



# **scheduling\_txmyzone\_course\_requests**





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

Verify that all grade levels are listed.

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

<b>Grade</b>	<p>Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.</p> <p>Grade levels will be sorted in ascending order when the page is saved.</p>
<b>Status</b>	<p>Select the status for the grade level.</p> <ul style="list-style-type: none"> <li>• Select <i>Open</i> if students can submit course requests through StudentPortal.</li> <li>• Select <i>Closed</i> if students cannot view or submit course requests through StudentPortal. If set to <i>Closed</i>, students will not be able to login to StudentPortal to view grades and attendance.</li> <li>• Select <i>View</i> if students can only view course requests through StudentPortal. When set to <i>View</i>, students are able to login and view grades, attendance, and course requests.</li> </ul>
	<p><a href="#">Delete the access status for a grade level.</a></p> <ol style="list-style-type: none"> <li>1. Click  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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>



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