

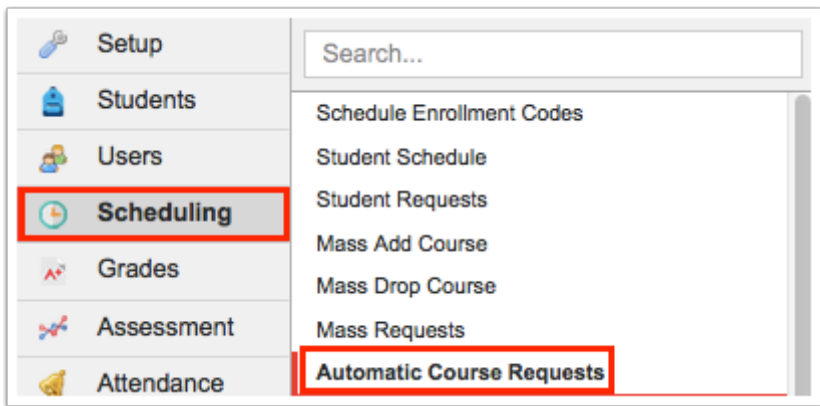
Automatic Course Requests

The Automatic Course Requests screen allows the district and individual schools to automatically add course requests to a specific group of students. ACRs may be rolled over year-to-year.

Adding a District Course Request

i The ability to add and edit district course requests is controlled by the Edit permission for "Allow District Access" under Automatic Course Requests in Users > Profiles.

1. In the **Scheduling** menu, click **Automatic Course Requests**.



i Focus remembers the last tab you had open on the Automatic Course Requests screen and that tab is displayed by default.

2. Click the **District Requests** tab if not already opened.
3. Enter a **Title** for the course request in the blank row.

Run Course Requests for Current School or Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| <input type="checkbox"/> | Title | Search Terms | Courses | Priority |
|--------------------------|-------|--------------|---------|----------|
| <input type="checkbox"/> | | | | |

4. Click the **Search Terms** field.

Run Course Requests for Current School or Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| <input type="checkbox"/> | Title | Search Terms | Courses | Priority |
|--------------------------|------------------------------|--------------|---------|----------|
| <input type="checkbox"/> | Eng 1 Honors to Eng 2 Honors | | | |

5. In the pop-up window, enter search criteria to locate the students who will be given this course request. For example, if students enrolled in English 1 Honors last year will be given a course request for English 2 Honors, click the **Scheduling** category and select English 1 Honors in the **Scheduled into Course(s) Last Year** field.

6. Once the search terms are entered, click **Set Search Terms**.

Student Search

General

Scheduling

Scheduled into Course(s)

Not Scheduled into Course(s)

Scheduled into Course(s) Last Year **ENG HON 1 (1001320)**

Not Scheduled into Course(s) Last Year

Scheduled into Section(s)

Student Group

Set Search Terms Reset

The search terms entered are displayed in the Search Terms field.

Run Course Requests for Current School or Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Priority |
|------------------------------|---|---------|----------|
| Eng 1 Honors to Eng 2 Honors | Scheduled into Course(s) Last Year: 1001320 - ENG HON 1 | | |

7. Select the **Courses** to request. One or multiple courses can be selected.

💡 Use the Filter field at the top of the pull-down to quickly locate the course(s) to add as requests. Begin typing the full or partial course name or number, and the list of courses will filter based on the entered criteria.

Courses

1001350 - ENG HON 2

eng hon

Check all visible Clear selected

- ☐ 1001320 - ENG HON 1
- ☒ 1001350 - ENG HON 2
- ☐ 1001380 - ENG HON 3
- ☐ 1001410 - ENG HON 4
- ☐ 1211300 - TRIG HON
- ☐ 2020910 - ASTR S/G HON
- ☐ 2104350 - ENG CITIZ SERV LRNG1
- ☐ 2104360 - ENG CITIZ SERV LRNG2
- ☐ 1001310 - ENG 1
- ☐ 1001340 - ENG 2

8. Enter a number for the **Priority**. When multiple course requests are run at the same time, the priority determines the order in which they are run. A request with a 1 will run before a request with a 2, and so on.

Run Course Requests for Current School or Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Priority |
|------------------------------|---|---------------------|----------|
| Eng 1 Honors to Eng 2 Honors | Scheduled into Course(s) Last Year: 1001320 - ENG HON 1 | 1001350 - ENG HON 2 | 1 |

9. When finished entering the course request information, press **Enter**.

The course request is added to the table and is auto-saved. A new, blank row is displayed at the bottom of the table for adding additional course requests.

Run Course Requests for Current School

or

Run Course Requests for All Schools

☐Only run for students without requests

District Requests

School Requests

Export

Filter: OFF

| <input type="checkbox"/> | Title | Search Terms | Courses | Priority |
|--------------------------|------------------------------|---|---------------------|----------|
| <input type="checkbox"/> | Eng 1 Honors to Eng 2 Honors | Scheduled into Course(s) Last Year: 1001320 - ENG HON 1 | 1001350 - ENG HON 2 | 1 |
| <input type="checkbox"/> | | | | |

Adding a School Course Request

1. In the **Scheduling** menu, click **Automatic Course Requests**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Search...

Schedule Enrollment Codes

Student Schedule

Student Requests

Mass Add Course

Mass Drop Course

Mass Requests

Automatic Course Requests

Focus remembers the last tab you had open on the Automatic Course Requests screen and that tab is displayed by default.

2. Click the **School Requests** tab if not already opened.

Depending on your profile permissions, you might only have access to the School Requests tab, in which case it will be displayed by default.

Run Course Requests

☐Only run for students without requests

District Requests

School Requests

Export

Filter: OFF

| <input type="checkbox"/> | Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--------------------------|-------|--------------|---------|---|----------|
| <input type="checkbox"/> | | | | Yes | |
| <input type="checkbox"/> | | | | | |

3. Enter a **Title** for the course request in the blank row.

Run Course Requests

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|-------|--------------|---------|---|----------|
| | | | Yes | |

4. Click the **Search Terms** field.

Run Course Requests

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|------------------------|--------------|---------|---|----------|
| Spanish 1 to Spanish 2 | | | Yes | |

5 In the pop-up window, enter search criteria to locate the students who will be given this course request. For example, if students enrolled in Spanish 1 last year will be given a course request for Spanish 2, click the **Scheduling** category and select Spanish 1 in the **Scheduled into Course(s) Last Year** field.

6. Once the search terms are entered, click **Set Search Terms**.

Student Search

General

Scheduling

Scheduled into Course(s)

Not Scheduled into Course(s)

Scheduled into Course(s) Last Year SPANISH 1 (0708340)

Not Scheduled into Course(s) Last Year

Student Group N/A

Set Search Terms Reset

The search terms entered are displayed in the Search Terms field.

Run Course Requests

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|------------------------|---|---------|---|----------|
| Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | | Yes | |

7. Select the **Courses** to request. One or multiple courses can be selected.

💡 Use the Filter field at the top of the pull-down to quickly locate the course(s) to add as requests. Begin typing the full or partial course name or number, and the list of courses will filter based on the entered criteria.

Courses

Run nightly for s

0708350 - SPANISH 2 - World Languages Yes

spanish

Check all visible Clear selected

- ☐ 0708340 - **SPANISH 1** - World Languages
- ☒ 0708350 - **SPANISH 2** - World Languages
- ☐ 0709300 - **SPANISH SPEAKS 1** - World Languages
- ☐ 0708360 - **SPANISH 3 HON** - World Languages
- ☐ 0708370 - **SPANISH 4 HON** - World Languages
- ☐ 0708400 - **AP SPANISH LANG & CU** - World Languages
- ☐ **SPN1120** - **BEGIN SPANISH 1** - Dual Enrollment
- ☐ **SPN1121** - **BEGIN SPANISH 2** - Dual Enrollment
- ☐ **ENC1101** - **English Comp 1** - Dual Enrollment
- ☐ **ENC1102** - **English Comp 2** - Dual Enrollment

8. In the **Run nightly for students without requests** pull-down, select **Yes** to run this automatic course request nightly for students who do not have any course requests. Select **No** if you do not want to run this request nightly.

Run Course Requests

☐ Only run for students without requests

District Requests School Requests

Export Filter: OFF

| Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|------------------------|---|---------------------------------------|---|----------|
| Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | Yes | |

9. Enter a number for the **Priority**. When multiple course requests are run at the same time, the priority determines the order in which they are run. A request with a 1 will run before a request with a 2, and so on.

Run Course Requests

☐ Only run for students without requests

District Requests

School Requests

Export

Filter: OFF

| <input type="checkbox"/> | Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--------------------------|------------------------|---|---------------------------------------|---|--------------|
| <input type="checkbox"/> | Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | <div>Yes</div> | <div>1</div> |

10. When finished entering the course request information, press **Enter**.

The course request is added to the table and is auto-saved. A new, blank row is displayed at the bottom of the table for adding additional course requests.

Run Course Requests

☐ Only run for students without requests

District Requests

School Requests

Export

Filter: OFF

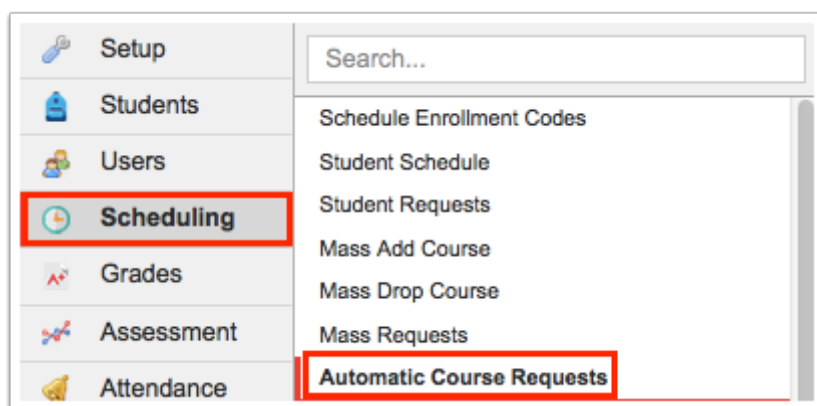
| <input type="checkbox"/> | Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--------------------------|------------------------|---|---------------------------------------|---|--------------|
| <input type="checkbox"/> | Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | <div>Yes</div> | <div>1</div> |
| <input type="checkbox"/> | | | | <div>Yes</div> | |

Running District Course Requests

i

The ability to run district course requests is controlled by the View permission for "Allow District Access" under Automatic Course Requests in Users > Profiles. This allows district or school users to run district course requests for the schools they have permissions to. The ability to run district course requests for all schools is controlled by the View permission for "Allow All Schools Request Access" under Automatic Course Requests in Users > Profiles.

1. In the **Scheduling** menu, click **Automatic Course Requests**.



2. In the **District Reports** tab, select the course requests you want to run by selecting the check box to the left of the request. One or multiple can be selected. To select all course requests in the list, select the check box in the column header.

The screenshot shows the 'Run Course Requests' interface. At the top, there are two tabs: 'Run Course Requests for Current School' and 'Run Course Requests for All Schools'. Below these tabs is a checkbox labeled 'Only run for students without requests'. The 'District Requests' tab is selected. Below the tab, there is a table with columns: Title, Search Terms, Courses, and Priority. The table contains three rows of requests: 'Eng 1 Honors to Eng 2 Honors', 'Eng 1', and 'Eng 2 to Eng 3'. Each row has a checkbox in the 'Title' column. The 'Eng 1 Honors to Eng 2 Honors' checkbox is checked. The 'Eng 1' and 'Eng 2 to Eng 3' checkboxes are also checked. The 'Courses' column shows the course codes for each request: '1001350 - ENG HON 2', '1001310 - ENG 1', and '1001370 - ENG 3'. The 'Priority' column shows the priority for each request: '1', '2', and '3'.

3. Select **Only run for students without requests** if you only want to run course requests for students who do not have any course requests.

4. Enter a date in the date field to run the selected ACR(s) for students without requests as of the entered date.

Entering a date is useful when a student may qualify for more than one ACR. When the first ACR runs, the student receives the request since the student did not have any previous requests. When the second ACR runs with no date provided, the student would not receive the subsequent requests since the student had requests entered by the first ACR. Entering a date in the past allows the student to receive all the ACRs he or she qualifies for.

The screenshot shows the 'Run Course Requests' interface. At the top, there are two tabs: 'Run Course Requests for Current School' and 'Run Course Requests for All Schools'. Below these tabs is a checkbox labeled 'Only run for students without requests' with a date field next to it containing '01/01/2022'. The 'District Requests' tab is selected. Below the tab, there is a table with columns: Title, Search Terms, Courses, and Priority. The table contains three rows of requests: 'Eng 1 Honors to Eng 2 Honors', 'Eng 1', and 'Eng 2 to Eng 3'. Each row has a checkbox in the 'Title' column. The 'Eng 1 Honors to Eng 2 Honors' checkbox is checked. The 'Eng 1' and 'Eng 2 to Eng 3' checkboxes are also checked. The 'Courses' column shows the course codes for each request: '1001350 - ENG HON 2', '1001310 - ENG 1', and '1001370 - ENG 3'. The 'Priority' column shows the priority for each request: '1', '2', and '3'.

5. To run course requests for the current school only, click **Run Course Requests for Current School**. To run course requests for all schools in the district, click **Run Course Requests for All Schools**.

Run Course Requests for Current School

or

Run Course Requests for All Schools

☒ Only run for students without requests 01/01/2022

District Requests

School Requests

Export

Filter: OFF

| <input checked="" type="checkbox"/> Title | Search Terms | Courses | Priority |
|--|---|---------------------|----------|
| <input checked="" type="checkbox"/> Eng 1 Honors to Eng 2 Honors | Scheduled into Course(s) Last Year: 1001320 – ENG HON 1 | 1001350 - ENG HON 2 | 1 |
| <input checked="" type="checkbox"/> Eng 1 | Grade: 09 | 1001310 - ENG 1 | 2 |
| <input checked="" type="checkbox"/> Eng 2 to Eng 3 | Scheduled into Course(s) Last Year: 1001340 – ENG 2 | 1001370 - ENG 3 | 3 |
| | | | |

A pop-up window is displayed indicating the number of students who had requests entered for each course and the list of students. It will also indicate if the course does not exist for a school. The pop-up may contain a pull-down to select the specific course request that will be added to students for each applicable school.

6. To delete the requests for students, select the check box next to each student, or select the check box in the column header to select all students in the list.

7. Click **Delete Selected Requests**.

X

Delete Selected Requests

Warning: Courses require completion at the bottom of this display.

Schedule Requests created for 9 students for ENG HON 2

| <input checked="" type="checkbox"/> | Student Id | Student Name | Course Name |
|-------------------------------------|------------|--------------------------|-------------|
| <input checked="" type="checkbox"/> | 00024019 | Atencio, Michael | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00070673 | Barnett, Raymond A | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00023804 | Brown, Justino Ethan | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00023675 | Burkhardt, Alison James | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00052970 | Collado, Licia Alejandro | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00059053 | Green, Alidia Ralph | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00072611 | Lara, Hazel A | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00054433 | Townsend, Alison Kathryn | ENG HON 2 |
| <input checked="" type="checkbox"/> | 00063305 | Velasco, Vivian Avery | ENG HON 2 |

Course Short Name 1001310 Does Not Exist for Home Educated Students - N998
Course Short Name 1001310 Does Not Exist for John McKay Scholarship - 3518
Schedule Requests created for 30 students for ENG 1

| <input type="checkbox"/> | Student Id | Student Name | Course Name |
|--------------------------|------------|------------------------|-------------|
| <input type="checkbox"/> | 00032021 | Abrego, Bertha | ENG 1 |
| <input type="checkbox"/> | 00076396 | Acosta, Justin Raymond | ENG 1 |

8. To select the specific course request that will be added for students at certain schools, select the course in the pull-down beneath the school name and click **Complete** when finished.

Please choose from the following drop downs to complete the request

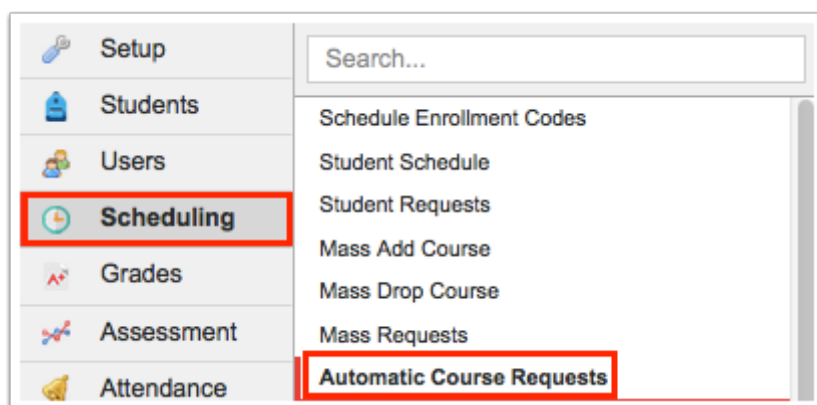
Focus West High School - 0101 Focus Center - 0106

ENG 1 (English) (1001310P) ENG 1 (All Courses) (1001310B)

Complete

Running School Course Requests

1. In the **Scheduling** menu, click **Automatic Course Requests**.



2. Click the **School Requests** tab.

Run Course Requests

☐ Only run for students without requests

District Requests **School Requests**

Export **Filter: OFF**

| <input type="checkbox"/> | Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--------------------------|------------------------|---|---------------------------------------|---|----------|
| <input type="checkbox"/> | Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | Yes | 1 |
| <input type="checkbox"/> | Alg 1 to Geo | Scheduled into Course(s) Last Year: 1200310 - ALG 1 | 1206310 - GEO - Math | Yes | 2 |
| <input type="checkbox"/> | | | | Yes | |

3. Select the course requests you want to run by selecting the check box to the left of the request. One or multiple can be selected. To select all course requests in the list, select the check box in the column header.

Run Course Requests

☐ Only run for students without requests

District Requests **School Requests**

Export **Filter: OFF**

| <input checked="" type="checkbox"/> Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--|---|---------------------------------------|---|----------|
| <input checked="" type="checkbox"/> Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | Yes | 1 |
| <input checked="" type="checkbox"/> Alg 1 to Geo | Scheduled into Course(s) Last Year: 1200310 - ALG 1 | 1206310 - GEO - Math | Yes | 2 |
| | | | Yes | |

4. Select **Only run for students without requests** if you only want to run course requests for students who do not have any course requests.

5. Enter a date in the date field to run the selected ACR(s) for students without requests as of the entered date.

Entering a date is useful when a student may qualify for more than one ACR. When the first ACR runs, the student receives the request since the student did not have any previous requests. When the second ACR runs with no date provided, the student would not receive the subsequent requests since the student had requests entered by the first ACR. Entering a date in the past allows the student to receive all the ACRs he or she qualifies for.

Run Course Requests

☒ Only run for students without requests 01/01/2022

District Requests **School Requests**

Export **Filter: OFF**

| <input checked="" type="checkbox"/> Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--|---|---------------------------------------|---|----------|
| <input checked="" type="checkbox"/> Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | Yes | 1 |
| <input checked="" type="checkbox"/> Alg 1 to Geo | Scheduled into Course(s) Last Year: 1200310 - ALG 1 | 1206310 - GEO - Math | Yes | 2 |
| | | | Yes | |

6. Click **Run Course Requests**.

Run Course Requests

☒ Only run for students without requests 01/01/2022

District Requests **School Requests**

Export **Filter: OFF**

| <input checked="" type="checkbox"/> Title | Search Terms | Courses | Run nightly for students without requests | Priority |
|--|---|---------------------------------------|---|----------|
| <input checked="" type="checkbox"/> Spanish 1 to Spanish 2 | Scheduled into Course(s) Last Year: 0708340 - SPANISH 1 | 0708350 - SPANISH 2 - World Languages | Yes | 1 |
| <input checked="" type="checkbox"/> Alg 1 to Geo | Scheduled into Course(s) Last Year: 1200310 - ALG 1 | 1206310 - GEO - Math | Yes | 2 |
| | | | Yes | |

A pop-up window is displayed indicating the number of students who had requests entered for each course and the list of students.

7. To delete the requests for students, select the check box next to each student, or select the check box in the column header to select all students in the list.

8. Click **Delete Selected Requests**.



Delete Selected Requests

Schedule Requests created for 27 students for GEO

| <input checked="" type="checkbox"/> | Student Id | Student Name | Course Name |
|-------------------------------------|------------|----------------------------|-------------|
| <input checked="" type="checkbox"/> | 00057377 | Allison, Octavia A | GEO |
| <input checked="" type="checkbox"/> | 00019981 | Bonilla, Teddy Aldair | GEO |
| <input checked="" type="checkbox"/> | 00060685 | Bonilla, Zoraida Daniel | GEO |
| <input checked="" type="checkbox"/> | 00059941 | Coronado, Eleanor Enrique | GEO |
| <input checked="" type="checkbox"/> | 00058249 | Currie, Marcello Lynn | GEO |
| <input checked="" type="checkbox"/> | 00021784 | Elliott, Eric Jose | GEO |
| <input checked="" type="checkbox"/> | 00056564 | Fielder, Menna Isaiah | GEO |
| <input checked="" type="checkbox"/> | 00053754 | Florez, Darrell Jamal | GEO |
| <input checked="" type="checkbox"/> | 00064732 | Gaona, Kathleen Emmanuella | GEO |