

scheduling_txmyzone_course_requests

Table of Contents

Grant or deny access by grade level to the txMyZone Student Course Requests system:

Click **+Add** to add the access status for a grade level. A blank row is displayed in the **txMyZone** Course Requests grid.

Grade | Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.

Grade levels will be sorted in ascending order when the page is saved.

Status Select the status for the grade level.

- Select Open if students can submit course requests through StudentPortal.
- Select *Closed* if students cannot view or submit course requests through StudentPortal. If set to Closed, students will not be able to login to StudentPortal to view grades and attendance.
- Select View if students can only view course requests through StudentPortal. When set to View, students are able to login and view grades, attendance, and course requests.



Delete the access status for a grade level.

- 1. Click up to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click No.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



Back Cover