

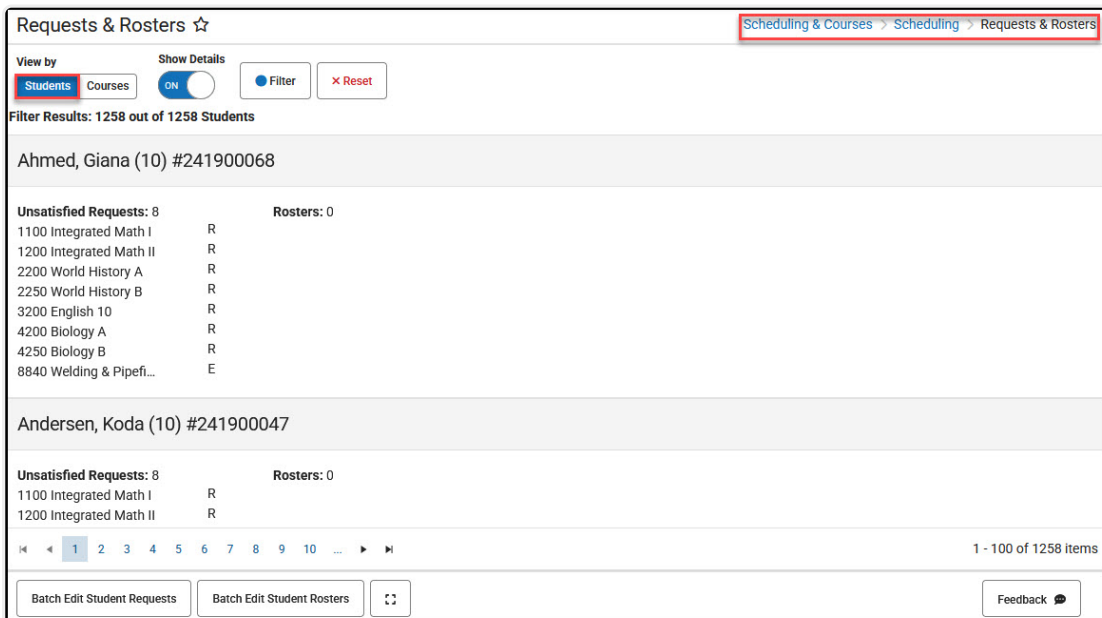
Requests and Rosters Tool Rights

Last Modified on 12/14/2025 8:45 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.

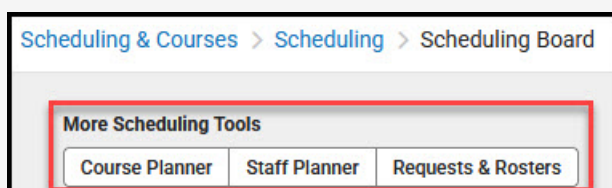


Requests & Rosters

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 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...](#)

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
<ul style="list-style-type: none"> Access and view the Request & Rosters tool. View rosters by Students. View rosters by Course. Access the Course Side Panel to manage course information. 	<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> 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	A	D
<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> Delete rosters. <p>NOTE: This should not be done once class has started, as this will also delete related attendance and grade records.</p>	N/A	N/A	N/A

Suggested User Groups

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

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