

FAMILY/STUDENT COURSE REQUEST ACCESS

Main Setup

Course Requests				Family Access		Student Access	
	Year	Sem/Term	Application Name	Enabled	Display Message	Enabled	Display Message
Edit	2020		Alternate	NO	NO	NO	NO
Edit	2020		Available	NO	NO	NO	NO
Edit	2020		Selected	NO	NO	NO	NO
Edit	2020		Update Selected	NO	NO	NO	NO
Edit	2021		Alternate	YES	N/A	YES	N/A
Edit	2021		Available	YES	N/A	YES	N/A
Edit	2021		Selected	YES	N/A	YES	N/A
Edit	2021		Update Selected	YES	N/A	YES	N/A

1) Alternate

- **Alternate** will provide guardians and students the ability to enter Alternate Course Requests.

Alternate Entity Configuration

Edit Course Requests Configuration - 2021

Entity: Section and Application:

Guardian Options

Disable Application

Do Not Display Button

Display Button and Message

Maximum Alternate Requests:

Use Course Request Time Periods to determine if window is open

Do Not Show Required/Elective in class list

Note: This will apply to All Course Request Applications for 2021

Student Options

Disable Application

Do Not Display Button

Display Button and Message

Maximum Alternate Requests:

Use Course Request Time Periods to determine if window is open

Do Not Show Required/Elective in class list

Note: This will apply to All Course Request Applications for 2021

- **Maximum Alternate Requests** – How many alternate requests will be allowed if the student cannot be scheduled in their first choice?

- **Use Course Request Time Periods** – What date/time will the window open for course selection?

Course Request Time Period Setup

Course Request Time Period Setup

Entity:

School Year: Grad Yr/Grade:

Start:

Stop:

Date:

Time:

2) Available

- The **Available** option displays the courses from the *Course Availability List (wish list)* which was created earlier.

Available Entity Configuration

Edit Course Requests Configuration - 2021

Entity: Section and Application:

Guardian Options

Disable Application
 Do Not Display Button
 Display Button and Message

Do Not Show Required/Elective in class list
Note: This will apply to All Course Request Applications for 2021

Student Options

Disable Application
 Do Not Display Button
 Display Button and Message

Do Not Show Required/Elective in class list
Note: This will apply to All Course Request Applications for 2021

3) Selected

- The **Selected** option displays the courses that have been requested by the guardian and student

Selected Entity Configuration

Edit Course Requests Configuration - 2021

Entity: Section and Application:

Guardian Options

Disable Application
 Do Not Display Button
 Display Button and Message

Do Not Show Required/Elective in class list
Note: This will apply to All Course Request Applications for 2021

Student Options

Disable Application
 Do Not Display Button
 Display Button and Message

Do Not Show Required/Elective in class list
Note: This will apply to All Course Request Applications for 2021

4) Update Selected

- The **Update Selected** option allows guardians and students the capability to enter the Course Requests

Update Selected Entity Configuration

Entity: 104 Section and Application: Course Requests -- Update Selected

Guardian Options

- Disable Application
 - Do Not Display Button
 - Display Button and Message
- Limit Number of Requested Credits to
- Allow Courses Requested through Office to be removed
- Allow Guardian to schedule courses previously passed
- Allow Guardians to select students' Band Instrument
- Only list class sections for courses based on student's Career Plan
- Use Course Request Time Periods to determine if window is open
- Do Not Show Required/Elective in class list

Note: This will apply to All Course Request Applications for 2021

Student Options

- Disable Application
 - Do Not Display Button
 - Display Button and Message
- Limit Number of Requested Credits to
- Allow Courses Requested through Office to be removed
- Allow Student to schedule courses previously passed
- Allow Students to select their Band Instrument
- Only list class sections for courses based on student's Career Plan
- Use Course Request Time Periods to determine if window is open
- Do Not Show Required/Elective in class list

Note: This will apply to All Course Request Applications for 2021

Buttons: Save, Back, Time Periods

- Use Course Request Time Periods** – What date/time will the window open for course selection? Set the same time period as in step #1

Course Request Time Period Setup

Entity: 104 SAN FELIPE MEMORIAL MIDDLE

School Year: 2020-21 Grad Yr/Grade: 2027 06

Start Student Key: Stop ZZZZZZZZZZ

Date: 05/04/2020 Monday 05/15/2020 Friday

Time: 08:00 AM 05:00 PM

Buttons: Save, Back