Getting started with Requests and Rosters

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Requests and Rosters is a batch tool that combines the functionality of five separate scheduling tools into one tool. Users can modify section rosters, submit student requests, copy rosters, build rosters, set up section rosters, and much more.

Tasks to perform

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.

Requests and Rosters in Scheduling workflow

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.

Suggested User Groups and available Tool Rights

This is a powerful tool that can instantly modify section rosters and student schedules. As a result, 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.

Tool rights are cumulative; all rights associated with Read rights are included with Write rights.

See the Requests and Rosters Tool Rights article for details on available tool rights.