



student_course_requests_enter

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Courses can be manually entered for students individually, or you can mass assign a course to a group of students.

Examples of a course request being entered manually for the student are:

- One course at a time (example: English 1 - Course number 1234, Algebra 1 - Course number 3456)
- Add a Normal or Match Course Request Proxy (refer to [Preliminary Requirements – Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- Add a Control Proxy to the individual student. This will assign the student the actual course-sections, giving the student a schedule (refer to [Preliminary Requirements – Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).

Individually:

[Scheduling > Maintenance > Student Schedules > Course Requests](#)

Del	Course	Title	Section	Sem	Num Sem	Status	Prd Cntrl	1st Alt Course	Title	2nd Alt Course	Title
	<input type="text" value="1400"/>	BUS ENGLISH	03 Prd 03-03	3 - Semester 1 & 2	2/2	Assigned	02	<input type="text" value="1300"/>	ENGLISH 3	<input type="text"/>	
	<input type="text" value="1401"/>	AP ENGLISH	04 Prd 04-04	3 - Semester 1 & 2	2/2	Assigned	02	<input type="text" value="1402"/>	TC BRITAM LIT	<input type="text"/>	

Rows: 2

1. Retrieve the student.
2. Click **+Add** to add a course.

IMPORTANT: Be sure to enter proxy numbers (not course numbers) when proxies are used.

3. Enter required data.
4. Click **Save**.

By Group:[Scheduling > Maintenance > Group Course Change](#)

This page allows you to make course changes for a particular group of students at one time.

Examples of course request being entered by group are:

- One course at a time (example: English 1 - Course number 1234, Algebra 1 - Course number 3456)
- Add a Normal or Match Course Request Proxy (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- Add a Control Proxy to the individual student. This will assign the student the actual course-sections, giving the student a schedule (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- **NOTE:** If you are using **Group Course Change** to assign course numbers using the **Team** or **Next Year Control Nbr** options, students would have to have the **Team** or **Next Year Control Nbr** already assigned.

GROUP COURSE CHANGE

Start

Method

Move Students from one Course to another Course

Add Course for Students enrolled in a Specific Course

Drop Students from a Specific Course

Add Students to a Specific Course

From: ::

To: ::

ENGLISH 3







OR ENGLISH 3

Students

Gender: Next Year Grade Level:

Team: Next Year Control Nbr:

Under **Method:**

Move Students from one Course to another Course	This option moves students from the From course to the To course if they also meet the criteria specified under Students .	
	From	Click  to select the course in which the students are currently enrolled.
	To	Click  to select the new course .
Add Course for Students enrolled in a Specific Course	This option adds the Add course for students enrolled in the If course if they also meet the criteria specified under Students .	
	If	Click  to select the course in which the students are currently enrolled.
	Add	Click  to select the course to be added.
Drop Students from a Specific Course	This option drops the Drop course for students who are enrolled in that class and meet the criteria specified under Students .	
	Drop	Click  to select the course to be dropped.
Add Students to a Specific Course	This option adds the Add course or proxy for students who meet the criteria specified under Students .	
	Add	Click  to select the course to be added.

 Under **Students:**


Gender	Select a gender if the change is only for one gender.
Next Year Grade Level	Select a grade level if the change is only for students in that grade level next year.
Team	Select a team if the change is only for students with a particular team code.
Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.


 Click **Start**.

A message is displayed indicating the group course change that will occur and the number of students affected.

- Click **Details** to view the group course change report. The report opens in a separate window. [Review, save, and/or 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.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.
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