Requests and Rosters (Initial Release .2439-.2447) - Videos

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Tool Search: Requests and Rosters

The most current videos for this release are found in the [Request and Rosters - Video](#) article.

General Information

The Requests and Rosters tool provides a means to quickly perform schedule-related tasks such as:
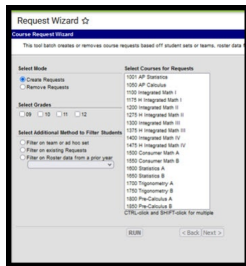
- Mass-enter or delete course requests for a filtered group of students
- Make adjustments to the status of several students on the same roster
- Manually build a roster
- Copy a roster to one or more other course sections

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.

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)
Add or remove course requests based on a scheduling team, an Ad hoc filter, existing requests, or from previous section rosters. **Tutorials:** • *Create course requests for 9th grade required courses.* • *Remove course requests for a specific course.*		**Add Course Requests**

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.