

# Requests and Rosters: Manually Build Roster - Video [.2411-.2447]

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**How the tool is used:** Sometimes schedulers are working with a list of students that are to be manually scheduled into a course section. Requests and Rosters can be used to filter to the students on that list, then add them all to a course section at the same time. *This is done after calendars for the upcoming year have been created and student enrollments have been rolled forward.*

**Scenario:** A scheduler needs to add several students to the same section of Music.

During the scheduling process, it's sometimes necessary to manually schedule students into a specific course section. This video shows how to manually search for and select students, then add them to a specific course section.

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