

Requests and Rosters - Video

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Tool Search: Requests and Rosters

Requests and Rosters is a new tool that combines the functionality of the following tools into one tool: Scheduling Build Constraints Wizard, Section Roster Batch Edit, Request Wizard, Roster Copy and Section Roster Setup. These tools will be removed from the product and replaced with Requests and Rosters in the Campus.2435 Release (August 2024).

General Information

The Requests and Rosters tool provides a means to quickly perform schedule-related tasks such as:

- Mass-enter or delete course requests for a filtered group of students
- Make adjustments to the status of several students on the same roster
- Manually build a roster
- Copy a roster to one or more other course sections

Requests and Rosters is typically used:

- AFTER [creating calendars](#) and [rolling student enrollments forward](#) for the next school year.
- BEFORE using the [Course Planner](#) to plan the total number of courses and sections.
- IN CONJUNCTION WITH using [Scheduling Board](#) and other scheduling tools to build courses and complete the scheduling process.

Tool Rights

Requests and Rosters, like the Scheduling Board, is a powerful tool and its use should be limited to only those staff members who need to use it during the scheduling process.

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

The following sub-rights may also be necessary:

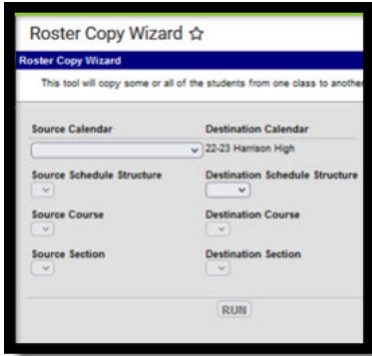
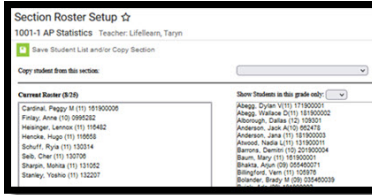
- **Modify Rosters** - Displays Batch Edit Student Rosters and Batch Edit Course Rosters and access to update rosters.
- **Can Overload Sections** - Allows students to be added to course sections that have met their Max Student number.
- **Can Override Strict Student Constraints** - Allows students to be scheduled into sections where they may have a restraint with another students.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Where do I ...?

The following table lists common tasks, shows the tool previously used to accomplish the task, and provides a video showing how each task is currently accomplished using Requests and Rosters. Select the corresponding video to see a a brief tutorial. The Fullscreen icon in the lower right corner of the video maximizes it.

Task	Previous Tool	Request and Rosters (Tutorials)
<p>Add or remove course requests based on a scheduling team, an Ad hoc filter, existing requests, or from previous section rosters.</p> <p>Tutorials:</p> <ul style="list-style-type: none"> • <i>Create course requests for 9th grade required courses.</i> • <i>Remove course requests for a specific course.</i> 		<p>Add Course Requests Remove Course Requests</p>

Task	Previous Tool	Request and Rosters (Tutorials)
<p>Copy section rosters from one course to another course.</p> <p>Tutorial:</p> <ul style="list-style-type: none"> • Copy a Second Grade Homeroom from the current year to the Third Grade Homeroom they will occupy in the upcoming year. • Adjust the Homeroom roster and copy it to corresponding course rosters (e.g. Reading, Math, Science) into which the same group of students is to be placed. 		<p>Copy, Then Adjust Rosters</p>
<p>Manually build section rosters for specific courses or grade levels or groups of students. Add or remove students from a section.</p> <p>Tutorials:</p> <ul style="list-style-type: none"> • Filter to and add Special Ed students to a specific course section. • Manually add and remove students from a section of 4th Grade Music in next year's calendar. 		<p>Manually Build Rosters (filter and add)</p> <p>Manually Adjust Rosters</p>

Task	Previous Tool	Request and Rosters (Tutorials)
<p>Indicate whether a student is repeating a course and/or receiving credit for a course. Update the Start and/or End Date for all students in a course section.</p> <p>Tutorials:</p> <ul style="list-style-type: none"> • <i>Mark students in an Independent Study course as Repeat or No Credit.</i> • <i>Simultaneously update the Start and End dates for three different middle school exploratory wheel course sections that take place in the same term with the same students.</i> 		<p>Mark Students as Repeat/No Credit</p> <p>Update Start/End Date for Entire Roster</p>

Related Tools

Reports To Run and Why:

[Request Batch Report](#) prints a list of student requests, one page per student for the selected calendar, that can be given to students if necessary. This allows staff, students and parents to review and verify requests that have been made.

[Request Detail Report](#) returns student course request information for the upcoming school year. This information is used to plan the course schedule for the next school year, for example the number of sections that are needed to fulfill requests for a specific course.

[Schedule Units Report](#) shows a count of the number of units that can potentially be filled by a student's course requests. The report can be generated for all students, or filtered to only those students who have not requested enough courses to fill their schedule.