Requests and Rosters: Add Course Requests - Video [.2431-.2447]

Last Modified on 12/19/2024 9:14 am CST

How the tool is used: Course requests are entered for students when preparing to schedule the upcoming school year. These requests help schedulers figure out how many sections of each course are needed to fulfill as many requests as possible, and requests can be reviewed to make sure that students are requesting appropriate courses per their graduation plan. *This is done after calendars for the upcoming year have been created and student enrollments have been rolled forward.*

Scenario: A scheduler is mass entering requests for required courses for each High School grade level.

This video demonstrates how to use the Requests and Rosters tool to quickly enter course requests by grade level for courses that all students at that grade level are required to take.