, or HTML.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

3669	Hm Rm Bldg:	AVEL	4009	Hm Rm Bldg:	AVEL	4023	Hm Rm Bldg:	AVEL
Student48540, AARON			Student48349, AUSTIN			Student48338, NOAH		
Home Room in	2007-2008	: 214	Home Room in	2007-2008	: 104	Home Room in	2007-2008	: 105
Grade Level in	2008-2009	: 06	Grade Level in	2008-2009	: 06	Grade Level in	2008-2009	: 06
4024	Hm Rm Bldg:	AVEL	4041	Hm Rm Bldg:	AVEL	4043	Hm Rm Bldg:	AVEL
Student48337, KERA-ANN			Student48319, BLAKE			Student48318, DYLAN		
Home Room in	2007-2008	: 105	Home Room in	2007-2008	: 102	Home Room in	2007-2008	: 105
Grade Level in	2008-2009	: 06	Grade Level in	2008-2009	: 06	Grade Level in	2008-2009	: 06