

New Mass Requests

The Mass Requests screen is used to mass add course requests to a group of students, mass drop course requests from a group of students, or replace a course request (drop and add a course request) for a group of students in one process. You can search for students using a variety of search criteria, such as students who were enrolled in a specific course during the previous school year.



Course requests can also be mass added to students using [Automatic Course Requests](#).



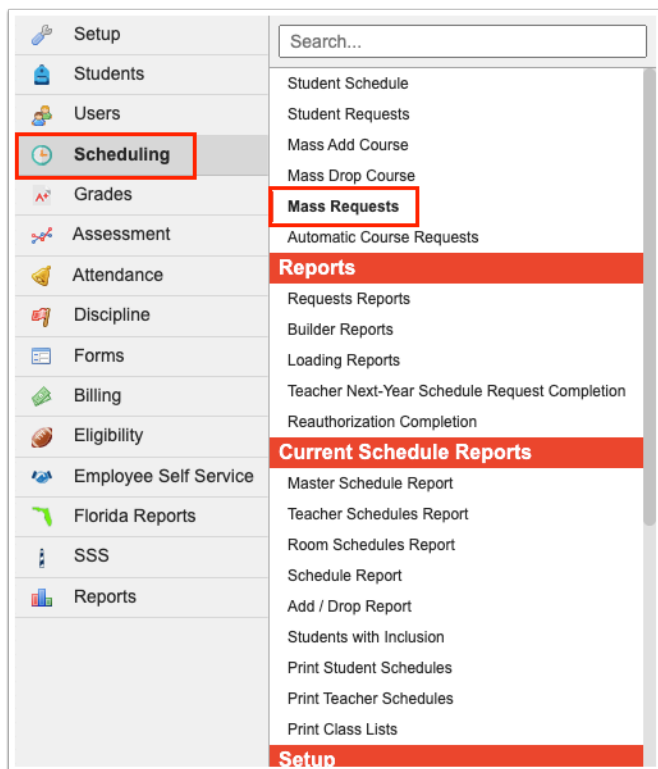
Be sure the school year selected at the top-right corner of the screen is the year that you are scheduling requests, i.e. the next school year.



For help using the Mass Requests screen prior to version 12.0.41, see [Mass Requests \(Prior to 12.0.41\)](#).

Mass Adding Requests to a Group of Students

1. In the **Scheduling** menu, click **Mass Requests**.



The Mass Requests screen is displayed, with the Add tab opened by default.

2. In the **Request(s) to Add** pull-down, select one or multiple courses.

Alternatively, click the **Choose** link.

In the pop-up window, click the **Subject** and **Course**.

Courses			Search
14 Programs		4 Courses	
Subject	Course	Course Num	
ALGEBRA I	ENG 1	1001310	
AMERICAN GOVERNMENT	ENG 2	1001340	
AMERICAN HISTORY	ENG 3	1001370	
BIOLOGY	ENG 4: FL COLL PREP	1001405	
ECONOMICS			
ELECTIVES			
ENGLISH LANGUAGE ARTS			
EQUALLY RIGOROUS			

After clicking the course in the pop-up window, the course will be selected in the Request(s) to Add pull-down.

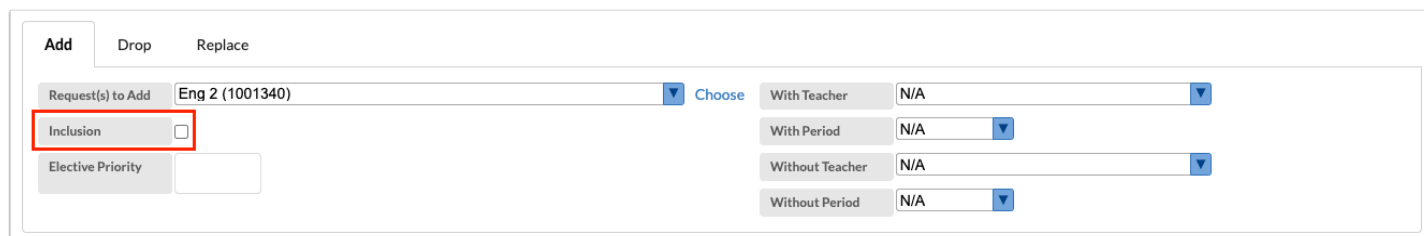
i The Request(s) to Add pull-down is a select-multiple; selecting a course using the Choose link will add the course selection to the pull-down, along with any other previously selected courses.

Add		Drop	Replace
Request(s) to Add	Eng 2 (1001340)	Choose	With Teacher N/A
Inclusion	<input type="checkbox"/>		With Period N/A
Elective Priority			Without Teacher N/A
			Without Period N/A

3. Select the **Inclusion** check box if all the students you will select from the search criteria need to be scheduled into an inclusion section as well as the primary section of the course.

i When the students are scheduled, the system will look for sections that were set up with an inclusion section in Courses & Sections, and will only schedule the students into the section that has an inclusion section attached. If there are no inclusion sections attached to primary sections, the students will not be scheduled into the course.

! Be careful that you only select the students in the list that need both the inclusion section and the primary section of the course. You will need to do a separate search and mass request for students who do not need inclusion.



Add Drop Replace

Request(s) to Add Eng 2 (1001340) Choose With Teacher N/A

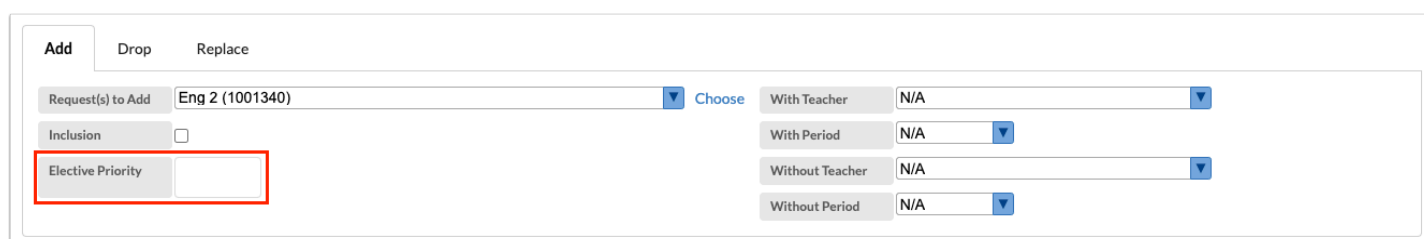
Inclusion ☒ With Period N/A

Elective Priority Without Teacher N/A

Without Period N/A

4. If applicable, enter the **Elective Priority**.

Entering a 1 ensures the elective is scheduled at the same level as core courses. Electives with a 2 or higher will only be scheduled if the course with an elective priority of 1 is not scheduled. Leaving the elective priority blank indicates the course is a core or non-elective course, but if this is left blank, then alternative requests will not be looked at.



Add Drop Replace

Request(s) to Add Eng 2 (1001340) Choose With Teacher N/A

Inclusion ☐ With Period N/A

Elective Priority Without Teacher N/A

Without Period N/A

i If the [new alternate student course requests](#) feature is enabled for the school, then the Elective Priority field will not display. Three "Alternate Request(s) to Add" fields will display instead, allow up to three alternates to be designated. These selections will display in the Alternate Course 1, Alternate Course 2, and Alternate Course 3 fields on the Student Requests screen.

Note: If more than one course is selected in the "Request(s) to Add" pull-down, the "Alternate Request(s) to Add" pull-downs will be grayed out, and alternates cannot be selected.

Add Drop Replace

Request(s) to Add AP CALCULUS AB (1202310) Choose With Teacher N/A

Alternate Request(s) to Add AP CALCULUS BC (1202320) Choose With Period N/A

Without Teacher N/A

Without Period N/A

Inclusion ☐

5. If applicable, select teacher and period restrictions in the **With** and **Without Teacher** and **Period** pull-downs.

i Restrictions can only be set if sections have already been created for the new school year.

Add Drop Replace

Request(s) to Add Eng 2 (1001340) Choose With Teacher N/A

Inclusion ☐

Elective Priority

With Period N/A

Without Teacher N/A

Without Period N/A

6. At the bottom of the screen, enter search criteria to locate the group of students. For example, to search for students scheduled into English 1 last year, click **More Search Options**.

Search Screen Simple List Customized List

Q Student Search **More Search Options**

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Use Legacy Search Search

7. In the pull-down, click the category, such as **Scheduling**.

8. In the list of fields, click the desired field, such as **Scheduled into Course(s)**.

Search Screen

Simple List

Customized List

Q Student Search

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive
 ☐ Previous Years
 ☐ Use Most Recent Enrollment

Search...

Course History

Discipline

Eligibility

Florida Fields

Grade Level

Grades/GPA/Class Rank/Honor Roll

Name, Student ID, Address, & Schools

Scheduling

Student Fields

Billed By

Requested Course(s)

Requested Grad Subject(s)

Scheduled into an Inclusion Section Last Year

Scheduled into at least 1 active Course

Scheduled into Course(s)

Scheduled into Inclusion Course(s)

Scheduled into Section(s)

Scheduled into Teacher

Scheduled with an Out of Field Teacher

Use Legacy Search

Search

💡 To quickly find a field to search by, enter the field name in the **Search** text box at the top of the More Search Options pull-down. Click the desired field in the search results.

Search Screen

Simple List

Customized List

Q Student Search

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive
 ☐ Previous Years
 ☐ Use Most Recent Enrollment

scheduled into course

Scheduling→ Scheduled into Course(s)

Use Legacy Search

Search

9. Once the search field is added, set the search criteria. In this example, the search will look for students scheduled into English 1 last year.

Search Screen Simple List Customized List

Q Student Search [More Search Options](#)

Student Group


☐ Search All Schools


☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

⊖ Is Scheduled into Course(s) Eng 1 (1001310) Last Year Choose ⊕

[Use Legacy Search](#) [Search](#)

10. Continue adding additional search criteria as needed.

 If you have a spreadsheet that includes student IDs, the student IDs can be copied from the spreadsheet and pasted into the Student Search field.

 For more information about searching for students, including searching using student groups, saving a student search, and more, see [Searching for Students](#).

11. Once the course request information and the student search information has been added, click **Search**.

Add Drop Replace

Request(s) to Add Eng 2 (1001340) Choose With Teacher N/A

Inclusion ☐ With Period N/A

Elective Priority Without Teacher N/A

Without Period N/A

Search Screen Simple List Customized List

Q Student Search [More Search Options](#)

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

⊖ Is Scheduled into Course(s) Eng 1 (1001310) Last Year Choose ⊕

[Use Legacy Search](#) [Search](#)

12. Select each student in the search results that the course request(s) will be added to, or select the check box in the column header to select all students in the list.

[Add](#)
[Drop](#)
[Replace](#)

Request(s) to Add: [Choose](#)
 With Teacher:
 Submit Request

Inclusion: ☐
 With Period:

Elective Priority:
 Without Teacher:

Without Period:

[Search Screen](#)
[Simple List](#)
[Customized List](#)

Scheduled into Course(s) Last Year: 1001310 - ENG 1

158 Students [158 Selected](#)

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Erin Sampaio	260	09
<input checked="" type="checkbox"/>		Acevedo, Troilo Yukio	760	09
<input checked="" type="checkbox"/>		Acosta, Camille Michael	675	09
<input checked="" type="checkbox"/>		Acosta, Linda Gabrielle	904	09
<input checked="" type="checkbox"/>		Adams, Brian James	528	09

13. Click **Submit Request** to add the request(s) to the selected students.

[Add](#)
[Drop](#)
[Replace](#)

Request(s) to Add: [Choose](#)
 With Teacher:
 Submit Request

Inclusion: ☐
 With Period:

Elective Priority:
 Without Teacher:

Without Period:

[Search Screen](#)
[Simple List](#)
[Customized List](#)

Scheduled into Course(s) Last Year: 1001310 - ENG 1

158 Students [158 Selected](#)

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Erin Sampaio	260	09
<input checked="" type="checkbox"/>		Acevedo, Troilo Yukio	760	09
<input checked="" type="checkbox"/>		Acosta, Camille Michael	675	09
<input checked="" type="checkbox"/>		Acosta, Linda Gabrielle	904	09
<input checked="" type="checkbox"/>		Adams, Brian James	528	09

A green check mark and confirmation message will display for a few seconds, indicating the course requests have been added to the selected students.

Add
Drop
Replace

Request(s) to Add
Choose
With Teacher
N/A
With Period
N/A
Without Teacher
N/A
Without Period
N/A

Inclusion
Elective Priority

Those course requests have been added for the selected students.

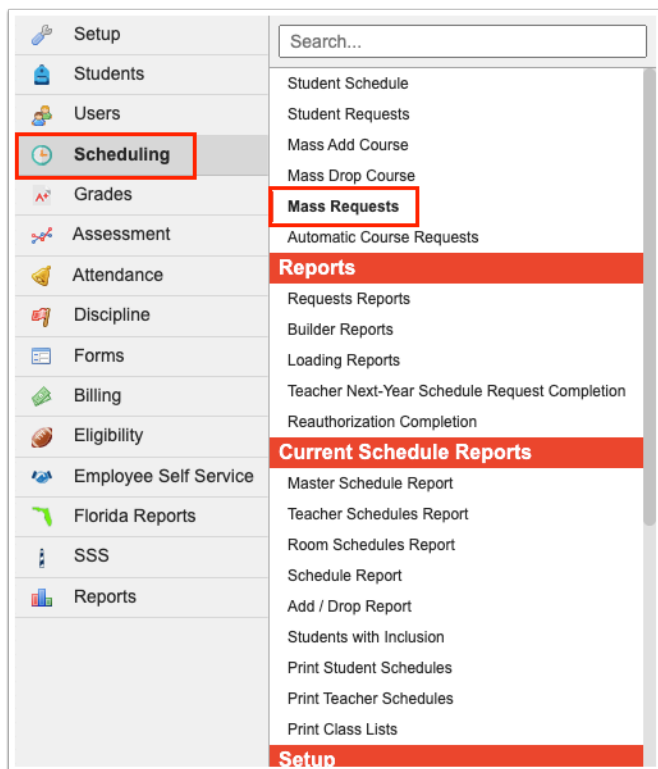
Search Screen
Simple List
Customized List

Student Search
More Search Options
Student Group
Search All Schools
Include Inactive
Previous Years
Use Most Recent Enrollment
Use Legacy Search
Search

Mass Dropping Requests from a Group of Students

💡 If you are dropping a course request for students and also adding a course request to the same students, the Replace functionality can be used. See [Replacing a Course Request for a Group of Students](#).

1. In the **Scheduling** menu, click **Mass Requests**.



2. Click the **Drop** tab.

3. Select the **Request(s) to Drop**. One or multiple courses can be selected.

Alternatively, click the **Choose** link.

Add
Drop
Replace

Request(s) to Drop
Choose

In the pop-up window, click the **Subject** and **Course**.

Courses			Search
16 Subjects		23 Courses	
Subject	Course	Course Num	
AP Courses	DEBATE 3 HON	1007350	
CTE	DEBATE 4 HON	1007360	
ELECTIVES	Eng 1	1001310	
ENGLISH LANGUAGE ARTS	Eng 2	1001340	
EXCEPTIONAL STUDENT	Eng 3	1001370	
FOREIGN LANGUAGE	Eng 4: FI Coll Prep	1001405	
MATHEMATICS	Eng Hon 1	1001320	
NON CREDIT			

After clicking the course in the pop-up window, the course will be selected in the Request(s) to Drop pull-down.


i The Request(s) to Drop pull-down is a select-multiple; selecting a course using the Choose link will add the course selection to the pull-down, along with any other previously selected courses.


Add
Drop
Replace

Request(s) to Drop
Eng 2 (1001340)
Choose

4. At the bottom of the screen, enter search criteria to locate the group of students. For example, to search for students with a course request for Eng 2, click **More Search Options**.

Search Screen Simple List Customized List

Q Student Search **More Search Options** 

Student Group 

☐ Search All Schools


☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment


Use Legacy Search **Search**

5. In the pull-down, click the category, such as **Scheduling**.

6. In the list of fields, click the desired field, such as **Requested Course(s)**.

Search Screen Simple List Customized List

Q Student Search **More Search Options** 

Student Group 


☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Search...
 Course History
 Discipline
 Eligibility
 Florida Fields
 Grade Level
 Grades/GPA/Class Rank/Honor Roll
 Name, Student ID, Address, & Schools
Scheduling
 Student Fields
 Test History

Billed By
Requested Course(s)
 Requested Grad Subject(s)
 Scheduled into an Inclusion Section Last Year
 Scheduled into at least 1 active Course
 Scheduled into Course(s)
 Scheduled into Inclusion Course(s)
 Scheduled into Section(s)
 Scheduled into Teacher
 Scheduled with an Out of Field Teacher

Use Legacy Search **Search**

 To quickly find a field to search by, enter the field name in the **Search** text box at the top of the More Search Options pull-down. Click the desired field in the search results.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▼

Search All Schools

Include Inactive
Previous Years
Use Most Recent Enrollment

requested course
Scheduling→ Requested Course(s)

Use Legacy Search Search

7. Once the search field is added, set the search criteria. In this example, the search will look for students with a course request for Eng 2.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▼


Search All Schools

Include Inactive
Previous Years
Use Most Recent Enrollment

Has Requested Course(s) Eng 2 (1001340) Choose

Use Legacy Search Search

8. Continue adding additional search criteria as needed.

 For more information about searching for students, including searching using student groups, saving a student search, and more, see [Searching for Students](#).

9. Once the course request information and the student search information has been added, click **Search**.

Add **Drop** Replace

Request(s) to Drop Choose

Search Screen Simple List Customized List

More Search Options 📄

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Requested Course(s) Choose ⊕

[Use Legacy Search](#) **Search**

10. Select each student in the search results that the course request(s) will be dropped from, or select the check box in the column header to select all students in the list.







Add **Drop** Replace

Request(s) to Drop Submit Request

Search Screen Simple List Customized List

Requested Course(s): 1001340 - ENG 2

158 Students 📄 158 Selected Search 🔍

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Erin Sampaio ELL	260	09
<input checked="" type="checkbox"/>		Acevedo, Troilo Yukio SWD +	760	09
<input checked="" type="checkbox"/>		Acosta, Camille Michael SWD	675	09
<input checked="" type="checkbox"/>		Acosta, Linda Gabrielle SWD	904	09
<input checked="" type="checkbox"/>		Adams, Brian James PMP TMP	528	09
<input checked="" type="checkbox"/>		Adams, Elindia Ferrell CAI TMP	719	09

11. Click **Submit Request** to drop the request(s) from the selected students.
















Add **Drop** Replace

Request(s) to Drop Eng 2 (1001340) Submit Request

Search Screen Simple List Customized List

Requested Course(s): 1001340 - ENG 2

158 Students 158 Selected

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Erin Sampaio 	260	09
<input checked="" type="checkbox"/>		Acevedo, Troilo Yukio  	760	09
<input checked="" type="checkbox"/>		Acosta, Camille Michael 	675	09
<input checked="" type="checkbox"/>		Acosta, Linda Gabrielle 	904	09
<input checked="" type="checkbox"/>		Adams, Brian James  	528	09
<input checked="" type="checkbox"/>		Adams, Flordia Ferrell  	719	09

A green check mark and confirmation message will display for a few seconds, indicating the course requests have been dropped from the selected students.

Add Drop Replace

Request(s) to Add That course request has been dropped for the selected students. Choose With Teacher N/A

Inclusion ☐ With Period N/A

Elective Priority Without Teacher N/A

Without Period N/A

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

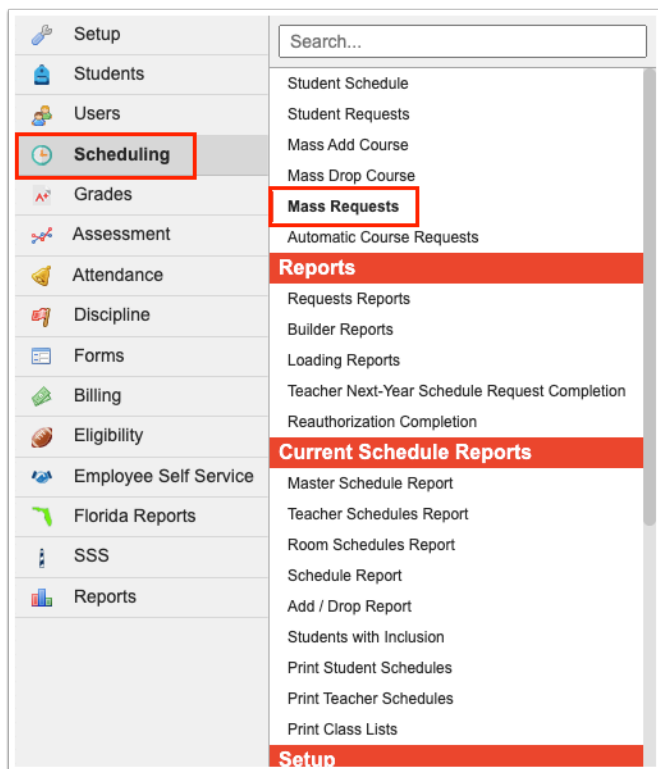
☐ Use Most Recent Enrollment

Use Legacy Search Search

Replacing a Course Request for a Group of Students

When a course request needs to be dropped from a group of students and replaced with a different course request, the Replace tab can be used to complete this all in one process.

1. In the **Scheduling** menu, click **Mass Requests**.



2. Click the **Replace** tab.

3. In the **Request to Drop** pull-down, select the course request that will be dropped.

4. In the **Request(s) to Add** pull-down, select the course request(s) to add. One or multiple courses can be selected.

Add Drop **Replace**

Request to Drop Jazz Ens 2 (1302510) Choose With Teacher N/A

Request(s) to Add Band 2 (1302310) Choose With Period N/A

Inclusion ☐ Without Teacher N/A

Elective Priority Without Period N/A

Alternatively, click the **Choose** link next to Request to Drop or Request(s) to Add.

Add Drop **Replace**

Request to Drop Choose With Teacher N/A

Request(s) to Add Choose With Period N/A

Inclusion ☐ Without Teacher N/A

Elective Priority Without Period N/A

In the pop-up window, click the **Subject** and **Course**.

Courses			Search
16 Subjects		41 Courses	
Subject	Course	Course Num	
<u>EXCEPTIONAL STUDENT</u>	<u>Eurhy 3</u>	1305320	
<u>FOREIGN LANGUAGE</u>	<u>Eurhy 4</u>	1305330	
<u>MATHEMATICS</u>	<u>Jazz Ens 1</u>	1302500	
<u>NON CREDIT</u>	<u>Jazz Ens 2</u>	1302510	
<u>PERFORMING FINE ARTS</u>	<u>Jazz Ens 3</u>	1302520	
<u>PHYSICAL EDUCATION</u>	<u>JAZZ ENS 4 HON</u>	1302530	
<u>ROTC</u>	<u>MUS THEORY 1</u>	1300300	
<u>SCIENCE</u>	<u>ORCH 1</u>	1302360	

After clicking the course in the pop-up window, the course will be selected in the Request to Drop or Request(s) to Add pull-down.

i The Request to Drop pull-down is a select one; selecting a course using the Choose link will replace any course already selected in the pull-down. The Request(s) to Add pull-down is a select multiple; selecting a course using the Choose link will add the course selection to the pull-down, along with any other previously selected courses.

Add	Drop	Replace
Request to Drop	Jazz Ens 2 (1302510)	Choose
Request(s) to Add	Band 2 (1302310)	Choose
Inclusion	<input type="checkbox"/>	
Elective Priority		

With Teacher	N/A
With Period	N/A
Without Teacher	N/A
Without Period	N/A

5. Select the **Inclusion** check box if all the students you will select from the search criteria need to be scheduled into an inclusion section as well as the primary section of the requested course.

i When the students are scheduled, the system will look for sections that were set up with an inclusion section in Courses & Sections, and will only schedule the students into the section that has an inclusion section attached. If there are no inclusion sections attached to primary sections, the students will not be scheduled into the course.

! Be careful that you only select the students in the list that need both the inclusion section and the primary section of the course. You will need to do a separate search and mass request for students who do not need inclusion.

Add	Drop	Replace
Request to Drop	Jazz Ens 2 (1302510)	Choose
Request(s) to Add	Band 2 (1302310)	Choose
Inclusion	<input type="checkbox"/>	
Elective Priority		

With Teacher	N/A
With Period	N/A
Without Teacher	N/A
Without Period	N/A

6. If applicable, enter the **Elective Priority**.

Entering a 1 ensures the elective is scheduled at the same level as core courses. Electives with a 2 or higher will only be scheduled if the course with an elective priority of 1 is not scheduled. Leaving the elective priority blank indicates the course is a core or non-elective course, but if this is left blank, then alternative requests will not be looked at.

Add	Drop	Replace
Request to Drop	Jazz Ens 2 (1302510)	Choose
Request(s) to Add	Band 2 (1302310)	Choose
Inclusion	<input type="checkbox"/>	
Elective Priority	2	
		With Teacher N/A
		With Period N/A
		Without Teacher N/A
		Without Period N/A

i If the [new alternate student course requests](#) feature is enabled for the school, then the Elective Priority field will not display. Three "Alternate Request(s) to Add" fields will display instead, allow up to three alternates to be designated. These selections will display in the Alternate Course 1, Alternate Course 2, and Alternate Course 3 fields on the Student Requests screen.

Note: If more than one course is selected in the "Request(s) to Add" pull-down, the "Alternate Request(s) to Add" pull-downs will be grayed out, and alternates cannot be selected.

Add	Drop	Replace
Request to Drop		Choose
Request(s) to Add		Choose
Alternate Request(s) to Add		Choose
		Choose
		Choose
Inclusion	<input type="checkbox"/>	
		With Teacher N/A
		With Period N/A
		Without Teacher N/A
		Without Period N/A

7. If applicable, select teacher and period restrictions in the **With** and **Without Teacher** and **Period** pull-downs.

i Restrictions can only be set if sections have already been created for the new school year.

Add	Drop	Replace
Request to Drop	Jazz Ens 2 (1302510)	Choose
Request(s) to Add	Band 2 (1302310)	Choose
Inclusion	<input type="checkbox"/>	
Elective Priority	2	
		With Teacher N/A
		With Period N/A
		Without Teacher N/A
		Without Period N/A

8. Once the course request information has been added, click **Search**.

Add
Drop
Replace

Request to Drop: Jazz Ens 2 (1302510) Choose
With Teacher: N/A
Request(s) to Add: Band 2 (1302310) Choose
With Period: N/A
Inclusion: ☐
Without Teacher: N/A
Elective Priority: 2
Without Period: N/A

Search Screen
Simple List
Customized List

Student Search
More Search Options
Student Group
Search All Schools
Include Inactive
Previous Years
Use Most Recent Enrollment
Use Legacy Search
Search




9. Select each student in the search results who will have the course request dropped and replaced, or select the check box in the column header to select all students in the list.

Add
Drop
Replace

Request to Drop: Jazz Ens 2 (1302510)
With Teacher: N/A
Request(s) to Add: Band 2 (1302310) Choose
With Period: N/A
Inclusion: ☐
Without Teacher: N/A
Elective Priority: 2
Without Period: N/A
Submit Request

Search Screen
Simple List
Customized List

14 Students
14 Selected
Search

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Julee Xander ^{SP}	687	10
<input checked="" type="checkbox"/>		Acosta, Carpo Grace ^G	049	10
<input checked="" type="checkbox"/>		Adams, Elaine rose	289	11
<input checked="" type="checkbox"/>		Adams, John Marie	558	11
<input checked="" type="checkbox"/>		Adams, Zenadia Elise	187	10
<input checked="" type="checkbox"/>		Bancroft, Tamara Joshua	917	10

10. Click **Submit Request** to drop and replace the course request.

Add
Drop
Replace

Request to Drop

Jazz Ens 2 (1302510)

With Teacher

N/A

Submit Request

Request(s) to Add

Band 2 (1302310)

Choose

With Period

N/A

Without Teacher

N/A

Without Period

N/A

Inclusion

☐

Elective Priority

2

Search Screen






Simple List

Customized List

14 Students

14 Selected

Search

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Julee Xander SP	687	10
<input checked="" type="checkbox"/>		Acosta, Carpo Grace G	049	10
<input checked="" type="checkbox"/>		Adams, Elaine rose	289	11
<input checked="" type="checkbox"/>		Adams, John Marie	558	11
<input checked="" type="checkbox"/>		Adams, Zenadia Elise	187	10
<input checked="" type="checkbox"/>		Bancroft, Tamara Joshua	917	10

A green check mark and confirmation message will display for a few seconds, indicating the course requests have been replaced for the selected students.

Add
Drop
Replace

Request(s) to Add

Choose

With Teacher

N/A

Inclusion

☐

With Period

N/A

Without Teacher

N/A

Without Period

N/A

Elective Priority

Search Screen

Simple List

Customized List

Q Student Search

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Use Legacy Search

Search

Those course requests have been replaced for the selected students.