

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.

Requests & Rosters ☆
Scheduling & Courses > Scheduling > Requests & Rosters

View by

Students

Courses

Show Details

ON

Filter

Reset

Filter Results: 1258 out of 1258 Students

Ahmed, Giana (10) #241900068

Unsatisfied Requests: 8

Rosters: 0

1100 Integrated Math I

R

1200 Integrated Math II

R

2200 World History A

R

2250 World History B

R

3200 English 10

R

4200 Biology A

R

4250 Biology B

R

8840 Welding & Pipefi...

E

Andersen, Koda (10) #241900047

Unsatisfied Requests: 8

Rosters: 0

1100 Integrated Math I

R

1200 Integrated Math II

R

1

2

3

4

5

6

7

8

9

10

...

1 - 100 of 1258 items

Batch Edit Student Requests

Batch Edit Student Rosters

Feedback

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.

Scheduling & Courses > Scheduling > Scheduling Board

More Scheduling Tools

Course Planner

Staff Planner

Requests & Rosters

Available Tool Rights

Subrights in italics.

► [Click here to expand...](#)

Scheduling & Courses	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Scheduling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Scheduling Center	<input type="checkbox"/> All				
Course Planner	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Requests & Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Modify Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Can Overload Sections	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Can Override Strict Student Constraints	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Delete Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Scheduling Board	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Staff Planner	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Requests & Rosters Tool Rights

R	W	A	D
Requests & Rosters			
In the Requests & Rosters tool, users can view: <ul style="list-style-type: none"> 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. <i>This should not be done once class has started, as this will also delete related attendance and grade records.</i>	N/A	N/A	N/A

Suggested User Groups

- [Counselors](#)
- [Front Office](#)
- [Principals](#)

See [User Groups](#) and [Suggested Roles](#) for more information.