Requests and Rosters

Last Modified on 03/11/2024 8:47 am CDT

Getting Started | Requests and Rosters Navigation | Manage Requests and Rosters from the Student View | Manage Requests and Rosters from the Courses View | Next Steps

Tool Search: Requests & Rosters

Requests and Rosters is a task-based tool that provides the scheduling team (counselors, administrators, etc.) a way to manage student requests and section rosters in one location, such as:

- Update course sections to modify student's start and end dates in the section, and indicate whether the student is repeating this course and/or receiving credit for this course.
- Create course requests based on a scheduling team, an Ad hoc filter, existing requests, or from previous section rosters.
- Remove course requests.
- Copy section rosters from one course to another course.
- Manually build section rosters for specific courses or grade levels or groups of students.
- Copy, add or remove students from a section.

Requests and Rosters

Read - Access Requests & Rosters, select different views, filter display settings, open side panels.
Write - Add and remove student requests, change request types; add and remove student and course rosters.
Add - N/A
Delete - N/A

Additional subrights are also necessary. See the Tool Rights section below for more information.

Over the last few years, new scheduling tools have been made available that streamline the scheduling process. See the What's New in Scheduling article for more information.

Submit feedback for Request and Rosters by clicking the **Feedback** button in the bottom right hand corner. This takes you to the Campus Community Requests and Rosters forum topic where you can add your suggestions for this new tool.

Getting Started

What is Requests and Rosters? | What do you want to do? | When can I use Requests and Rosters? | What Tool Rights are needed? | Where do I?...

What is Requests and Rosters?

Requests and Rosters is a batch tool that combines the functionality of five separate scheduling tools into one tool. The separate tools (listed below) remain in the product until the Campus.2435 Release (August 2024). Until then, they can be used as needed.

- Section Roster Batch Edit
- Request Wizard
- Roster Copy
- Manual Roster Builder
- Section Roster Setup

What do you want to do?

When using Requests and Rosters to perform tasks, ask yourself what needs to be done.

- Do you want to work with students or courses?
- Do you want to modify requests for students or alter rosters (schedules) for students?
- Do you want to modify requests for courses or alter rosters for course sections?

With those answers, you can determine which View to use - Students or Courses.

When can I use Requests and Rosters?

Requests and Rosters uses the calendar selected in the Context switcher to apply updates to student schedules and section rosters. Pay close attention to which calendar is selected and which trial is active in that selected calendar.

Use Requests and Rosters:

- AFTER calendars for the next school year are created.
- AFTER rolling student enrollments forward to the next school year.
- IN BETWEEN using the Scheduling Board to build courses.
- BEFORE using the Course Planner to plan the total number of courses and sections.
- IN BETWEEN using Scheduling Board and other scheduling tools to complete the scheduling process.

Depending on what your school's process is for the Scheduling Season, Requests and Rosters can be accessed several times as you complete the course placement and section building for the school. For example, after creating calendars for the next school year and after rolling enrollments into that calendar:

1. Use Requests and Rosters to add requests for seniors into their Senior Seminar or other singleton course.
2. Open course registration up to the entire high school.
3. Schedule the students who are in Band and Choir.
4. Use the Scheduling Board to build and load the Music Department.
5. Use Requests and Rosters to add the seniors to their other courses.
6. Etc.

What Tool Rights are needed?

As noted above, only Read and Write tool rights need to be assigned to users who are responsible for adding course requests, managing section rosters, etc. This is a powerful tool that can cause section rosters and student schedules to be modified instantly. Because of that, additional sub-rights have been added.

It is recommended that a limited number of personnel have access to it; also, limit its use after the start of the new school year.

The following provides additional information on what Tool Rights are needed for Requests and Rosters. For more information about Tool Rights and how they function, see the Tool Rights article.

Read Rights

- Navigate to and view Requests and Rosters.
- View Students View landing page
- View Courses View landing page
- View Course Section Side Panel
  - View Roster
  - Displays Close button
- Sub-rights
  - **Modify Rosters** - Displays Batch Edit Student Rosters and Batch Edit Course Rosters and access to update rosters.
  - **Can Overload Sections** - Allows students to be added to course sections that have met their Max Student number.
  - **Can Override Strict Student Constraints** - Allows students to be scheduled into

sections where they may have a restraint with another students.

Write Rights

- Navigate to and view Requests and Rosters.
- View Students View landing page
- View Courses View landing page
- View Course Section Side Panel
  - View Roster
  - Displays Close button
- Access Batch Edit Student Requests and Batch Edit Course Requests

Where do I?...

The following lists common tasks that were performed previously in the Roster Copy Wizard, the Manual Roster Builder, and other Scheduling tools, and information on how the same tasks are accomplished in Requests and Rosters.

Also see the Requests and Rosters Videos for a comparison of how tasks were previously accomplished and how to do that same task in Requests and Rosters.

Section Roster Batch Edit

▶ Click here to expand...

Request Wizard

▶ Click here to expand...

Roster Copy Wizard

▶ Click here to expand...

Manual Roster Builder

▶ Click here to expand...

Roster Setup

▶ Click here to expand...

Requests and Rosters Navigation

View by Students or Courses | Show Details | Filter | Expand All, Collapse All | More Scheduling Tools | Action Bar

View by Students or Courses

View by **Students** lists all students enrolled in the selected calendar. The default view for students lists the following information:

- Demographic and Enrollment information, including the student's name, grade level, local student number, and team;
- A count of Unsatisfied Requests, e,g. classes the student requests to take but have not been added to their schedule for the selected calendar; and
- A count of the total number of Rosters for the student, e.g. how many course sections into which the student is scheduled for the selected calendar.

Requests and Rosters - View by Students (Detail OFF)

The detail view for students lists the following information:

- Demographic and Enrollment information, including the student's name, grade level, local student number, and team;
- A count of Unsatisfied Requests and the course names for those requests, as well as the type of request - R (Required), E (Elected), or A (Alternate) - and if its already their transcripts.
- A count of the total amount of Rosters for the student, the names of the course and section number in which the student has been scheduled, as well as the assigned teacher to those course sections.
- The team, start and end dates if they are outside of the term dates or manually entered.

Requests and Rosters - View By Students (Detail ON)

View by **Courses** lists all courses that are active in the selected calendar, each section of the courses that also includes the teacher assigned to that section, the Max Students count and how many students are currently scheduled into that section. There is no Detail View for Courses.

Requests and Rosters - View by Courses

Show Details

When viewing students, move the **Show Details** setting to **ON** to show the course names for the Unsatisfied Requests (also shows the type of Request - R (required,) E (Elected, or A (Alternate)

and the course names where the student has a roster record, in addition to the total counts. Move the setting to **OFF** to display the number of Unsatisfied Requests the student has and the total number of roster records the student has.

Show Details Option

Filter

> ALWAYS filter the Students and Courses list so changes are only made to a selection of students and courses and NOT to the entire population of students and all courses.

Filtering the result set for both Students and Courses is recommended before performing any action that alters the students' placed sections or list of course requests, or the course section

rosters.

When the list of students or courses is filtered, the Filter button displays with a blue dot and a **Reset** button displays. Click that Reset button to remove all filtered settings.
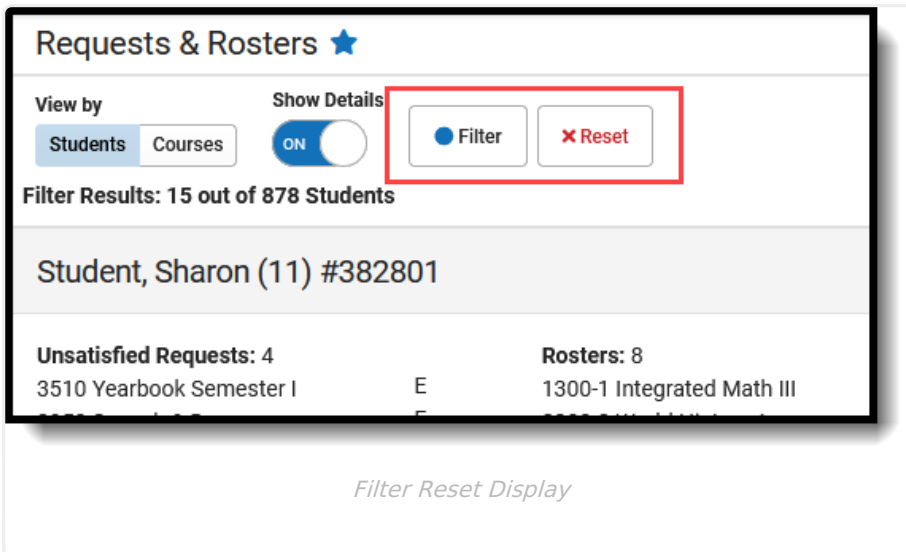
Filter Reset Display

When working with Students, narrow the results by one or more of the following options.

- Student Name
- Filter by Ad hoc
- Unsatisfied Requests
  - Request Type
- Special Education
- Inactive Students
- Calendar
  - Schedule Structure
- Course Roster
  - Section Roster
- Grade Level
- Team

When working with Courses, narrow the results by one or more of the following options.

- Filter by Ad hoc
- Course Name
  - Section
- Department
- Team
- Teacher
- Room Number
- Term
- Period
- Singletons

Additional information about filtering is available in the Filter Students List and the Filter Courses List sections.

Expand All, Collapse All

Use the **Expand All** button to open all courses to show the teachers assigned to the sections, the maximum number of students who can be enrolled in the courses, and how many students are

currently scheduled into those sections.

Expand All, Collapse All

When expanded, the total count of sections for the course displays on the right, along with a plus (**+**) to expand the course. Click **>** or anywhere in that section row to open the Section Side Panel to see which students are enrolled in the section and the Room where the section is scheduled.

Section Side Panel

The side panel also includes options to manually build the section roster and modify the start and end dates for students scheduled into that section. See the Course Section Side Panel section below for more information.

More Scheduling Tools

Access the **Scheduling Board, Course Planne**r or **Staff Planner** from Requests and Rosters by selecting those options in the upper right corner.

> This ONLY displays when navigating to Requests and Rosters from the Scheduling Board. When opening Requests and Rosters from the index, More Scheduling Tools DO NOT display.

Link to More Scheduling Tools

Action Bar

Across the bottom of Requests and Rosters is the Action Bar. Available functions are:

- Page navigation to scroll through the list of courses and list of students. On the right side of the action bar, a count of total items displays.
- **Batch Edit** options to update Student Requests, Course Requests, Student Rosters, and Course Rosters. Additional Tool Rights are needed to perform these tasks.
- **Full Screen** viewing to expand the viewing window. Press ESC to exit full screen mode.
- **Feedback** to submit suggested updates to Requests and Rosters.
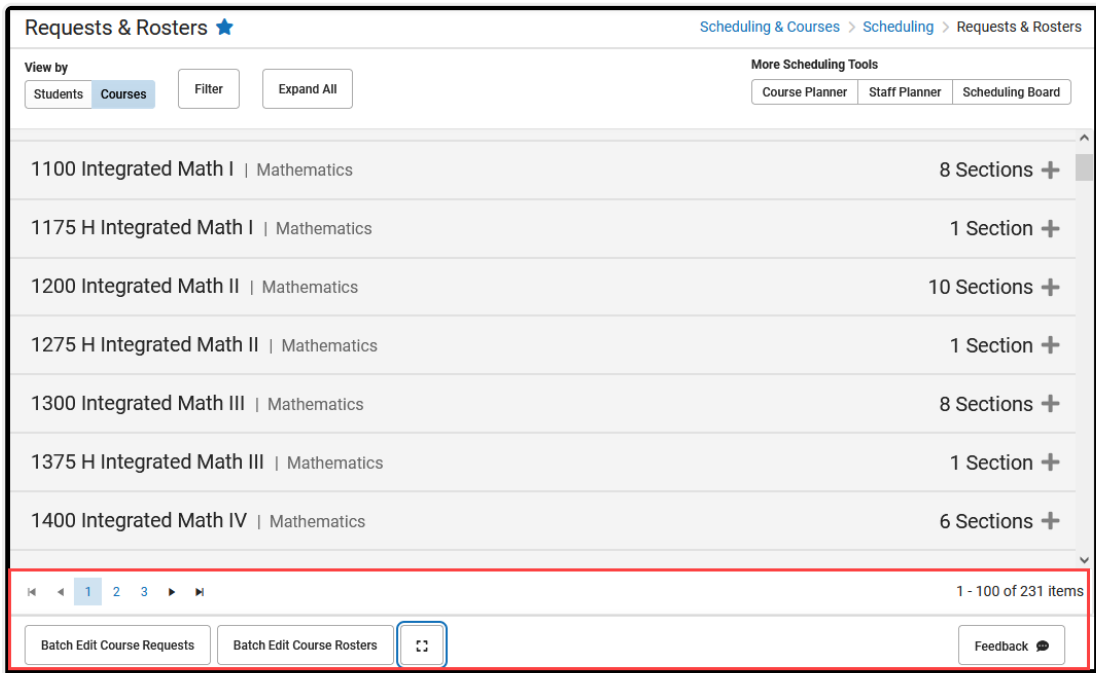
Requests and Rosters Action Bar

Manage Requests and Rosters from the Student View

Filter Students List | Batch Edit Student Requests | Batch Edit Student Rosters

Filter Students List

First, limit the number of students to modify at one time. All actively enrolled students in the selected calendar are included in any change that is done to student requests and student rosters.

1. Click **Filter.** The **Student Filter** side panel opens.
2. Enter data to narrow the full list of students to a manageable option using one of the available options. See the Student Filter Descriptions below.
3. Click **Close** when finished. Note that the **Filter Results** tally changes depending on what filter options are chosen.

In the example below, the list of actively enrolled students (878) is now down to 35 after selecting

the next year's calendar, one course from the Course Roster field and one section in the Section Roster field. Now, student requests can be modified or students already scheduled into the selected course can be managed for those 35 students.
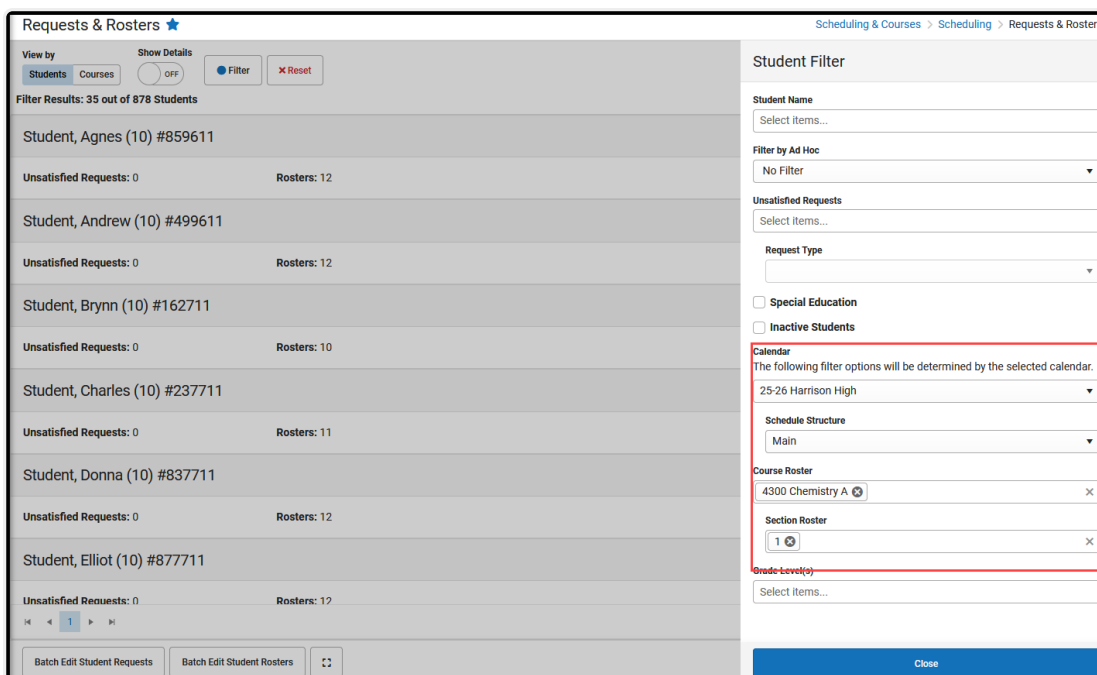
Student Filter Results for 35 Students

Selected filter options remain until they are reset or the user logs out of Campus. That means switching to the Courses view or navigating to the Scheduling Board still keeps the selected filter settings.

Student Filter Descriptions

▶ Click here to expand...

Once the list of students is filtered to a manageable amount, modifications to student requests can be done using Batch Edit Student Requests or Batch Edit Student Rosters.

Batch Edit Student Requests

Batch Edit Student Requests allows the addition or removal of course requests for students. This process can be done prior to, during or after students have entered their course requests.

Some examples for editing student requests:

- Add a Homeroom course for all incoming freshmen.
- Remove requests for a course that is no longer being offered.
- Add a required request for a computing course for all sophomores.
- Remove a request for a student because they haven't met the prerequisites of the course.

During the Scheduling Season, students enter requests for courses through the Portal and work

with their counselors to ensure they are requesting the correct courses. They may have their courses planned using the Academic Planning tools, which makes the course requests piece rather simple. Teachers may also recommend courses for students.

Locate the courses by entering **Course Numbers or Course Names. Departments** can also be selected. Mark the course to add or remove requests, modify the request **Type**, then choose **Add** or **Remove**.

> Duplicate requests are never added for students. When the Fine Arts class is added as an Elected Request Type for ten students included in the filtered list, and two of those students already have an Elected Request for the Fine Arts course, the request is added for the eight students who do not have a request for Studio Art.
>
> When the Request Type is different from the Request Type already assigned to those students, the Request Type is updated to match the newly assigned request type. For the two students who have an Elected Request Type for the Fine Arts course, and the newly added request is for Required Request Type, the Elected Request Type is changed to Required.

The following scenarios provide scenarios for how using Batch Edit Student Requests.

Add Requests for Students

Sophomores are required to have a Fine Arts Request as an Elected course. For those students who have not chosen a Fine Arts class already, a request for Painting is being added.

In the following example, the list of students has been filtered to students who will be in the 10th grade in the next school year.
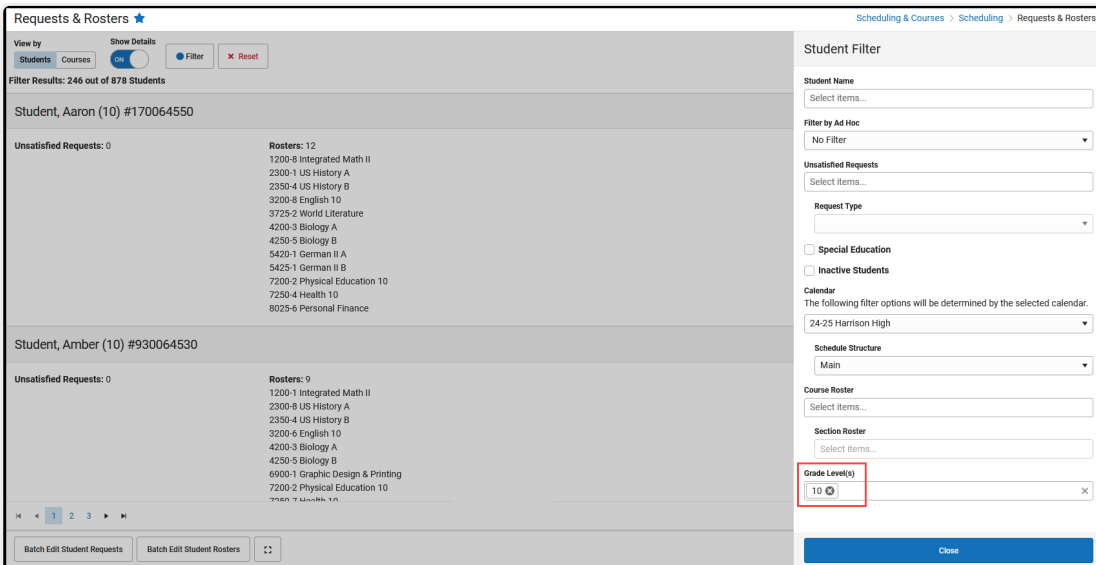
Adding Request for Studio Art

1. Click **Batch Edit Student Requests**. The Batch Edit Student Request panel displays.

2. In the **Department** field, select **Fine Arts.** All Fine Arts courses display.
3. Locate the **Studio Art: Painting** course and click on the name. This adds a blue checkbox next to the course name and moves it to the top of the list.
4. Change the **Type** to E.

Add Student Request for Painting

5. Click **Add**. A message displays indicating requests for the selected students are being added/updated.
6. Click **Continue.** A message displays indicating requests have been added for that course.
7. Click **Close** to return to the list of filtered students who now have an Unsatisfied Request for Painting.

New Request Added for Painting

Remove Requests for Students

There are not enough course requests for Ceramics to warrant the school scheduling that course, so any student who has already requested that course needs to have it removed.

In the following example, the list of students has been filtered to one - Evelyn. They have a request for Studio Art: Ceramics that needs to be removed.

Student Course Requests

1. Click **Batch Edit Student Requests**. The Batch Edit Student Request panel displays.
2. Enter either the **Course Number or Name** to select the Ceramics course.
3. Select that course by clicking in the row. A blue checkbox displays next to the course name.

Selected Course Request to Remove

4. Modify the **Request Type** as needed. In order to modify the request, the Type must match what was originally requested. Evelyn requested this course as E (Elected) so the selection remains as E. When the Type is blank, ALL request types are removed.
5. Click **Remove**. A message displays summarizing what is being removed and that the action cannot be undone.

6. Click **Continue** to complete the action. A message displays indicating the total number of requests that were removed.
7. Click **Close** to acknowledge. This returns the screen to the list of filtered students where Evelyn no longer has a request for Ceramics.

Request Removed

Batch Edit Student Rosters

Batch Edit Student Requests allows the addition or removal of students from course sections.

Some examples for editing student rosters:

- Copying the section roster from last year's 5th grade homeroom to this year's 6th grade homeroom.
- Ensuring the Second Grade STAR Team has the same teacher as the Third Grade STAR Team.
- The Football team can't be scheduled into instructional courses during the last period of the day and all need to be scheduled into a Study Hall.
- A few seniors need to take Sociology but it only meets once during the semester.

As the start of school approaches, final changes are being made to the course schedule by the principal, school counselors and curriculum directors. The trial has already been marked active, but there are a few teacher and room assignments that still need to be finalized before printing student schedules.

Perhaps a student decided they no longer want to take a certain course next year, or there was a change to the availability of a certain course where some students now need to be removed from that section. Another option is scheduling a Team (Scheduling Group) into specific courses at once.

The following provides scenarios for using Batch Edit Student Rosters.

Add Students to Section Rosters

A group of current year 6th grade students needs to be in the same 7th grade homeroom section in the next school year. These students are in the Blue Team so they can have the same homeroom teacher they had in 6th grade.

When doing this, ensure the calendar selected in the toolbar (context editor) is set to next year's calendar.

1. Use the **Filter** option to narrow the list of students to that group of students by choosing the current year's calendar, the **06 Grade Level** and the **Blue Team**.


Filtered list of specific students

2. Select **Batch Edit Student Rosters.** The Batch Edit Student Roster Information side panel opens.
3. In the **Course Name** field, locate and select the **7th Grade Homeroom** course.
4. Select that course in the results lists so a blue checkbox displays next to it.
5. Choose the desired **Section Number**. When a teacher is assigned to that section, their name displays in the Teacher column.
6. Leave **Start Date** and **End Date** fields blank because the students start school on the first day of school.
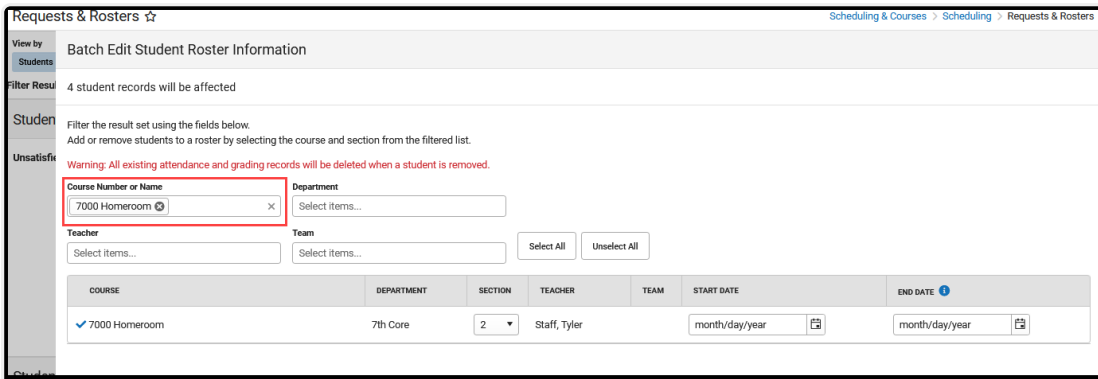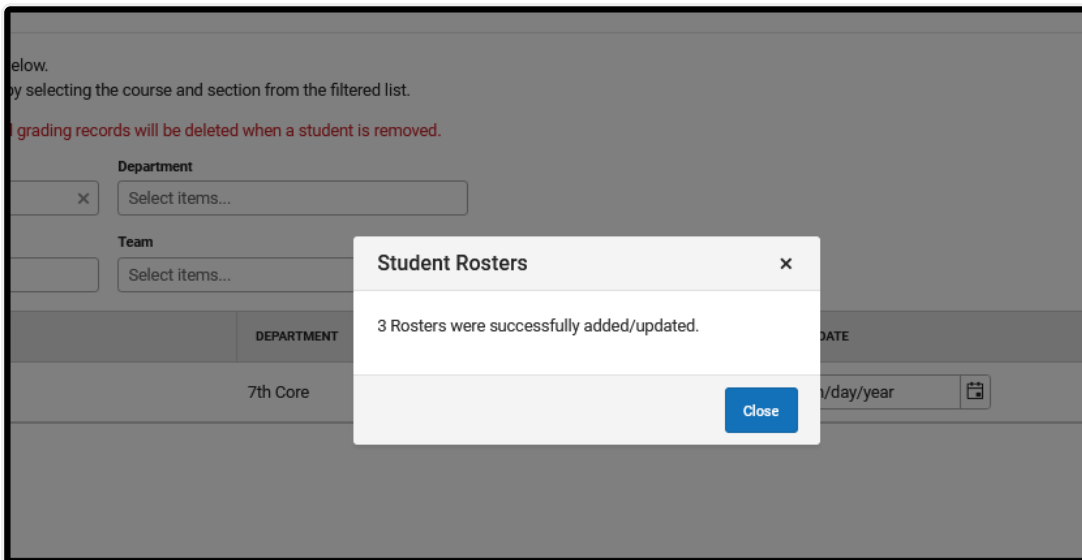
Homeroom Selection

7. Click **Add.** A message indicating four rosters are being modified displays. Click **Continue**.

8. This Homeroom section has met the maximum student number, as noted by the message that displays. Because tool rights are assigned to overload sections, click **Overload**. To NOT overload the section, click **Skip Overload**.
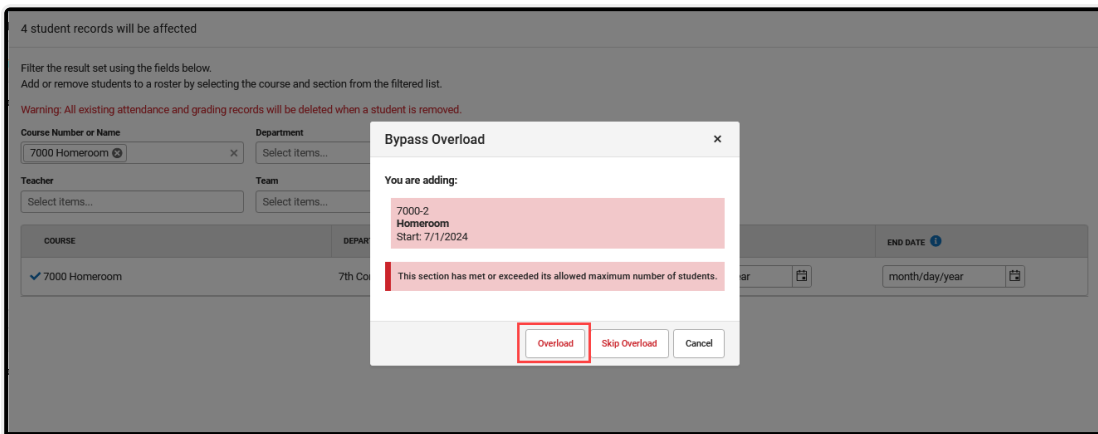
Overload Full Section

9. A message displays indicating how many rosters were updated with this change. Note that in this example, only three rosters were updated but four students were included in the list. This is because one student was already scheduled into the selected section and a student cannot be added to the same section multiple times.

Student Roster Update

10. Click **Close** and return to the list of students. Those four students are now assigned to the same homeroom course.

Add Students to Rosters with a Specific Start Date

A selection of 7th grade students are taking Pickleball during the month of October. When the students were originally added to the Pickleball course, they were added for the entire year. Now, that course will be adjusted to meet just for the month of October.

> Remember that with dates:
>
> - The Start Date cannot overlap the End Date, and vice versa.
> - The entered dates cannot be prior to the start date of the section or after the end date of the section.
> - Students who are not enrolled in the school for the entire length of the date range are not scheduled into the section.

1. Filter the list of students to those students who are currently scheduled into the **Course Roster** of Pickleball and in **Grade Level 07**. Choose a specific section to update only those students in that section.

Filter Student List for Selected Course Roster, Section Roster and Grade Level

2. Click **Batch Edit Student Rosters**.
3. In the **Batch Edit Student Roster Information** side panel, search for the name of the **Course**.
4. Click next to or on the name of the **Course** to place a blue checkmark next to it. Only those courses with a blue checkmark are updated.
5. Select the desired Section Number from the **Section** field. This is a required selection. Once selected, the teacher's name displays in the **Teacher** column.

Course Selection for Modifying Section Roster

6. In the **Start Date** field, enter 10/01/2024. In the **End Date** field, enter 10/31/2024.

Start and End Date Entered for Section Roster

7. Click **Add**. A message indicating the number of rosters that will be updated displays. Click **Continue** to proceed with the roster update.

8. A confirmation message displays when the rosters have been updated. Click **Close** to return to the list of students.

Those students are now scheduled into that section with the entered date range.

Start and End Dates Added for Course Section

Remove Students from Section Rosters

The teacher assigned to Section 1 of the 7th Grade Advisory course is out on maternity leave for the start of the next school year. The students currently assigned to that section need to be scheduled into another section of the same course.

1. Filter the list of students to those who are currently scheduled into the **Course Roster of Advisory** and in **Grade Level 07.** Choose a specific section to update only those students in a specific section.

Filter Options for removing students from a section

2. Click **Batch Edit Student Rosters**.
3. In the **Batch Edit Student Roster Information** side panel, search for the name of the **Course**.

Course Selection for Roster Removal

4. Click next to or on the name of the **Course** to place a blue checkmark next to it. Only those courses with a blue checkmark are updated.
5. Select the desired Section Number from the **Section** field. This is a required selection. Once selected, the teacher's name displays in the **Teacher** column.
6. Click **Remove**. A message displays indicating the total number of records that will be removed from the selected section roster. Note that this action cannot be undone.
   Click **Continue** to proceed with the roster removal.
7. A confirmation message displays when the rosters have been updated. Click **Close** to return

to the list of students.

Those students who were removed from the Course Section now have **Unsatisfied Requests** for that Course and need to be rescheduled into that course. Rescheduling can be done using the **Add** function detailed above.

Students Removed now with Unsatisfied Requests

Manage Requests and Rosters from the Courses View

Filter Courses List | Course Section Side Panel | Batch Edit Course Requests | Batch Edit Course Rosters

Filter Courses List

First, limit the number of courses that are modified at one time. All active courses in the selected calendar are included in any change that is done to course requests and rosters.

For example, the Social Studies courses that only meet one time during the year need to be scheduled first. Select the **Social Studies** in the **Department** dropdown, then mark the

Singleton checkbox at the bottom of the Filter options. Course requests or course rosters are updated for only those courses, instead of the complete list of active courses.

1. Click **Filter.** The **Course/Section Filter** side panel opens.
2. Enter data to narrow the full list of courses to a manageable option using one of the available options. See the Course Filter Descriptions below.
3. Click **Close** when finished. Note that the **Filter Results** tally changes depending on what filter options are chosen, as all well as the Filter button having a blue button indicating filter options are selected and a Reset button displays to remove the filtered list of courses.

In the image below, the entered Filter options is returning courses in the Social Studies department that meet one time during the school year. Now, the list of courses to modify the course requests or the course rosters is 2 instead of 227.
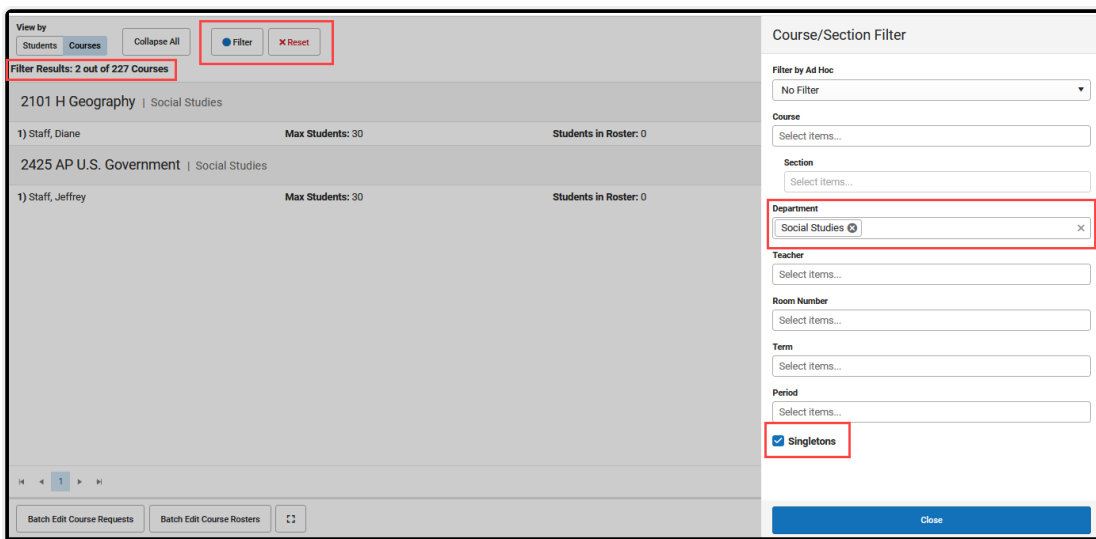
Course Filter Options and Results

Course Filter Descriptions

▸ Click here to expand...

Once the list of courses is filtered to a manageable amount, modifications to the Courses can be done manually for each section or in batch for the courses.

To work with one section, click anywhere in the row for a section to open the Course Section side panel. Here, the **Section Roster** can be modified using the **Roster Builder** and the **Roster Date Editor.**

Course Section Side Panel

Course Section Side Panel

The section side panel provides a summary of the section that includes the **Teacher** name, the **Max Students** number, the number of **Students in Roster** (currently scheduled into the section), the **Team** assigned to the Course Section and in what **Room** that section meets. This information cannot be modified in the Requests and Rosters tool.

Side Panel - Section Identifiers

Roster

The **Roster** lists each student currently scheduled into the section. It includes the Student name, Grade Level, Student Number and Gender, as well as the Start and End Date of the student being scheduled into that section, and whether the student is repeating the course or receiving No Credit for the course. The Roster cannot be edited from this view.

Section Side Panel - Roster List

Roster Builder

Changes can be made when using the **Roster Builder**. Here, students can be added to this section by clicking the student's name. Those students already scheduled into the section display with a blue checkbox next to their name, and are the same students who display in the Roster list.

Section Roster and Section Roster Builder - Students in Section Display with Blue Check

Add or remove students by entering the following in the search fields:

- Student Name
- Grade Level
- Unsatisfied Requests and Request Types

Multiple selections can be added to each of the search fields except Unsatisfied Requests. This option includes the selection of the Request Types can only be added when ONE course is selected.

The filter result set of students are listed at the END of the roster without a blue check. To add any of those students, select the students who are not added to the section until **Save** (**Save & Next, Save & Stay or Save & Close**) is selected. A message displays indicating changes are being made and cannot be undone.

New Student Added at the End of the Roster

Roster Date Editor

Modify the Start and End Dates for the Section for ALL students scheduled into that section. This is helpful when the section begins AFTER the start of the school year, or when a current section of a course needs to end prior to the end of the term.

Roster Date Editor

When working with dates:

- The Start Date cannot overlap the End Date, and vice versa.
- The entered dates cannot be prior to the start date of the section or after the end date of the section.
- Students who are not enrolled in the school for the entire length of the date range are not scheduled into the section.

Batch Edit Course Requests

Use **Batch Edit Course Requests** to modify the requests that already exist for the selected course(s). This screen contains the same search options as the Roster Builder section, but focuses on the **Request Type**.

Some examples for managing course requests using this option:

- Schedule students into courses where they have unsatisfied requests for those courses.
- Add course requests for all 5th grade students moving from the elementary school to the middle school using teams.
- Remove course requests for students.
- Schedule seniors into their Senior Seminar courses which meets one time during the school year.

The following provides scenarios for using Batch Edit Course Requests.

Add Course Requests for Students who have Unsatisfied Requests

Course requests for Concert Band 1A and 1B are being added for those students who have unsatisfied requests for those courses.

1. Filter the **Courses** to display only Concert Band 1A and Concert Band 1B.

Batch Edit Course Requests - Filtering Courses

2. Click **Batch Edit Course Request**s. The **Batch Edit Course Request Information** side panel displays.
3. Search for the **Concert Band** courses in the **Unsatisfied Requests** field. All students who have a request for the Concert Band courses that have not been added to their schedule are listed.
4. Click **Select All**. This adds a blue checkmark next to all students listed and populates the **Request Type** field with **R** (Required), the default Request Type. Or, manually choose the students by clicking next to their name. The Request Type field still populates automatically with **R**, but can be changed to **E (Elected)** or **A (Alternate)**, if desired.
   - Example: Asher's counselor knows he wants to be Concert Band, so the request type for him remains as R. For Brynn, she would rather take a Sociology course but she did enjoy Concert Band last year, so the request type for her is changed to an Alternate, meaning she'll be placed in Band if her schedule isn't filled with the Sociology course. And for Callie, her request type is changed to an E because she doesn't need another Fine Arts requirement but the band director has asked her to participate again.

Adding Course Requests to Concert Band

5. Click **Add**. A message displays indicating that the course requests are being added for BOTH Concert Band courses listed for the six students selected. A total of 12 requests are being added (6 students x 2 courses).

6. Click **Continue**. This might not be the total number of requests added; when the student has an existing request for the course, another request for the same course is not added. Or, they may have a request for the course with a different Request Type, so a second request is not added. A message displays indicating the total number of requests that were added. In this example, out of the 12 course requests to be added, only 7 were added.

7. **Close** that message, and the screen returns to the filtered Courses view.

To verify requests were added for the students, navigate to their Walk-In Scheduler. The newly added requests are listed under **Unscheduled**. Or, generate one of the many Scheduling Reports, like the Request Batch Report or the Schedule Conflicts Report.

Walk-In Scheduler - Unscheduled Course Requests

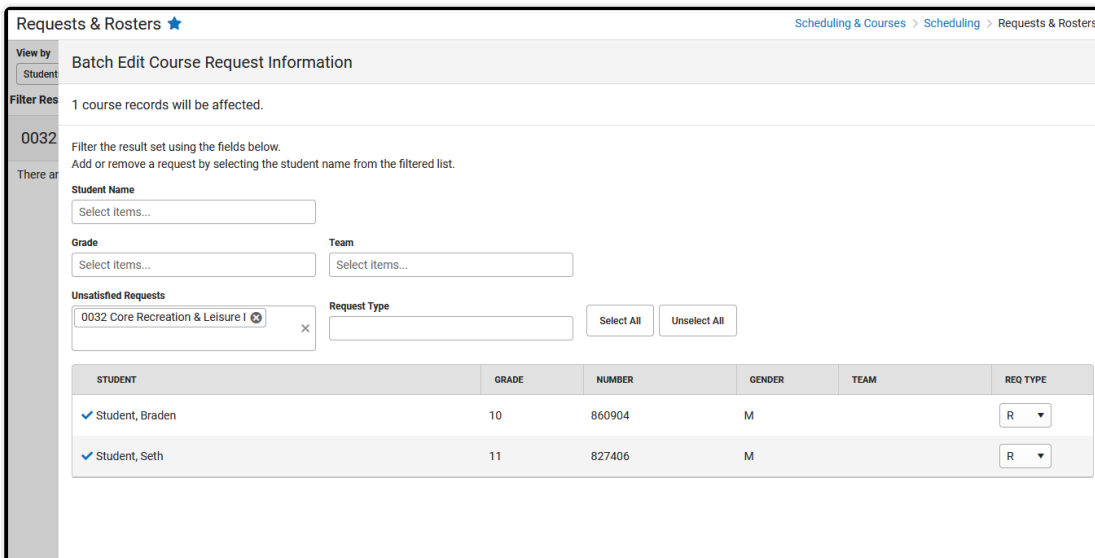# Remove Course Requests for Students

Only two students have requested a Recreation and Leisure course, so the decision was made to not offer that course this year. Requests for that course need to be removed. No course sections were created for that course.

1. Filter the lost of courses down to just that course.
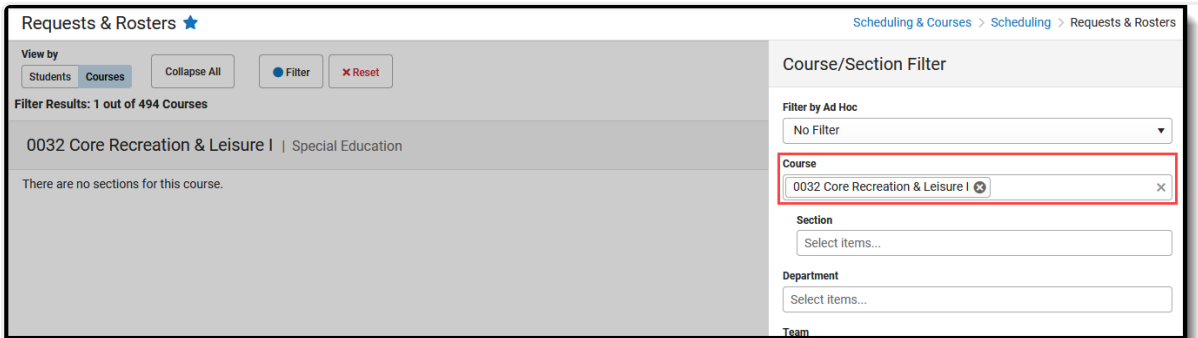
Filter Courses to Specific Course

2. Click **Batch Edit Course Requests.** The **Batch Edit Course Request Information** side panel opens.
3. In the **Unsatisfied Requests** field, enter the **Course Number or Course Name** for the Core Recreation and Leisure course. The students who requested that course display.
4. Select the students by clicking next to their name, which adds a blue checkmark next to their names.
5. In the **Request Type** field, select **R**. The Request Type must match the type of request that was originally added for the course. When the Type is blank, requests of any type are removed.

Student Selection for Removing Course Requests

6. Click **Remove.** A message displays indicating the total number of requests that will be removed. Click **Continue** to proceed with the removal.
7. A message displays indicating the total number of requests that were removed for that course. Click **Close** to return to the list of courses.

Switch to the Student View and search for those students. That course is no longer listed in their Unsatisfied Requests lists.

Course Request Removed

Batch Edit Course Rosters

Batch Edit Course Rosters updates - adds or removes - students from the selected course sections. Unlike the Batch Edit Course Requests, this option modifies the students who are scheduled to be in the selected course sections. Because of this, additional tool rights are needed. See the Tool Rights section below for more information.

Some examples for managing course rosters using this option:

- Add students in a specific Team to the Course.
- Add students in a specific grade level to a grade level specific course.
- Remove specific students from the course.
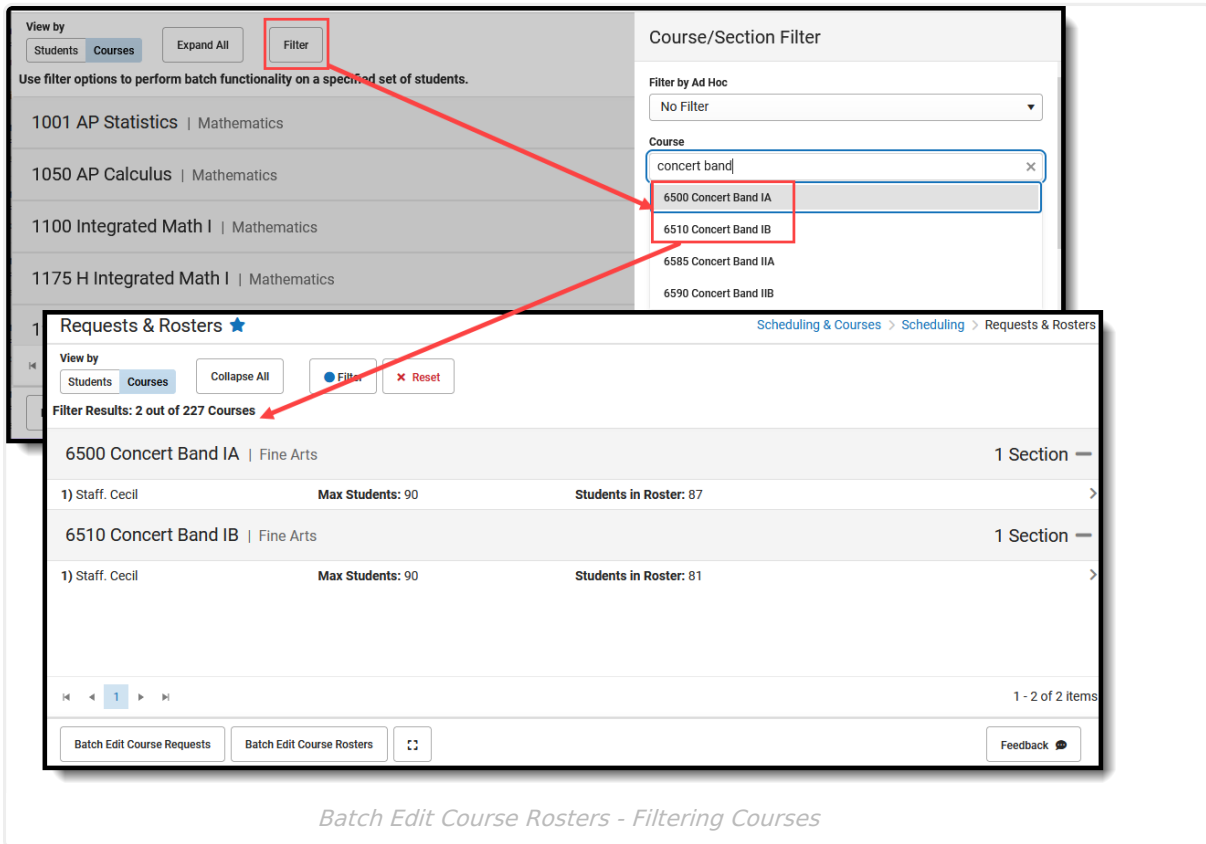- Remove unsatisfied requests for a course.

The following provides scenarios for using Batch Edit Course Requests.

Add Students to Courses

For the Concert Band courses, those students who had course requests created are now being

added to the section rosters.

1. Filter the course list to just the Concert Band 1A and 1B courses.

Batch Edit Course Rosters - Filtering Courses

2. Click **Batch Edit Course Rosters** option. This displays the **Batch Edit Course Roster** side panel.
3. Search for the **Concert Band** courses in the **Unsatisfied Requests** field to return all students who have a request for the Concert Band courses that have not been added to their schedule.
4. Click **Select All** to add all students listed to the section roster. This adds a blue checkmark next to their names. Students can also be selected manually by clicking their name.
5. Click **Add**. A message displays indicating the total number of requests that will be added. Click **Continue** to proceed with the removal.
6. A message displays indicating the total number of rosters that were added for the courses. Click **Close** to return to the list of courses.

Remove Students from a Course Roster

One of the Advance Spanish courses has a Max Students count of 35, but Section 1 has 29 students scheduled and Section 2 has 40 students scheduled. This change will remove 5 students from Section 2 so the sections are more balanced. This change will remove students on Team F from the section.

The teacher has already suggested which students to move to the other section.

1. Filter the course list to Advanced Spanish course.

Batch Edit Course Rosters - Filtering Courses

2. Click **Batch Edit Course Rosters** option. This displays the **Batch Edit Course Roster** side panel.
3. In the **Team** dropdown, select **F** to list all students assigned to that Scheduling Group/Team. The search results return EVERY student in the school who is assigned to that team, which is why the teacher has offered a list of students from that team to remove.
4. Choose the five students who will be removed from the section by clicking next to their name. When their name is marked, the blue checkmark displays next to their name and they are moved to the top of the list of students.

Selected Students to Remove from Roster

5. Click **Remove**. A message displays indicating the total number of rosters that will be removed. Click **Continue** to proceed with the removal.
6. A message displays indicating the total number of rosters that were removed from the section. Click **Close** to return to the list of courses.

Those five students can now be added to the other section.

Next Steps

- Use the Scheduling Board to build courses and load schedules
- Review where you are in the Scheduling process on the Scheduling Center.
- Complete student schedules using the Walk-In Scheduler.
- Use the available Scheduling Reports to review and verify requests, plan the course schedule for the next year or see how complete student schedules are.