CREATING THE COURSE WISH GROUP

1) Office > Future Scheduling > Request Processing > Setup > Codes > Course Wish Group

• Click Switch School Year

6

- Confirm school year is set for the next year
- Delete old templates; Add a new template using the settings shown below; click Save

Course W	ish Group				1 😨 ?	
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	🗹 Use This Course Availability	List in Family/Student Access				
Asterisk (*)) denotes a required <mark>fi</mark> eld					
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Office > Future	e Scheduling > Request F	Processing > Setup > Utilities > C	ourse Availabil	ity List		
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3) Review the results under the Course Wish Group (see step #1)

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Expa	and All Collap	se All V	iew Printabl	e Details							
T C	ours <mark>e Availab</mark> i	ility List									
	Grad Year 2	027 Vie	W All Courses	5							
		Nbr	Crs Key	Course Description	Status		Nbr	Crs Key	Course Description	Status	
	Append	0001	0004	HOMEROOM	Dropped	Drop	0026	6171	ESL II	Original	
	Drop	0002	1000	TCHR DUTY	Appended	Drop	0027	6180	ELA ADVANCED	Original	
	Drop	0003	2000	TCHR CONF	Appended	Drop	0028	6200	READING SUPPORT	Original	
	Drop	0004	4000	C&I PROF DEV	Appended	Drop	0029	6300	MATH	Original	
	Drop	0005	5000SG	SGLC	Appended	Drop	0030	6300-N	MATH 504-N	Original	
	Drop	0006	6000	ART	Original	Drop	0031	6300A	MATH LEP ADV	Original	
	Drop	0007	6006	LUNCH	Original	Drop	0032	6300AH	MATH LEP AH	Original	
	Drop	0008	6010	SPANISH	Original	Drop	0033	6300B	MATH LEP BEG	Original	
	Drop	0009	6033	TECH APPL	Original	Drop	0034	6300G	MATH 504	Original	
	Drop	0010	6040	STRINGS	Original	Drop	0035	63001	MATH LEP INT	Original	
	Drop	0011	6050	CHOIR	Original	Drop	0036	6300SE	MATH-SE	Original	
	Drop	0012	6060	LIBRARY AIDE	Original	Drop	0037	6340	MATH INC/CT	Original	
	Drop	0013	6061	BAND	Original	Drop	0038	6341	MATH AS	Original	
	Drop	0014	6070	OFFICE AIDE	Original	Drop	0039	6380	MATH ADV	Original	
	Drop	0015	6100	ELA	Original	Drop	0040	6381	MATH ADV/GT	Original	
	Drop	0016	6100-N	ELA 504-N	Original	Drop	0041	6400	SOC STDS	Original	
	Drop	0017	6100A	LEP ADVANCED	Original	Drop	0042	6400B	SS LEP BEG	Original	
	Drop	0018	6100AD	LEP ADV HIGH	Original	Drop	0043	6480	SOC S ADV	Original	
	Drop	0019	6100B	LEP BEGINNERS	Original	Drop	0044	6481	SS ADV/GT	Original	
	Drop	0020	6100G	ELA 504	Original	Drop	0045	6500	SCIENCE	Original	
	Drop	0021	61001	LEP INTERMED	Original	Drop	0046	6500B	SCI LEP BEG	Original	
	Drop	0022	6100SE	ELA-SE	Original	Drop	0047	6580	SCI ADV	Original	
	Drop	0023	6140	ELA INC/CT	Original	Drop	0048	6633	PE	Original	

- *Drop* courses that should not be an option from which the students can choose.
- If a course is accidentally dropped, *append* the course to make the course available
- If a course is missing from the list, confirm the setup in the master schedule and rerun the *Course Availability* utility (see step #2). Check the radio button for *Append* before running the utility; otherwise, any changes previously mad to the *Course Wish Group* will be lost.