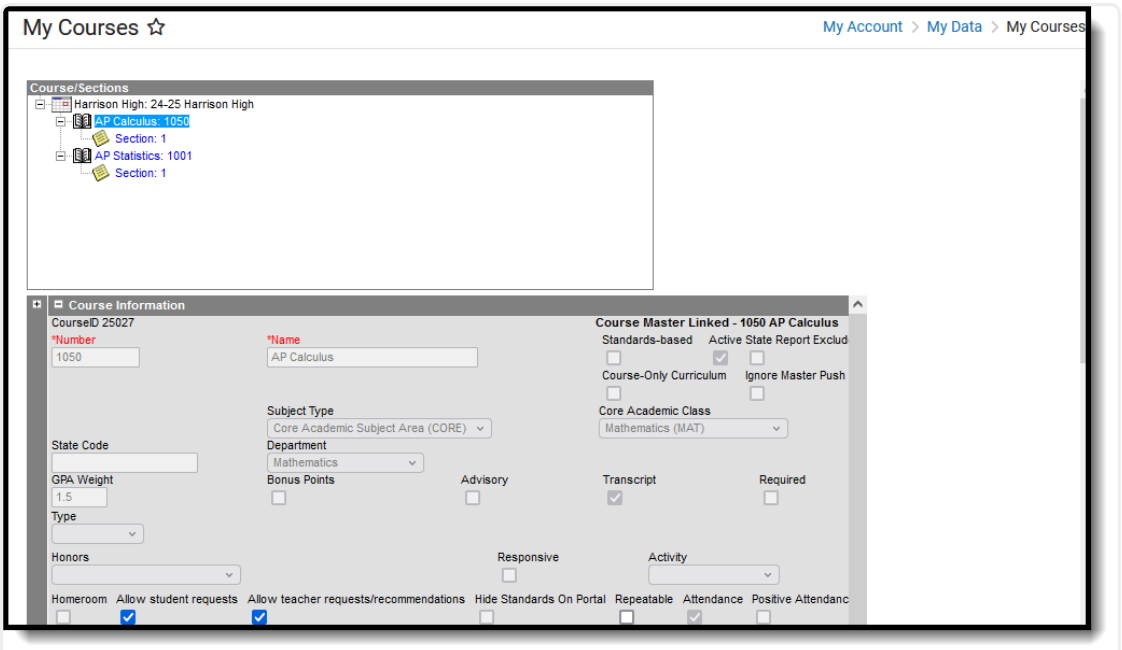
My Courses

Last Modified on 08/11/2026 1:39 pm CDT

Tool Search: My Courses

The My Data Courses tool allows teachers assigned as primary or secondary teachers for a course section to review current course section assignments and request modifications to the District Assignment associated with those sections. Section staff can also review the current course section assignments to which they are assigned.

A staff member must have a district assignment record that indicates the individual is a teacher in order to request section assignment changes to the District Assignment associated with the Course Section.

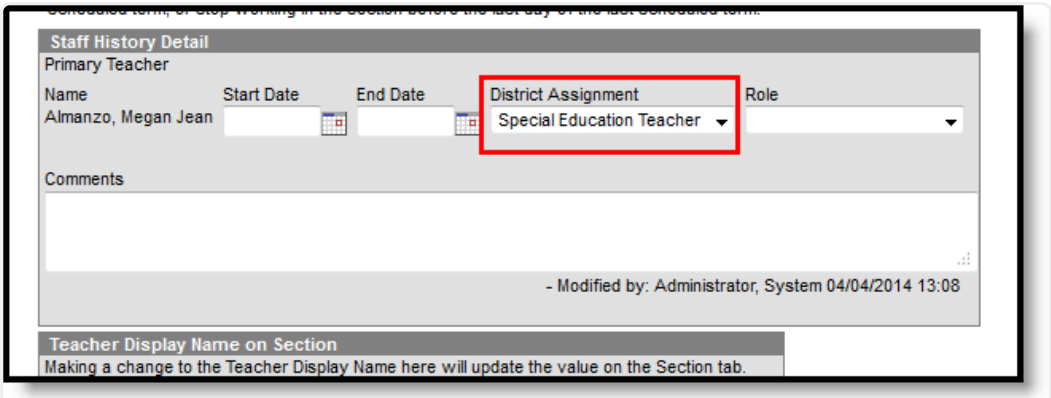


My Courses

See the My Data (My Account) Tool Rights article to learn about rights needed to use this and related tools.

Staff History settings

This request modifies the District Assignment field on the Staff History editor. Its contents are pulled from the staff person's District Assignment records marked *"Teacher"*. See the Course Section page for more information.



Staff History Detail

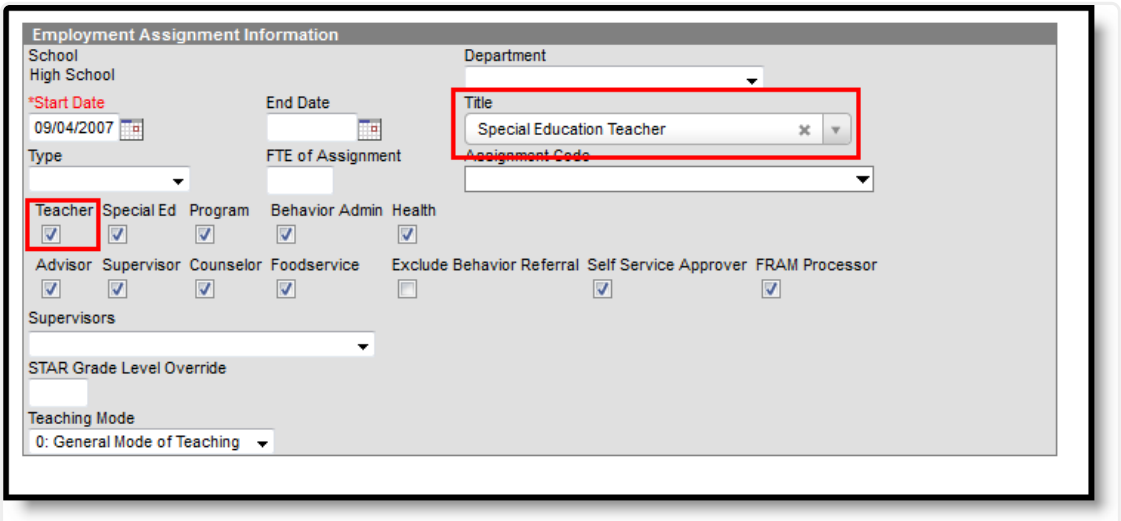
District Assignment settings

For a teacher to request a change to the course sections, the following must be done on the teacher's District Assignment record:

- A Title must be selected.
- The Teacher checkbox must be selected.

Only District Assignments in the school in which that section is taught are displayed.

All district assignments active at any point during the selected calendar are displayed in the list, even if they have ended, to allow teachers to request updates to historical information.



My Courses District Assignment Requirements

In addition to District Assignment settings, users also need tool rights to My Courses. See the My Data page for information on suggested tool rights for My Courses.

If a user who has write access requests an update to a section but no values are displayed (i.e.,

the user does not have the appropriate District Assignment settings), the user is not able to request an update and receives an error message indicating the section cannot be updated because no value exists in the District Assignment field.

Request a Section Assignment Update

Important: Assignments created in District Edition can only be requested and modified by users in District Edition. Assignments created in State Edition can only be requested and modified by users in State Edition. Users cannot modify State Edition sections that were created in the district. If a section is synced between editions, any approved assignment requests made in District Edition sync to State Edition the next time the section syncs.

1. Select the **Request Section Assignment Update** icon. The **Courses - Update Record Request** editor displays.
2. Enter a **Brief Description** of the requested change.
3. Select the desired **Assignment** for the section from the dropdown list.
4. Click **Save Request**.

An entry is added to My Requests, indicating the date the change was requested. A designated approver reviews the request and either approves or denies it. When a decision is made, a notification is sent through Process Alerts. Select the alert link to view the request details in My Requests. If the request was approved in District Edition, the assignment update syncs to State Edition the next time the section syncs.