

# 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.

The screenshot shows the 'Requests & Rosters' tool interface. At the top, there is a breadcrumb trail: 'Scheduling & Courses > Scheduling > Requests & Rosters'. Below this, there are controls for 'View by' (set to 'Students'), 'Show Details' (ON), 'Filter', and 'Reset'. A status bar indicates 'Filter Results: 1258 out of 1258 Students'. The main content area displays two student profiles:

- 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)

At the bottom of the interface, there is a pagination bar showing '1 - 100 of 1258 items' and buttons for 'Batch Edit Student Requests', 'Batch Edit Student Rosters', and '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                              | All                                     | Read                                     | Write                                     | Add                                     | Delete                                     |
|---|---|--|---|---|--|
| Scheduling Center                       | <input checked="" type="checkbox"/> All |  |   |   |  |
| Course Planner                          | <input type="checkbox"/> All            | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input type="checkbox"/> Add            | <input type="checkbox"/> Delete            |
| <b>Requests &amp; Rosters</b>           | <input checked="" type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input checked="" type="checkbox"/> Delete |
| Modify Rosters                          | <input checked="" type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input checked="" 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 checked="" type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input checked="" 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   |
|--|---|-----|-----|
| <b>Requests &amp; Rosters</b>  |   |     |     |
| In the Requests & Rosters tool, users can view: <ul style="list-style-type: none"> <li>View by Students information</li> <li>View by Course information</li> <li>Course Section Side Panel (including Roster)</li> </ul> | <b>Batch Edit Student Requests</b> and <b>Batch Edit Course Request</b> buttons are visible. Users can batch edit student requests and course requests. | N/A | N/A |
| <b>Modify Rosters</b>  |   |     |     |

| R  | W   | A   | D   |
|--|-----|-----|-----|
| <b>Batch Edit Student Rosters</b> and <b>Batch Edit Course Rosters</b> buttons are visible. User is able to modify rosters.                          | N/A | N/A | NA  |
| <b>Can Overload Sections</b>   |     |     |     |
| User can add more students to sections that already have the maximum number of students assigned.  | N/A | N/A | N/A |
| <b>Can Override Strict Student Constraints</b>   |     |     |     |
| 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 |
| <b>Delete Rosters</b>  |     |     |     |
| User can delete rosters.<br><br><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.

