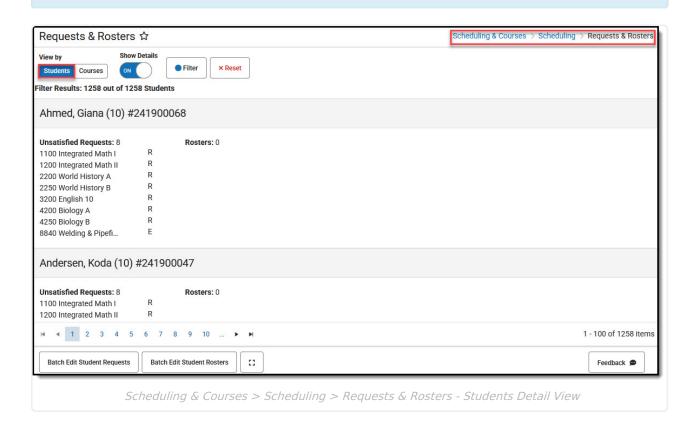# Requests and Rosters Tool Rights

Last Modified on 06/03/2025 2:58 pm CDT

Available Tool Rights | Suggested User Groups

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.

Scheduling & Courses > Scheduling > Requests & Rosters - Students Detail View
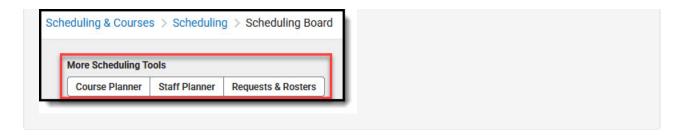
It is recommended that a limited number of people have rights to this tool, especially after the school year has started.

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.
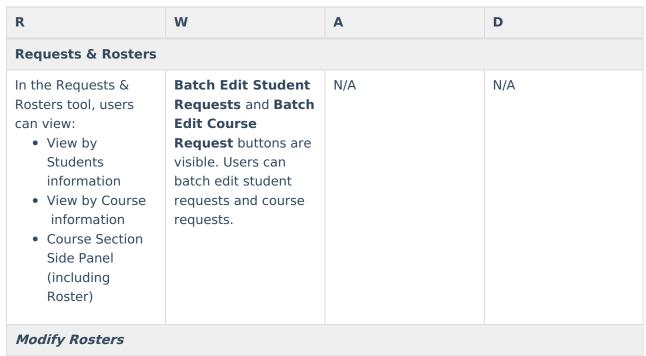
Available Tool Rights

Subrights in italics.

▸ Click here to expand...

Requests & Rosters Tool Rights

R	W	A	D
Requests & Rosters			
In the Requests & Rosters tool, users can view: • View by Students information • View by Course information • Course Section Side Panel (including Roster)	**Batch Edit Student Requests** and **Batch Edit Course Request** buttons are visible. Users can batch edit student requests and course requests.	N/A	N/A
Modify Rosters			

R	W	A	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.