

Teacher Course Requests and Course Recommendations

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When the **Allow Teacher Requests/Recommendation** checkbox is marked on the Course editor, teachers (when assigned proper tool rights) can request a certain student take a course in the next year's calendar AND can recommend a student take a certain course in the next year's calendar. Two tools are available in Campus Instruction for this process.

- **Course Requests** - Course Requests record a teacher's permission for a student to take another course at the same school. Requesting a course adds that course to the student's list of Request Courses in the [Walk-In Scheduler](#). Scheduling rules need to be assigned to the course in the current school year (the course into which the student is currently scheduled) and to the course in the next school year (the course for which the teacher is making the request).
- **Student Course Recommendations** - A teacher can recommend which course a student could take next year. Only courses within the same Credit Type or Department as the current course the teacher is teaching can be selected (an English Teacher can only recommend other English courses assigned to the English Department or an English course assigned to the English/Language Arts Credit Type). The student must have a future enrollment as well as an Academic Plan. The recommended course is then viewable on the student's Course Plan.

Teachers can only select courses for active students in the selected section as long as the students have an enrollment record in the future calendar.

Required Setup for Course Requests and Student Course Recommendations

To Use Course Requests and/or Student Course Recommendations

- Assign tool rights to teachers for [Course Requests](#) and [Student Course Recommendations](#) in Instruction.
- Mark the **Allow Teacher Requests/Recommendation** checkbox on the Course
- Roll calendars forward, and roll enrollment forward

To Use Course Requests

- Assign [Scheduling Rules](#) for the course

To Use Student Course Recommendations

- Assign [Planning Rules](#) for the course
- Assign a [Department](#) to the course
- Assign an [Academic Plan](#) to the Student

Course Requests

In the example below, the English course is marked to **Allow Teacher Requests/Recommendations** on the Course Information Scheduling editor.

Course Master Information ☆ Grading & Standards > Course Masters > Course Master Information
0011 Core English I Armstrong Catalog Related Tools ^

Collapse All

General Course Master Information +

Scheduling -

Terms: Schedules: Periods: Sections to Build:

Max Students: Department: Special Education

Schedule Load Priority: Preferred Room Type:

Allow Teacher Reqs/Reca: Allow Student Requests: Repeatable: Required:

Advisory: Homeroom: Responsive:

When Cross-Site Enrollment is enabled, other schools participating in Cross-Site Enrollment can schedule students into this course. The Push Cross-Site data to courses and sections option must be selected when using the Push to Courses process in order for the Cross-Site Enrollment setting to be enabled on the Course and Section Information tools.

Cross-Site Enrollment:

Course Setup +

Allow Teacher Requests/Recommendations Checkbox

There is also a **Scheduling Rule** which states US History must be taken before World History A.

Course Rules ☆ Scheduling & Courses > Courses > Course Rules
3300E US History Related Tools ^

+ New Scheduling Rule + New Planning Rule Save Delete

Rule Type	Rule Detail
Scheduling Rule	3300E US History Before 2200 World History A
Scheduling Rule	3300E US History Before 2800 European History
Scheduling Rule	3300E US History Before 2610 Asian History
Scheduling Rule	3300E US History Before 2700 AP World History
Scheduling Rule	3300E US History Before 2750 AP U.S. History

Scheduling Rule Detail
A Scheduling Rule only applies when a student has requested both Courses within the same calendar and Scheduling Board is trying to place the student into a section.

Course 1: 3300E US History *Rule: Before *Course 2: 2200 World History A

Students take Course 1 before taking Course 2.

Course Rules for US History

When the [teacher requests](#) a course for a student (Campus Instruction > Course Requests) with a future enrollment record, the teacher can select World History from the Course Requests tool. Upon saving, the selected course is added to the student's Requested Courses list on the [Walk-In Scheduler](#).

5) 3300E-1 US History (Daily) ▾

Classroom Curriculum **Students** Grades

Roster

Advisory

11 Student: Andrew #171900001

Future Course Request: 2200 World History A

	1 (7/1/2025 - 9/26/2025)	2 (9/29/2025 - 12/19/2025)	3 (12/22/2025 - 3/20/2026)	4 (3/23/2026 - 6/30/2026)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
7	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
ACT	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Requests

Scheduling Units: $\frac{32}{28}$

Effective Date

+ Add Requests

COURSE NAME	UNITS	TYPE	#
Accounting II 8250	2	A	11
Cloud Computing 8773	2	A	12
AP Physics 4660	4	A	13
AP Literature 3600	2	A	14
UNSCHEDULED			
World History A 2200	2	R	1
English 12 3400	4	R	2
Spanish III A 5130	2	E	3

Teacher Course Requests, Student's Unscheduled Courses

Student Course Recommendations

In the example below, US History is marked to **Allow Teacher Requests/Recommendations** and is assigned a **Department** of Social Students. There is also a **Planning Rule** that states US History is a prerequisite of World History A, meaning the student must take US History before taking World History, which is also assigned a Department of Social Studies.

Course Information ★
Scheduling & Courses > Courses > Course Information

3300E US History Related Tools ^

General Course Information +

Scheduling -

Terms:

Max Students:

Schedule Load Priority:

Allow Teacher Reqs/Recs:

Advisory:

Schedules:

Department:

Preferred Room Type:

Allow Student Requests:

Homeroom:

Periods:

Section Template Group:

Sections to Build:

Course Rules ☆

3300E US History

Rule Type	Rule Detail		
Scheduling Rule	3300E US History	Before	2200 World History A
Scheduling Rule	3300E US History	Before	2600 European History
Scheduling Rule	3300E US History	Before	2610 Asian History
Scheduling Rule	3300E US History	Before	2700 AP World History
Scheduling Rule	3300E US History	Before	2750 AP U.S. History
Planning Rule	Prerequisite: 2200 World History A		

Planning Rule Detail

A Planning Rule defines relationships between courses across years, allowing students to effectively plan their school career and take courses that fit their needs. Planning rules are not used in the scheduling process.

*Rule:

Prerequisite means that the student must have completed or planned to complete a course in an earlier year before planning the next course in the sequence. The course numbers entered in the Transcript/Course Number(s) field must be completed in the previous year before the student can take the selected course.

*Display Value:

*Transcript/Course Number(s): Preview

Credits: Min GPA Value:

Course Setup for Student Course Recommendations

The Student is assigned an [Academic Plan](#), and has an enrollment record in the next school year.

Programs ☆
 Student, Stacie M Grade: 11 #123456 DOB: 04/28/07 Counselor: Emma Staff

Save Delete New Graduation Program New Academic Program Documents

Program	Start Date	End Date	Program Type	Flag
HS Grad Req	09/06/2022		Graduation	

Academic Program Detail

*Program: HS Grad Req (Graduation)

*Start Date: 09/06/2022

End Date: []

Student Academic Plan

When the teacher recommends a course for a student who has a future enrollment record, the teacher can select American History II from the Recommendations tool. Upon saving, the selected course is added to the student's [Course Plan](#).

5) 3300E-1 US History (Daily) ▾

Classroom Curriculum **Students** Grades

Roster Save

Name	Future Enrollment	Recommended Courses
11 Student, Andrew #171900001	25-26 Harrison High	<input checked="" type="checkbox"/> 2200 World History A <input checked="" type="checkbox"/> 2400 US Government <input checked="" type="checkbox"/> 2450 Economics

Advisory Attendance

Save Course Plan Report Documents

Program: HS Graduation (Graduation) Counselor: Counselor, JoyStaffTwo@infinitecampus.com

Approved by parent/legal guardian

Grade: 09 8.0 / 6.0	Grade: 10 8.0 / 6.0	Grade: 11 7.0 / 6.0	Grade: 12 7.0 / 6.0
1.0 / 1.0 1100 Integrated Math I - 1.0	1.0 / 1.0 1200 Integrated Math B - 1.0	1.0 / 1.0 1300 Integrated Math III - 0.5 1300 Integrated Math III - 0.5	1.0 / 0.0 1400 Integrated Math IV - 1.0
Science (4.0 / 3.0) 1.0 / 1.0 4100 Physical Science A - 0.5 4150 Physical Science B - 0.5	1.0 / 1.0 4200 Biology A - 0.5 4250 Biology B - 0.5	1.0 / 1.0 3300B Physical Science - 0.5 3300B Physical Science - 0.5	1.0 / 0.0 4400 Physics A - 0.5 4450 Physics B - 0.5
ALERT Compound Requirement not met: Biology and End of Course assessment			
Social Studies (6.5 / 3.5) 1.5 / 1.0 2100 Geography A - 0.5 2150 Geography B - 0.5 2520 Current Events - 0.5	1.0 / 1.0 2300 US History A - 0.5 2350 US History B - 0.5	2.0 / 1.0 3300C Government - 0.5 3300C Government - 0.5 3300E US History - 0.5 3300E US History - 0.5	2.0 / 0.5 <input checked="" type="checkbox"/> 2200 World History A - 0.5 <input checked="" type="checkbox"/> 2250 World History B - 0.5 <input checked="" type="checkbox"/> 2400 US Government - 0.5 <input checked="" type="checkbox"/> 2450 Economics - 0.5

Course Recommendation Added to Student Course Plan