

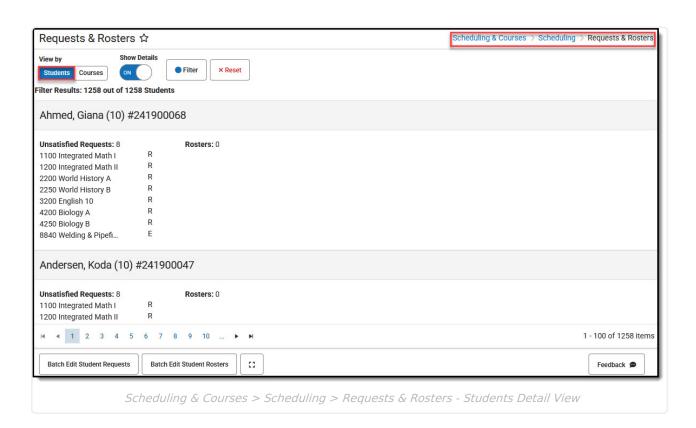
Requests and Rosters Tool Rights

Last Modified on 02/27/2025 10:07 am CST

Requests and Rosters is used by staff such as Counselors, Schedulers and Administrators to manage student course requests and course rosters. These tasks might include:

- Mass entry or removal of course requests
- Copying of a course section from one course or year to another
- Managing section start and end dates for multiple students in a section

To learn how to use this tool, see the **Requests and Rosters** article.

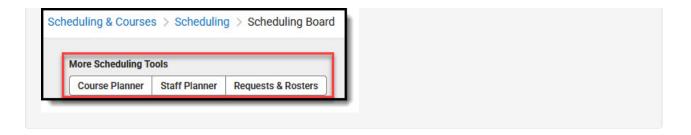


It is recommended that a limited number of people have rights to this tool, especially after the school year has started.

Users with access to Scheduling Center and **Requests & Rosters** will be able to navigate to the Course Planner tool from the Scheduling Center.

Users with rights to do so can toggle back and forth between the **Scheduling Board** and the **Course Planner**, **Staff Planner**, and **Requests & Rosters** tools.

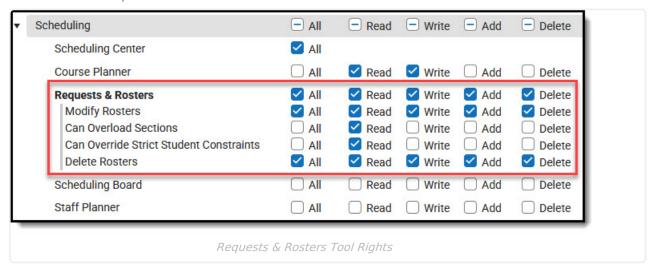


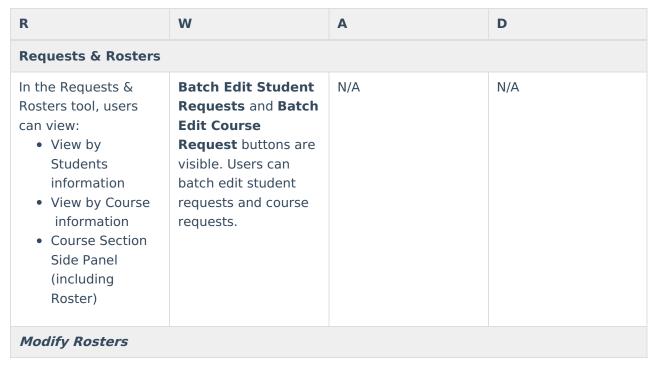


Available Tool Rights

Subrights in italics.

▶ Click here to expand...







R	w	Α	D
Batch Edit Student Rosters and Batch Edit Course Rosters buttons are visible. User is able to modify rosters.	N/A	N/A	NA
Can Overload Sections			
User can add more students to sections that already have the maximum number of students assigned.	N/A	N/A	N/A
Can Override Strict Student Constraints			
User can place a student into a section to which another student with whom they should not be placed is already assigned.	N/A	N/A	N/A
Delete Rosters			
User can delete rosters. This should not be done once class has started as this will also delete related attendance and grade records.	N/A	N/A	N/A

Suggested User Groups

- Counselors
- Front Office
- Principals

See User Groups and Suggested Roles for more information.

