

# Request Detail Report

Last Modified on 10/21/2024 8:19 am CDT

[Report Editor](#) | [Generate the Report](#)

Tool Search: Request Detail

The Request Detail Report returns student course request information for the upcoming school year. The report uses information entered by either counselors, teachers or students when planning the course schedule for the next school year. Requested courses can be viewed from the student's Schedule tool in the [Walk-In Scheduler](#).

The report can be sorted by student last name or by grade of enrollment, then alphabetical by last name. Students who have ended enrollment in the current school year and have entered course requests are included.

Request Detail Report ☆
Scheduling & Courses > Reports > Request Detail Report

**Request Detail Report**

This report lists the students that have requested courses from the chosen department or list of courses. The report is prepared for duplex printing and will insert a blank page between departments if the department course list ends on an odd numbered page. When the duplex printing checkbox is unchecked, the report will be prepared with no blank pages. Since detail data is reported, this report could take a while to generate if you select too many courses.

Request Type: All Required Elected Alternate

CTRL-click or SHIFT-click to select multiple

Display Only Active Courses

Department: OR

Course: 0500 Basic Skills Development  
0500U Appl Basic Skills Development  
0518 Musical Theatre  
0520 Peer Tutoring  
0522U Appl Career Info & Exploration  
0524 Community Service  
1 EL-Student Group  
1000 Cross Site  
1002 English 9  
1002A English 9 H  
1002U Applied English 9  
1002X English 9  
1004 English 10  
1004A English 10 H  
1004U Applied English 10  
1004X English 10  
1008 English 11  
1006A Eng LNG/COMP AP(IT ENG111)  
1006U Applied English 11  
1006X English 11

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter:

Sort Options:  Alpha  Grade/Alpha

Prepare report for duplex printing

Report Format: PDF

Generate Report Submit to Batch

*Request Detail Report*

## Report Editor

Field	Description
<b>Schedule Structure</b>	When the selected calendar contains multiple schedule structures, an indication of which schedule structure must be made prior to generating the report.

Field	Description
<b>Request Type</b>	<p>Selection indicates which type of course requests are included in the report - Required, Elected or Alternate. Required and Elected request types are automatically selected. Choosing <b>All</b> returns required, elected and alternate course requests.</p> <p>Course requests made by or for a student are assigned a request type of Required, Elected or Alternate. These are request types only, separate from and not related to the types of courses being selected.</p> <ul style="list-style-type: none"> <li>• <b>R - Required</b> : Required course requests are entered by school personnel, not by the student. Requests entered via <a href="#">Requests &amp; Rosters</a> display as required requests. Students cannot drop or modify a required request without staff intervention. <i>The Student must have a request for this course.</i></li> <li>• <b>E - Elected</b>: Elected course requests may be entered by school personnel or students. Students can choose a course they wish to take in the next school year, remove requests for courses marked as E, and change course requests from E to A. <i>The Student would like to request this course.</i></li> <li>• <b>A - Alternate</b>: Alternate course requests may be entered by school personnel or students. Alternate requests display in the order that they were entered. Alternate requests are not automatically loaded by the Walk-In-Scheduler or Scheduling Board. Instead, students are manually placed into an alternate course when other course requests could not be met. <i>The Student would like to request this course as a second option if another course request cannot be fulfilled.</i></li> </ul>
<b>Display Only Active Courses</b>	<p>When marked, only courses that are currently active are listed for selection.</p> <p>When not marked, both active and inactive courses are available for selection. Active courses display first; inactive courses display after the active courses and are in red text with an asterisk before the course number.</p> <p>An <b>Active Course</b> is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course:</p> <ol style="list-style-type: none"> <li>1. If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term.</li> <li>2. If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date.</li> <li>3. If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.</li> </ol>

Field	Description
<b>Department</b>	<p>Returns request information for each course assigned to the selected department. If departments are not assigned to courses (created in System Administration on the <a href="#">Departments</a> tool and assigned on the <a href="#">Course</a> editor), select a course instead.</p> <p>Either a department or a course can be selected.</p>
<b>Course</b>	<p>Lists all courses within the calendar selected in the Campus toolbar, and are sorted in course number order. Depending on the selection of the Display Only Active Courses checkbox, both active and inactive courses are listed. Inactive courses display in red text with an asterisk before the course number.</p> <p>Either a department name or a course can be selected.</p>
<b>Ad hoc Filter</b>	<p>Selecting an ad hoc filter returns course request information only for those students included in the Filter.</p>
<b>Sort Options</b>	<p>The report can be sorted either alphabetically (<b>Alpha</b>) by the student's last name or numerically by grade level, then alphabetical (<b>Grade/Alpha</b>) by the student's last name.</p> <ul style="list-style-type: none"> <li>• When a Department name is chosen, course request information first sorts by department name, then course number and course name; then, sorting follows the selected sort option.</li> <li>• When a Department name is not chosen, course request information first sorts by course number and course name; then sorting follows the selected sort option.</li> </ul>
<b>Prepare report for duplex printing</b>	<p>Allows the report to print on both the front and back side of the paper.</p> <ul style="list-style-type: none"> <li>• When marked, a blank page is inserted between department names with text that states <i>This page is intentionally left blank</i>,</li> <li>• When not marked, the blank page is not inserted.</li> </ul> <p>Print options for printing from the web browser still need to be set to print both sides, whether this checkbox is marked or not.</p>
<b>Report Format</b>	<p>Determines the layout of the report, either in DOCX, PDF or CSV format.</p>
<b>Report Generation</b>	<p>Two buttons are available for report generation:</p> <ul style="list-style-type: none"> <li>• <b>Generate Report</b> - displays the report instantly.</li> <li>• <b>Submit to Batch</b> - sends the report to the <a href="#">Batch Queue</a> for generation at a specified time. This option is recommended when generating the report for a large number of students.</li> </ul>

## Generate the Report

Select a Year, School, and Calendar from the Campus toolbar to populate the Department and Course lists.

1. If applicable, select the applicable **Schedule Structure**.
2. Select the desired **Request Types**.
3. Mark the **Display Only Active Courses** checkbox to only see the active courses for selection and reporting, if desired.
4. Select the **Department** for which to review course requests. Or, select the **Courses** for which to review course requests.
5. Narrow the students included in the report by choosing an **Ad hoc Filter**.
6. Determine the appropriate **Sort Options**.
7. Mark the **Prepare report for duplex printing** checkbox, if desired.
8. Select the **Report Format** in which the report should generate - CSV, PDF or DOCX.
9. Click **Generate Report** to generate the report immediately, or use the **Submit to Batch** to choose when a report generates.

Students who are assigned an Academic Program with a **priority requirement** display in bold text

Note the following about the print view of the report:

- Courses are listed in department order. Active courses without a defined department print first; then inactive courses without a defined department.
- When the duplex printing checkbox is marked, a blank page (no student information) is included between department names.
- Inactive courses print in red text with an asterisk when generating in PDF. This is also noted in the Legend at the top of the report.
- Students with longer names wrap to fit within the course section.

2018-19 High School 09/05/2019 12:38:55 PM Page 1 of 3				Request Detail 2018-19 High School Rolled-in Request Types: Required, Elected			
Legend: Students with program priority requests are displayed in bold. R = Required, E = Elected				<b>Type</b>	<b>Grade</b>	<b>Student Name</b>	<b>Number</b>
<b>Department: High School</b>				R	11	Student, Frank	678901
0940 School Study: 2 students				R	12	Student, Ginger	789012
<b>Type</b>	<b>Grade</b>	<b>Student Name</b>	<b>Number</b>	R	11	Student, Henry	890123
R	11	Student, Amelia	123456	R	11	Student, Ivy	901234
E	11	Student, Brian	234567	R	12	Student, James	987654
0941 School A (Sem 1): 51 students				0942 School B (Sem 2): 51 students			
<b>Type</b>	<b>Grade</b>	<b>Student Name</b>	<b>Number</b>	<b>Type</b>	<b>Grade</b>	<b>Student Name</b>	<b>Number</b>
R	12	Student, Calvin	34567	R	12	Student, Kelly	876543
R	12	Student, Denise	456789	R	12	Student, Larry	765432
R	11	Student, Emily	567890	R	11	Student, Mary	654321
R	12	Bruce, Alisha M	817147	R	12	Student, Nelson	543210

*Request Detail Report, PDF Format*

	A	B	C	D	E	F	G	H	I	J
1	Request Detail									
2	2017-18 High School - New Trial									
3										
4	Schedule Structure:	Main								
5	Request Types:	All								
6	Total Students:	28								
7	Sorting Option:	grade								
8										
9	Department	Course Nui	Course Name	Request Type	Grade	Student La	Student Fir	Student Mi	Student	Number
10	ELA	1234	Electronic Communication	R		9 Student	Adam			729566
11	ELA	1234	Electronic Communication	E		9 Student	Belinda			842197
12	ELA	1234	Electronic Communication	A		9 Student	Charles			735021
13	ELA	1234	Electronic Communication	R		9 Student	Diana			801104
14	ELA	1234	Electronic Communication	E		10 Student	Eric			802446
15	ELA	1234	Electronic Communication	A		11 Student	Fiona			816386
16	ELA	1234	Electronic Communication	R		11 Student	George			830646
17	ELA	1234	Electronic Communication	E		11 Student	Heather			824458
18	ELA	1234	Electronic Communication	A		11 Student	Isaac			836960
19	ELA	1234	Electronic Communication	R		12 Student	Jana			841125
20	ELA	1234	Electronic Communication	E		12 Student	Kevin			736613
21	ELA	4321	Creating Writing	A		12 Student	Lola			734756
22	ELA	4321	Creating Writing	A		12 Student	Michael			807453
23	ELA	4321	Creating Writing	E		9 Student	Nancy			729566
24	ELA	4321	Creating Writing	E		9 Student	Oliver			842197
25	ELA	4321	Creating Writing	R		9 Student	Poppy			735021
26	ELA	4321	Creating Writing	R		9 Student	Quinton			801104
27	ELA	4321	Creating Writing	A		10 Student	Rosie			802446
28	ELA	4321	Creating Writing	A		11 Student	Stefan			816386
29	ELA	4321	Creating Writing	E		11 Student	Tutti			830646
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31										

Request Detail Report, CSV Format

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