Scheduling Prep: Enter Student Course Requests For Upcoming Year - Study Guide

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Course requests indicate which courses each student is required to take, which courses they are electing to take, and which courses may be used as alternates to fill the student's schedule in the upcoming year. Use this study guide to learn about options for entering and managing student course requests for scheduling purposes.

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Enter Student Course Requests

There are a number of different ways student course requests can be entered.

Request Wizard

The Request Wizard allows schedulers to quickly add or remove course requests for a large group of students. Requests are entered based on factors such as grade level, team assignments, ad hoc filters, existing requests or roster data from a prior year. Requests entered in this manner are considered Required for the students.

+ Documentation

+ Video

Allow Online Registration

Districts can choose to enable a system preference that allows students to register for courses via Campus Portal.

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Requests by Teachers for Future Year

The Teacher Course Requests tool allows a teacher to recommend which course students in sections they teach should take next year.

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Multi-Year Academic Planning

Academic Planning tools in Campus allow districts to map out and track student progress towards graduation. Part of the mapping process is establishing which courses students on a given program are required to take each year. See the document below for more information on Multi-Year Academic Planning. Additional information is available in the Academic Planner study guides.

+ Documentation

Create and Use Scheduling Groups (Teams)

Scheduling Groups, or Teams, can be created and used to mass-request courses and mass-schedule students based on team assignment. Follow the links in the documentation below to learn how to create teams, assign students to teams, assign teams to course sections, and fill teams.

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Reports

Here are some reports that are commonly used to analyze student requests.

Request Batch

Schools may wish to print a copy of each student's requests to give to them after the requests have been made. Use the Request Batch report to batch print student course requests.

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Request Conflicts

The Request Conflicts report shows where students have course requests that potentially conflict with each other.

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Request Schedule Units

The Schedule Units report is used to find students who have not requested enough courses to fill their schedule.

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Request Detail

The Request Detail report displays information about requests for each course, including student names and grade levels and whether the requests are Required, Elected or Alternate.

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