

Entering Course Requests from eSchool

Entering Requests for Individual Students

Be sure to set the Environment correctly before working on Next Year Scheduling

Entering Requests for Individual Students

Step 1 – Change Database to Next School Year

- Click on dropdown on **Current Year** tab
- Click on dropdown next to **School Year**
 - Change School Year to **Next Year’s School Year**
- Click on **OK**

Next Year 2021-2022 ▾

Step 2 – Search for Student



- Click on Search icon to open **Student Search**
- Click on **Simple Search**
- Enter search criteria
 - Search for a single student
 - Search for a grade level
- Click on the **Load Records** icon

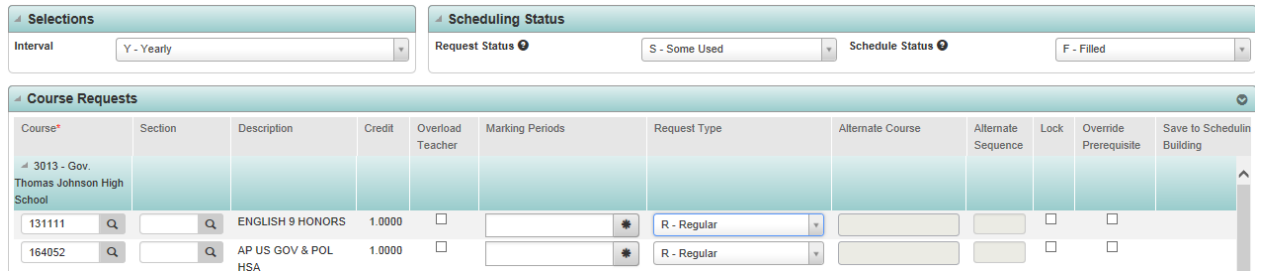
- Select Student

Note: To ensure you are in the correct database, verify the registration banner includes the labels “Next Grade”, “Next Building”, etc.




Next Grade	09	Next Building	3013 - Gov. Thomas Johnson High School	Birthdate / Age	7/11/2004 - 13:04	Next Homeroom	
Status	Active	Next Counselor		Next House/Team		Next Sec Homeroom	

Step 3 – Navigate to Scheduling

- Click on the Menu dropdown | Scheduling  | Student Schedules | Student | **Requests OR**
Type “Requests” in the Quick Search bar and select **Requests**
- Enter all course requests, followed by alternate course request.
 - To search for a course number, click on the Search icon 




The screenshot shows the 'Course Requests' interface. At the top, there are two filter panels: 'Selections' with an 'Interval' dropdown set to 'Y - Yearly', and 'Scheduling Status' with 'Request Status' set to 'S - Some Used' and 'Schedule Status' set to 'F - Filled'. Below these is a table of course requests for '3013 - Gov. Thomas Johnson High School'. The table has columns for Course#, Section, Description, Credit, Overload Teacher, Marking Periods, Request Type, Alternate Course, Alternate Sequence, Lock, Override Prerequisite, and Save to Scheduling Building. Two rows are visible: one for 'ENGLISH 9 HONORS' (1.0000 credit) with 'R - Regular' request type, and another for 'AP US GOV & POL HSA' (1.0000 credit) also with 'R - Regular' request type.

- For each alternate course request, tab to the Request Type Column and hit the drop down to select type
 - **S – Student Alternate** for an alternate course that can replace any regular course request
 - **C- Student/Course Alternate** for an alternate course that can replace only a specific course. Select the course it can replace
- After entering all Course Requests, click the **Save** icon 
- To return to your list of students click on the Search icon 
- To navigate to the next student on the list, click on the arrow next to the student’s name in the banner 

Mass Loading Course Requests for Groups of Students

Step 1 – Navigate to Scheduling

- Click on the Menu dropdown | Scheduling  | Student Schedules | Student Utilities | **Request Load/Unload/Erse OR**
Type “Request” in the Quick Search Bar, select **Request Load/Unload/Erse**

Step 2 – Enter Criteria on Filter Panel

- Search for students
 - Note: Use Next Year Criteria

- Search for Students (cont.)

Filter						
Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Next Year Demographic	Next Year Building	=	3013 - Gov. Thomas Johnson High School
	AND	2	Demographic	Current Status	is in	Active Pre-Registered
	AND	3	Next Year Demographic	Next Year Grade	=	09 - 09

- Click on the Load Records icon

Step 3 – Enter Criteria on Prompts Panel

- Enter Building
- Select Action
 - Mass Load
- Select Scheduling Interval
 - Y
- Request Type
 - Regular

Step 4 – Enter Course Request

- Enter Course Request
 - Type the Course Number in or click on the drop down and select a course

Courses	
Course*	
	461030 - FITNESS FOR LIFE

- Click on the Run icon

Note: A Report log is located under **Tasks and Reports**. Open the log to verify the mass load completed successfully.

Student ID	Student Name	
20003457	Abdul Khadir, Kader Tawad	The following courses have been requested: 461030
20006054	Acosta-Somayra, Judith Douglas	The following courses have been requested: 461030
10006881	Adlerstein, Ernest William	The following courses have been requested: 461030
20049846	Adomako, Gilbert Anthony	The following courses have been requested: 461030
20084781	Aguilar, Roy	The following courses have been requested: 461030