

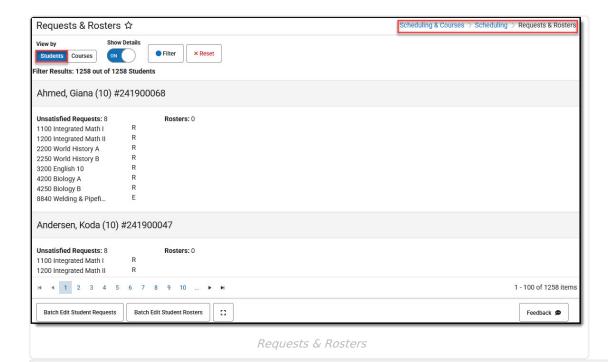
Requests and Rosters Tool Rights

Last Modified on 11/25/2025 2:09 pm 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

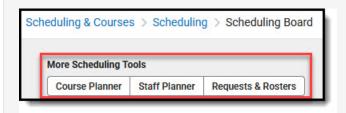
See the Requests and Rosters article to learn how to use this tool.



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 <u>Scheduling Center</u> and **Requests & Rosters** will be able to navigate to the Course Planner tool from the Scheduling Center.

Users with the necessary rights can toggle between the **Scheduling Board**, **Course Planner**, **Staff Planner**, and **Requests & Rosters** tools when accessing the Scheduling Board first.





Available Tool Rights

Subrights in italics.

▶ Click here to expand...



R	w	Α	D	
 Access and view the Request & Rosters tool. View rosters by Students. View rosters by Course. Access the Course Side Panel to manage course information. 	 Use the Batch Edit Student Requests option to manage student course requests. Use the Batch Edit Course Request buttons to manage course requests. 	N/A	N/A	
Modify Rosters				
 Modify rosters by using the Batch Edit Student Rosters and Batch Edit Course Rosters buttons are visible. 	N/A	N/A	NA	
Can Overload Sections				



R	w	Α	D	
 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				
 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				
Delete rosters.	N/A	N/A	N/A	
NOTE: This should not be done once class has started, as this will also delete related attendance and grade records.				

Suggested User Groups

- <u>Counselors</u>
- Front Office
- <u>Principals</u>

See <u>User Groups and Suggested Roles</u> for more information.