



scheduling_proxy_type

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☐ Select the type of proxy you want to add.

The fields displayed depend on the type of proxy you select.

For all proxy types, the following fields are displayed:

Pregrid Restriction	<p>If there are grade level restrictions that should restrict the course from being displayed in ASCENDER StudentPortal and SCH0133 - ASCENDER StudentPortal Course List (for ASCENDER districts), select the lowest grade level allowed for the course.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course. When students access ASCENDER StudentPortal, the course will only be displayed in the subject area for students in the grade levels indicated.</p> <p>For example, if the course is for 7th and 8th grade students, select <i>07</i> in the Pregrid Grd Restr field, and type <i>1</i> in the + field.</p> <p>Select <i>EX</i> to exclude the course for all grade levels. This option is not available for proxies.</p> <p>If the Pregrid Grd Restr field is set to <i>EX</i>, any characters typed in the + field are cleared when you click Save.</p>
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If you select **Normal** or **Match**, the following field is also displayed:

Exclude from Stu Crs Requests	<p>For match proxies, select if you want to exclude the proxy from the ASCENDER StudentPortal Student Course Requests system.</p> <p>Normal proxies are not used in ASCENDER StudentPortal.</p>
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If you select **Match**, the following fields are also displayed:


Include in Conflict Matrix	Select if you want to include the proxy in the conflict matrix report.
Grade Restriction	<p>If there are grade level restrictions for the course-section, select the lowest grade level allowed.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select <i>07</i> in the Grd Restr field, and type <i>1</i> in the + field.</p>


View


Click to view and print the common sections of courses assigned to the proxy number. This button is only available for match proxies.


[Review, save, and print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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