Alternate Course Requests

The new alternate course requests feature allows up to three alternates to be designated for each course request, including non-elective courses. This feature is enabled using the system preference "Use new Alternate Student Course Requests (Permanent once enabled)" in Setup > System Preferences > Default School Preferences/School Preferences > Scheduling tab. Enabling this preference is permanent; this preference cannot be disabled once it is enabled.

- See <u>Alternate Course Requests</u> for an overview video of this new feature.
- If you import requests from outside of Focus, and you are sending the elective priority number, you cannot enable the alternate student course requests feature in Focus until you have changed the import format to meet the new alternates setup.

Adding Requests Using the Quick List

The Quick List is organized by graduation subject (if graduation subjects are set up by the district), and allows you to quickly add requests for each requirement and select multiple choices. If progression plans are set up, then the student's assigned progression plan drives the courses available for selection.

1. In the Scheduling menu, click Student Requests.

P	Setup	Search
 	Students Users	Schedule Enrollment Codes Student Schedule
٩	Scheduling	Student Requests
A#	Grades	Mass Add Course Mass Drop Course
**	Assessment	Mass Requests
	Attendance	Automatic Course Requests
9	Discipline	Reports Requests Reports
	Billing	Builder Reports
٦	Florida Reports	Loading Reports
i	Reports	Teacher Next-Year Schedule Request Completion Reauthorization Completion

2. In the Search Screen, enter search criteria to locate the student and click **Search**.

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

Q Student Search More Search Options	6
Student Group 🛛	
Search All Schools	
Include Inactive Previous Years Use Most Recent Enrollment	
	Use Legacy Search Search

3. In the search results, click the student's name.

Search Screen Simple List Customized List C	ustomize Student List		
Student: acevedo			
2 Students			Search 新
Photo	Student	Student ID	Grade
	Acevedo, Diem Donna	00023057	09
🗼 -	Acevedo, Emarald Vonn	00056443	12

Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course(s) column.

emogi	raphic	Enrollment	Schedule	Reque	ests Gi	rades A	Absences	Activities Referr	als Test H	-			SSS Choice Billin
										Auto-Schedule this			Courses For All Grade
Request And 0 Alternates Prior Primary School: 2023-2024 (Grade 11) Windy High School 2023-2024													
Approved by Counselor: C Locked for Students: C													
Export 🗟 🚐 Filter: OFF Toggle Columns Save													
(Course 🛓		Credits 🛓	Course # 🛓	Schedule First ♦	Don't Schedule \$	Term 🛊	Inclusion 🛓	Alternate Course 1 🛓		Alternate Course 2 🛓	Alternate Course 3 🛔
			•										
		Eng 4: FI Coll Pr	rep (1 🔻	1.00	1001405						V		
										1			
dd a	Reques	t: Quick List											
	quireme												
ubjec	•									Course(s)			
nglish	Language	e Arts								~			
latherr	natics											V	
lgebra	l or equiv	valent										V	
Algebra I or equivalent												V	
leome	try or equi	ivalent											

If grade levels have been set on courses, only courses available to the student's grade level are available for selection. To add requests regardless of the grade levels set on the course, select the **Courses for All Grade Levels** check box at the top-right corner of the screen.

Demo	graphic	Enrollment	Schedule	Reque	ests Gr	ades A	bsences	Activities R	Referrals	Test His	story Aud	t Trail	Grad	Communication	SSS	Choice	Billing
											Auto-Schedu	le this S	tudent	□ Include Inactive	Cour	ses For All	Grade Lev
) Alternates d 1.00 Units									Pi	ior Prim	ary Sch	nool: 2023-2024 (Gra	de 11) V	Vindy High	School
1.00 C	reuits And	u 1.00 Onits										F	Approve	ed by Counselor: 🗆	Locked	for Studen	ts: 🗆
Expo	rt 🐴 🖕	Filter: 0															
<u> </u>			Iogg	jle Colum	ins												Save
		Course 🛊			Course # 🛓	Schedule First ♦	Don't Schedule 🛊	Term 🛓	Inclu	usion 🛔	Alternate Cou	rse 1 🛔	A	lternate Course 2 🛓	Alte	rnate Course	
						Schedule First 🗳	Don't Schedule 🖨	Term 🛓	Inclu	usion 🛔	Alternate Cou	rse 1 💺			Alter	rnate Course	

4. To add a request for a subject area, select the course from the pull-down. One or multiple courses can be selected.

De	emographic	Enrollment S	Schedule	Reque	sts Gi	rades	Absences	Activities	Referral	s Test H	istory	Audi	it Trail	Grad	Commun	cation	SSS	Choice	Billing
											Auto-So	chedu	le this Stu	ident	Include	Inactive	Cour	ses For All	Grade Levels
		0 Alternates nd 1.00 Units										Pr	ior Prima	ry Scho	ol: 2023-2	024 (Gra	de 11) V	/indy High	School
													A	oprove	by Couns	elor: 🗆	Locked	for Studer	its: 🗆
	Export 🖳	Filter: OFF	Toggle	Column	ns										BRA 1A (7		•		Save
		Course 🛓	Cre	redits	Course # 🛓	Schedule First 🖨	Don't Schedule ♦	Term 🛔		Inclusion $\frac{\mathtt{A}}{\mathtt{V}}$	Alternat	6	ACCES		I LIB ARTS 370)	(791207	0)	ate Course	≥3 🛊
													ALG 2		,				V
	- 0	Eng 4: FI Coll Pre	p (1 🔽 1.0	00	1001405				•				ALG 2 I		AB (12023	10)			V
													AP CAL	CULUS	BC (12023	20)			
												C	AP CO	MPUTE	R SCI PRIN	(020033	35)		Save
A	dd a Reque	st: Quick List											AP STA	T (1210	320)				
Γ.	18 Requirem	ents										C	CAL II/	ANALYT	IC GEOM (MAC231	2)		56.57 2795
	ubject										Co	urs C	Check all	Clear ((/ 23)		xact filter		
E	nglish Langua	ige Arts									*	2	Q Filter.						
N	lathematics											C				V			
A	lgebra I or eq	uivalent														V			

•

To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

ALG 1-A (1200370)
ALG 2 (1200330)
ALG 2 HON (1200340)
ACCESS ALGEBRA 1A (7912080)
COLLEGE ALGEBRA (MAC1105)
Financial Algebra (1200387)
ANALYSIS OF FUNC HON (1201315)
AP CALCULUS AB (1202310)
AP CALCULUS BC (1202320)
LIBERAL ARTS MA (MGF1106)
alg
Check all visible Clear selected

5. Once the course selections have been made, click **Save**.

		Save
Add a Request: Quick List		
18 Requirements		853 1753
Subject	Cour	se(s)
English Language Arts	\checkmark	
Mathematics		AP CALCULUS AB (1202310)
Algebra I or equivalent		
Geometry or equivalent		
Biology or equivalent or postsecondary course identified as a biology credit		▼
Equally rigorous course that counts for science credit		PHYS 1 (2003380)
World History		
United States (American) History		AP U.S. HIST (2100330)
United States (American) Government		
Economics		
Practical Arts with artistic content		▼
Performing Fine Arts		
Physical Education		V
Personal Fitness		

The course requests are added to the table at the top of the screen. You can now designate alternate course requests, select Inclusion, designate with or without a specific teacher, and more. See <u>Adding Requests at the Top of the Screen</u> for more information on using these options.

Demo	graphic	Enrollment Schedule	Requ	ests Gi	rades A	bsences	Activities	Referral	s Test H	istory Audit Trail Auto-Schedule this S	Grad		SS Choice Billing Courses For All Grade Lev
		0 Alternates d 1.00 Units										ool: 2023-2024 (Grade	
.000	reuits An	d 1.00 Onits									Approve	ed by Counselor: 🗆 Lo	cked for Students: 🗆
Expo	ort 🐴 📒	Filter: OFF Tog	gle Colum	nns									Save
		Course 🛔	Credits 🛊	Course # 💺	Schedule First 🖨	Don't Schedule 🛓	Term		Inclusion 🛓	Alternate Course 1 🛓	A	lternate Course 2 🛔	Alternate Course 3 🛓
								V				V	
-		Eng 4: FI Coll Prep (1 🔻	1.00	1001405 (j)				•				V	
-		AP CALCULUS AB (1202310 ()				V				V	
-		PHYS 1 (2003380)		2003380				•				V	
-		AP U.S. HIST (21003 🔻		2100330 ()				V				V	
-		Spanish 4 Hon (0708 🔻		0708370				V				V	
-		2-D Studio Art 3 Hon 🔻		0101320				V				V	
-		Band 4 (1302330)		1302330				V				V	

6. Click **Save** at the top of the screen to save the requests.

emo	graphic	Enrollment Schedule	Requ	ests Gr	ades A	bsences	Activities Referra	ls Test H			SS Choice Billing
_									Auto-Schedule this Stude		Courses For All Grade Le
Requests And 4 Alternates Prior Primary School: 2023-2024 (Grade 11) Windy High School 00 Credits And 1.00 Units											
									App	roved by Counselor: 🗌 Lo	cked for Students: 🗆
Expo	ort 🐴 🖥	Filter: OFF Tog	jgle Colum	ins							Save
		Course 🛓	Credits 🛓	Course # 🛓	Schedule First 🕏	Don't Schedule	Term	Inclusion 🛓	Alternate Course 1 🛓	Alternate Course 2 🖕	Alternate Course 3 🛓
-		Eng 4: Fl Coll Prep (1 🔻	1.00	1001405 (j)			T				
-		AP CALCULUS AB (1202310 ()					AP CALCULUS BC (
-		PHYS 1 (2003380)		2003380						T	
-		AP U.S. HIST (21003 🔻		2100330						V	
-		Spanish 4 Hon (0708 🔻		0708370			T				
-		2-D Studio Art 3 Hon 🔻		0101320					3-D Studio Art 3 Hon 🔻	CERAMICS (ART1750)	
_		Band 4 (1302330)		1302330					CHORUS 1 (1303300)		

- If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.
- If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

Adding Requests at the Top of the Screen

Course requests can be entered directly in the table at the top of the screen. You can also designate alternate requests, set the Inclusion option, designate with or without a specific teacher or period, and other options.

1. In the Scheduling menu, click Student Requests.

P	Setup	Search
 	Students Users	Schedule Enrollment Codes Student Schedule
٩	Scheduling	Student Requests
A#	Grades	Mass Add Course Mass Drop Course
**	Assessment	Mass Requests
	Attendance	Automatic Course Requests
9	Discipline	Reports Requests Reports
	Billing	Builder Reports
٦	Florida Reports	Loading Reports
i	Reports	Teacher Next-Year Schedule Request Completion Reauthorization Completion

2. In the Search Screen, enter search criteria to locate the student and click **Search**.

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

Q Student Search Options	8
Student Group 🛛	
Search All Schools	
 Include Inactive Previous Years Use Most Recent Enrollment 	
	Use Legacy Search Search

3. In the search results, click the student's name.

Search Screen Simple List Customized List	Customize Student List		
Student: acosta			
2 Students			Search
Photo	Student	Student ID	Grade
-	Acosta, Dexter D	00086685	10
	Acosta, Harry P 👁	00058780	10

Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course(s) column.

Demo	graphic	Enrollment	Schedule	Requ	ests Gi	ades A	bsences	Activities Referra	ls Test H	istory Au	udit Trail G		communication	SSS Choice	
										Auto-Sche	dule this Stud	lent]	Include Inactive	Courses For A	II Grade Le
		0 Alternates d 1.00 Units									Prior Primary	School:	2023-2024 (Grad	de 09) Windy Hig	h School
2.000	i cuito Ain	1.00 01110									App	proved b	y Counselor: 🗆	Locked for Stude	ents: 🗆
Expo	ort 🖳 📒	Filter: OF	FF Tog	gle Colum	ins										Save
		Course 🛓		Credits 🛓	Course # 🛔	Schedule First ‡	Don't Schedule ♦	Term 🛔	Inclusion 🛓	Alternate Co	ourse 1	Alterr	ate Course 2 🛓	Alternate Cour	se 3 🛔
-		Eng 2 (1001340)) 🔽	1.00	1001340								I		
															Sa
Add a	a Reques	t: Quick List													
18 R	equireme	ents													282
Subje	ect									Cours	se(s)				
Englis	h Languag	e Arts								~			V		
Mathe	matics												▼		
Algeb	ra I or equiv	valent													
•															
Geom	etry or equ	livalent													

4. In the blank row at the top of the table, select the **Course**.

Demographic	Enrollment	Schedule	Requ	ests Gr	rades /	Absences	Activitie	s Referral	s Test H	istory	Audit Trail	Grad	Communication	SSS	Choice	Billing
										Auto-S	Schedule this S	Student	🗆 Include Inactive	Cou	rses For All	Grade Leve
1 Request And 0 1.00 Credits And	Alternates										Prior Prim	nary Sch	iool: 2023-2024 (Gra	de 09)	Windy High	School
1.00 Creats And	1.00 01113											Approv	ed by Counselor: 🗆	Locked	d for Studer	nts: 🗆
Export 🖳 븕	Filter: O	FF Togg	gle Colum	nns												Save
	Course 🛓		Credits 🖕	Course # 🛓	Schedule First	Don't Schedule	Term 🛔		Inclusion 🛓	Alterna	ate Course 1 🛓	A	lternate Course 2 🛓	Alt	ernate Cours	e 3 🛔
		V						V								V
- 0	Q Filter							V								V
	2-D Studio Ar	+ 1 (0101200														Sav
Add a Request			,													
18 Requiremen																58.37 29 %
Subject	3 DIMENS FO			03)						C	ourse(s)					
English Language	3-D Studio Ar		,							•	/					
Mathematics	3-D Studio Ar Abnormal Psy															
Algebra I or equiv			,	400)			- 12									
Geometry or equiv	ACCESS ALC			,									▼			

To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

Demographic	Enrollment Schedule	Requ	ests Gi	rades A	bsences	Activities	Referral	s Test H	istory Audit Tra	il Grad	d Communication	SSS Choice	Billing
									Auto-Schedule thi	s Studen	t Include Inactive	Courses For All	Grade Lev
1 Request And 0 1.00 Credits And	Alternates								Prior P	rimary So	chool: 2023-2024 (Grad	de 09) Windy High	School
1.00 Creats And	1.00 01113									Appro	ved by Counselor: 🗆	Locked for Studen	ts: 🗆
Export 🛃 블	Filter: OFF Tog	ggle Colum	nns										Save
	Course 🛓	Credits 🛔	Course # 🛓	Schedule First ♦	Don't Schedule ♦	Term		Inclusion $\frac{1}{4}$	Alternate Course 1	+	Alternate Course 2 🛓	Alternate Course	≥3 ♦
(•					▼	
	Q, art 1						•						1
	2-D Studio Art 1 (01013)	00)											
	DESIGN & ART THEOR	Y (ART1 20	1)										Sa
Add a Request	2-D Studio Art 2 (01013	10)											
18 Requiremen	3-D Studio Art 2 (010134	40)											563 253
Subject	2-D Studio Art 3 Hon (01	101320)							Course(s)				
English Language	3-D Studio Art 3 Hon (01 ART HISTORY I (ARH10	,							¥		V		
Mathematics	ART APPRECIATION (A	,									V		
Algebra I or equiv	AP STUDIO ART/2-D (0	109350)									V		
Geometry or equiv	AP STUDIO ART/3-D (0												

The Course # will auto-populate based on the selected course.

Demo	graphic	Enrollment Schedu	le Requ	iests G	rades	Absences	Activities	Referrals	Test Hi	story Audit Tra	il Gra	d Communication	SSS Choice Billing		
									[Auto-Schedule thi	s Studer	nt Include Inactive	Courses For All Grade Le		
	equest And 0 Alternates Prior Primary School: 2023-2024 (Grade 09) Windy High School 0 Credits And 1.00 Units														
											Appro	oved by Counselor: 🗌 🛛 L	ocked for Students: 🗌		
Expo	ort 🐴 着	Filter: OFF	oggle Colun	nns									Save		
		Course 🛔	Credits 🛔	Course # 🛓	Schedule First 🖨	e Don't Schedule \$	Term 🛓	Ir	nclusion 🛔	Alternate Course 1	;	Alternate Course 2 🛓	Alternate Course 3 🖕		
		2-D Studio Art 1 (010	2	0101300							V				
	_	Eng 2 (1001340)	1.00	1001340					_						

If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.

If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

Field	Description
	This is a read-only field. The credits for the course will auto-populate after adding the request if defined in the Course Catalog.
Credits	Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.
	Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.
	Other states: It will only refer to the column Total Credit in the Course Catalog. If there is

5. Enter the rest of the fields as needed:

Field	Description
	a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.
Schedule First	Select the check box if the Scheduler should attempt to schedule this request first before all other requests not marked as "Schedule First."
Don't Schedule	Select the check box if the Scheduler should not schedule this course request.
Term	If a student will not be enrolled for the full length of the course, select the Term. For example, this may be used if the student only needs one semester of a full year course.
Inclusion	Select the Inclusion check box if the student needs to be scheduled into an inclusion section as well as the primary section. When the student is scheduled, the system will look for sections that were set up with an inclusion section in Courses & Sections, and will only schedule the student into the section with an inclusion section attached. If there are no inclusion sections attached to the primary section, the student will not be scheduled into the course.
Alternate Course 1, Alternate Course 2, Alternate Course 3	For each course request, up to three alternate course requests can be designated. If the primary course request cannot be scheduled, the system will try to schedule the Alternate Course 1. If the Alternate Course 1 cannot be scheduled, the system will try to schedule the Alternate Course 2, and so on. Note: When this feature is enabled, any previously entered course requests that were using the Elective Priority column will be migrated to use this new format. For example, if there was a course request with an Elective Priority of 1, another with an Elective Priority of 3, the course request with

Field	Description
	the Elective Priority of 1 will become the primary course request, with the Elective Priority 2 course displaying in the Alternate Course 1 field and the Elective Priority 3 course displaying in the Alternate Course 2 column.
With Teacher, Without Teacher	If the student should be scheduled with or without a certain teacher, make the appropriate selections. Selections can only be made if sections have been created.
With Period, Without Period	If the student prefers to take the course during or not during a specific period of the day, make the appropriate selections. Selections can only be made if sections have been created. Note: Invalid period options will display with an asterisk. For example, if a request was entered for a student with Period 3 selected in the With Period column, and later on the period 3 section was moved to a different period making period 3 no longer a valid option, *Period 3 will display in the With Period column for that request.
Approved by Teacher	This is a read-only field. When using the "Teachers approve course requests" functionality, enabled by the system preference, this check box will be selected to indicate that the teacher approved the course request. If the "Teachers approve course requests" functionality is not enabled in System Preferences, this column will not display.
Last Modified	This is a read-only field that displays who last modified the course request, and the date and time.
ACR	This is a read-only field that indicates if the course request was added by the Automatic Course Requests function.

Teacher and period restrictions can only be set on a request after sections for these courses have been built. It is advised to place as few restrictions as possible on requests.

6. Press Enter to add the row.

The request is added to the list.

emog	Iraphic	Enrollment	Schedule	Reque	ests Gi	ades A	bsences	Activities	Referrals	Test Hi	istory Audit	'rail Gr	ad Communic	ation	SSS Choice	Billing
											Auto-Schedule	this Stude	ent 🗌 Include li	nactive	Courses For All	Grade Le
		2 Alternates									Pric	r Primary	School: 2023-20	24 (Grade	e 09) Windy Higl	n School
00 Cr	Credits And 1.00 Units Approved by Counselor: C Locked for Students: C															
Ехро	rt 🐴 着	Filter: OI	FF Togg	le Colum	ns											Save
		Course 🛓		Credits 븆	Course # 🛓	Schedule First 🕏	Don't Schedule ♦	Term	Ir	nclusion 븆	Alternate Course	1 🛊	Alternate Course	2 🛊	Alternate Cours	ie 3 🛔
									•			▼				
	_	2-D Studio Art 1	(010 🔻		0101300						Band 1 (130230	D) 🔻	CHORUS 1 (130	3300) 🔻		
-	0															

7. Continue adding course requests. Click **Save** when finished.

Demo	graphic	Enrollment Schedule	Requ	ests G	rades A	bsences	Activities	Referral	s Test H		Audit Trail	Gra		SSS Choice	Billing
										Auto-S	Schedule this \$	Studen	t 🗌 Include Inactive 🗌	Courses For Al	Grade Le
Req	uests And	4 Alternates nd 1.00 Units									Prior Prin	nary S	chool: 2023-2024 (Grade	e 09) Windy Hig	h School
.00 C	realts An	ia 1.00 Units										Appro	ved by Counselor: 🗆 L	ocked for Stude	nts: 🗆
Exp	ort 🖳 🛔	Filter: OFF Tog	gle Colum	ins											Save
		Course 🛓	Credits 🛊	Course # 🛓	Schedule First ♦	Don't Schedule 🛊	Term		Inclusion 🛓	Alterna	te Course 1 🛔		Alternate Course 2 🛓	Alternate Cour	se 3 🛔
								V							
-		BASKETBALL (1503		1503310						Weight	t Train 1 (1501.	🔻	TENNIS 1 (1504500)		
-		CHEM 1 (2003340)		2003340 ()											[
-		US HIST (2100310)		2100310 ()				V				V			
-		GEO (1206310)		1206310 ()				V				V			
-		Spanish 2 (0708350)		0708350											[
-		2-D Studio Art 1 (010 🔽		0101300				•		Band 1	(1302300)	V	CHORUS 1 (1303300)		
-		Eng 2 (1001340)	1.00	1001340				▼				V			

Above the requests table, the number of requests and alternates are displayed. The total number of credits and units requested are also displayed. The units are calculated based on the course length set on the course: Full Year is 1 unit; Semester is .5 units, etc. The credits for each course pull from the Course Catalog:

Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.

Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.

Other states: It will only refer to the column Total Credit in the Course Catalog. If there is a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.

		4 Alternates d 6.50 Units							Prior Primary School:	2023-2024 (Grade 09) Wi	ndy High School
									Approved b	y Counselor: 🗆 Locked fo	or Students: 🗆
Expo	ort 🖺 🖁	Filter: ON Tog	gle Columns)							Save
		•	•	•	-		•		•	•	•
		Course 🛓	Credits 🛔	Course # 🛓	Schedule First 븆	Don't Schedule ♦	Term 🛔	Inclusion	Alternate Course 1 🛔	Alternate Course 2 🛔	Alternate Course 3
-		Eng 2 (1001340)	1.00	1001340 (j)							
-		2-D Studio Art 1 (010 🔽	1.00	0101300					Band 1 (1302300)	CHORUS 1 (1303300)	
-		Spanish 2 (0708350)	1.00	0708350 ()							
-		GEO (1206310)	1.00	1206310 (ĵ)						T	
-		US HIST (2100310)	1.00	2100310 ()							
-		CHEM 1 (2003340)	1.00	2003340 (j)							
-		BASKETBALL (1503	0.50	1503310					Weight Train 1 (1501 🔽	TENNIS 1 (1504500)	

A barcode scanner can be used to add course requests. In the blank row at the top of the screen, click the Course pull-down and then scan each course number one by one.The row is automatically submitted and saved after scanning each course number.

Editing Requests

At the top of the screen, edit any of the course request fields as needed and click **Save**.

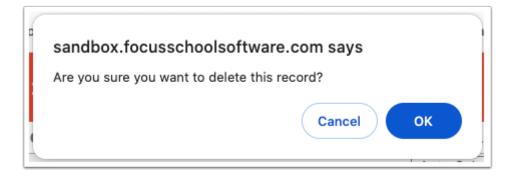
		4 Alternates d 6.50 Units							Prior Primary School:	2023-2024 (Grade 09) Wi	ndy High School
00	realts An	a 6.50 Onits							Approved b	y Counselor: 🗌 Locked fo	or Students: 🗆
Ехро	ort 🖺 🖥	Filter: ON Togg	gle Columns]							Save
		•	•	•		-	•	-	•	•	•
		Course 🛓	Credits 븆	Course # 븆	Schedule First	Don't Schedule ∳	Term 🛔	Inclusion	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3
									V		
-		Eng 2 (1001340)	1.00	1001340							
-		2-D Studio Art 1 (010 🔻	1.00	0101300	0				3-D Studio Art 2 (010 🔻	CHORUS 1 (1303300)	
-		Spanish 2 (0708350)	1.00	0708350							
-		GEO (1206310)	1.00	1206310							
_		US HIST (2100310)	1.00	2100310							
-		CHEM 1 (2003340)	1.00	2003340					T	T	
		BASKETBALL (1503	0.50	1503310					Weight Train 1 (1501	TENNIS 1 (1504500)	

Deleting Requests Individually

1. Click the red minus sign to the left of the request.

Demo	graphic	Enrollment Schedule	Requ	ests G	rades A	bsences	Activities Referra	ls Test H			SS Choice Billing
									Auto-Schedule this Stude		Courses For All Grade Lev
Req .50 0	uests And Credits An	4 Alternates d 6.50 Units							Prior Primary	School: 2023-2024 (Grade	09) Windy High School
									App	roved by Counselor: 🗌 Lo	cked for Students: 🗌
Exp	ort 🖺 🛔	Filter: OFF Tog	gle Colum	nns							Save
		Course 🛓	Credits	Course # 🛔	Schedule First 🕏	Don't Schedule	Term 🛓	Inclusion 🛓	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3 🛓
-		Eng 2 (1001340)	1.00	1001340			T				
-		2-D Studio Art 1 (010 🔽	1.00	0101300			T		3-D Studio Art 2 (010 🔻	CHORUS 1 (1303300)	
-		Spanish 2 (0708350)	1.00	0708350							
-		GEO (1206310)	1.00	1206310 ()							
-		US HIST (2100310)	1.00	2100310 ()							
-		CHEM 1 (2003340)	1.00	2003340 ()					•	T	
-		BASKETBALL (1503 🔻	0.50	1503310 ()					Weight Train 1 (1501	TENNIS 1 (1504500)	

2. In the confirmation message, click **OK**.



The row will be grayed out.

3. Click Save to complete deletion.

emo	graphic	Enrollment Schedule	Requ	ests Gr	ades A	bsences	Activities Referra	ls Test H	istory Audit Trail Gra		SS Choice Billing
		4 Alternates							Prior Primary S	School: 2023-2024 (Grade	09) Windy High School
50 C	redits An	d 6.50 Units							Appr	oved by Counselor: 🗌 Lo	cked for Students: 🗌
Ехро	ort 🐴 🖡	Filter: OFF Tog	gle Colum	ins							Save
		Course 🛓	Credits	Course # 🛓	Schedule First 🛊	Don't Schedule ∳	Term 🛓	Inclusion 🛓	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3 🛔
										T	
		Eng 2 (1001340)	1.00	1001340 ()			•				
-		2-D Studio Art 1 (010 🔻	1.00	0101300			V		3-D Studio Art 2 (010 🔻	CHORUS 1 (1303300)	
-		Spanish 2 (0708350)	1.00	0708350							
-		GEO (1206310)	1.00	1206310 ()			T				
-		US HIST (2100310)	1.00	2100310 ()							
-		CHEM 1 (2003340)	1.00	2003340	0		V	0	The second se		
_		BASKETBALL (1503	0.50	1503310					Weight Train 1 (1501 🔽	TENNIS 1 (1504500)	

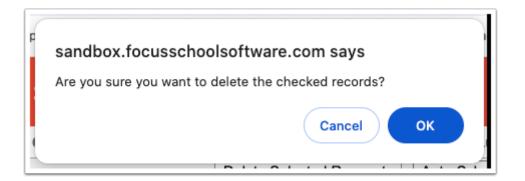
Deleting Multiple Requests

1. Select the check box next to each request to delete, or select the check box in the column header to select all the requests in the table.

2. Click Delete Selected Requests at the top of the screen.

Demog	graphic	Enrollment	Schedule	Reque	ests Gr	ades A	bsences	Activities	Referrals	Test H	istory	Audit Trail	Gra	d Communication	SSS C	hoice Billing
								Delete Se	elected Re	equests	Auto-S	Schedule this	Studen	t Include Inactive	Courses	3 For All Grade Le
		4 Alternates d 6.50 Units										Prior Prin	mary S	chool: 2023-2024 (Gra	de 09) Win	dy High School
	euris An	0.50 01113											Appro	ved by Counselor: 🗆	Locked for	r Students: 🗆
Ехро	rt 🐴 着	Filter: O	FF Tog	gle Colum	ins											Save
		Course 🛓		Credits	Course # 🛓	Schedule First	Don't Schedule 🛓	Term 🛔	1	nclusion 븆	Alterna	ite Course 1 븆		Alternate Course 2 🛓	Alterna	ate Course 3 🛔
			•												•	1
-		Eng 2 (100134	0) 🔽	1.00	1001340								V			
-	✓	2-D Studio Art	1 (010 🔻	1.00	0101300				▼		3-D St	udio Art 2 (010.	🔻	CHORUS 1 (1303300)		1
-		Spanish 2 (070	8350) 🔽	1.00	0708350											
-		GEO (1206310)	1.00	1206310											
-		US HIST (2100	310) 🔽	1.00	2100310											1
-	2	CHEM 1 (2003	340) 🔻	1.00	2003340											,
-		BASKETBALL	(1503 🔽	0.50	1503310 ()				V		Weight	t Train 1 (1501.	🔻	TENNIS 1 (1504500)		

3. In the confirmation message, click **OK**.



The selected rows will be grayed out.

4. Click **Save** to complete deletion.

	raphic	Enrollment Sche	dule Requ				Activities Referra	ls Test H	istory Audit Trail Gr Auto-Schedule this Stude		SS Choice Billing Courses For All Grade Le
		4 Alternates							Prior Primary	School: 2023-2024 (Grade	09) Windy High School
0 Cr	edits An	d 6.50 Units							Appr	oved by Counselor: 🗌 Lo	cked for Students: 🗌
Expor	t 🛐 🖥	Filter: OFF	Toggle Colun	nns							Save
	~	Course 🛓	Credits 🛔	Course # 🛔	Schedule First	Don't Schedule ↓	Term 🛓	Inclusion	Alternate Course 1 💺	Alternate Course 2 🛓	Alternate Course 3 🖕
	v	Eng 2 (1001340)	▼ 1.00	1001340 (j)			V			v	
	V	2-D Studio Art 1 (010	1.00	0101300			V		3-D Studio Art 2 (010 🔻	CHORUS 1 (1303300)	
	-	Spanish 2 (0708350)	▼ 1.00	0708350 ()			•		V		
	1	GEO (1206310)	▼ 1.00	1206310 (j)			•		V	▼	
	~	US HIST (2100310)	▼ 1.00	2100310 ()			V		V		
	1	CHEM 1 (2003340)	▼ 1.00	2003340 ()					V	▼	
		BASKETBALL (1503	▼ 0.50	1503310			T		Weight Train 1 (1501 V	TENNIS 1 (1504500)	

Auto-Scheduling the Student

The Auto-Schedule feature is used to schedule a student based on the course requests and available seats in sections.

1. Once all course requests have been entered for the student, click **Auto-Schedule this Student** at the top of the screen.

Demo	graphic	Enrollment Schedule	Requ	ests Gr	rades A	bsences	Activities Referra	ls Test H	istory Audit Trail Gra Auto-Schedule this Stude		SS Choice Billing Courses For All Grade Leve
		4 Alternates							Prior Primary S	School: 2023-2024 (Grade	09) Windy High School
50 C	realts An	d 6.50 Units							Appr	oved by Counselor: 🗆 Lo	cked for Students: 🗌
Exp	ort 🐴 📒	Filter: OFF Tog	gle Colum	nns							Save
		Course 🛓	Credits 🗳	Course # 🛓	Schedule First	Don't Schedule ↓	Term 🛓	Inclusion 🛓	Alternate Course 1 💂	Alternate Course 2 🛓	Alternate Course 3 💂
-		Eng 2 (1001340)	1.00	1001340 ()			T				
-		2-D Studio Art 1 (010 🔻	1.00	0101300			T		3-D Studio Art 2 (010 🔻	CHORUS 1 (1303300)	
-		Spanish 2 (0708350)	1.00	0708350					T	T	
-		GEO (1206310)	1.00	1206310 ()					T	T	
-		US HIST (2100310)	1.00	2100310 ()							
-		CHEM 1 (2003340)	1.00	2003340 ()						•	
-		BASKETBALL (1503	0.50	1503310 ()			T		Weight Train 1 (1501	TENNIS 1 (1504500)	

Focus will attempt to schedule the student based on the course requests and available seats in sections, and the resulting schedule will display. All scheduled courses display in the schedule section of the screen, and any unscheduled courses display at the bottom of the screen in the Unscheduled Requests section.

						85.7		inished requests fill	ed.							
Demo	graphic Enroll	Iment Schedule	e Requests	Grades	Absences	Activiti	es Re	eferrals Te	st Hi	story Audit	Trail Gr	ad Com	munication S	SS Choice	Billing	
Effect	ive Date: Augus	st 🗸 12 🗸 2024	v ■□Include In	active Cours	50S			🖨 Pri	int Scl	hedule	ourse List	Week	v Planner	ow Florida Field ow Vocational/W		Save
												Prior Pr	imary School: 2	2023-2024 (Grad	de 09) Wir	ndy High School
7 Clas	ses 🖪			Fu	ll Year	Semester 1	Seme	ster 2			N	lessage	Customiz	e Columns	Mass Upda	ate
7 Clas Delete	ses 🖪	Period - Teacher		Fu Course Number	Il Year S	Meeting Days	Seme Room		9	Enrolled	Dropped	Exclude from FTE	EFP Number	ELL Instructional Model	Mass Upda Class Minutes Weekly	FTE
Delete		Period - Teacher	. "10.00"	Course		Meeting			Ê	Enrolled Aug 12, 2024	Dropped	Exclude from		ELL Instructional Model	Class Minutes	FTE
Delete	Course		10.000	Course Number	Section	Meeting Days	Room	Term	_		Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estima

Search for a section to a	dd				
Any Subject Subject	Course Number	Course Title	Section ID Period V Any Teacher Period Teacher	✓ Full Ye Term	ar 🗸 Search
1 Unscheduled Request	Auto-Schedule this Student			Search) EE
Request	Available Seats	Sections	Has an Un-filled Alternate?	Teacher	Period
+ <u>Spanish 2</u>	210	7			

2. To manually add a section to the student's schedule for an unscheduled request, overriding the restrictions that prevented the student from being automatically scheduled, click on the request link under Search for a section to add.

Search for a section to a	dd				
Any Subject Subject	✓ Course Number	Course Title	Section ID Any Teacher	icher	Year 🗸 Search
1 Unscheduled Request	Auto-Schedule this Student			Searc	h 🔛
Request	Available Seats	Sections	Has an Un-filled Alternate?	Teacher	Period
+ <u>Spanish 2</u>	210	7			

3. In the pop-up window, click a section to add to the student's schedule.

Student Schedule

201	×	Anthony, Vernon Dudley	V
	-	00078990-11	>

Courses

14 Subjects	view/Edit this Cour	rse List Students in this Co 4 Courses		ed Requests in this Course 6 Sections	Search
Subject		Course	Course Num	Section	Available Seats
No Credit		AP SPANISH LANG & CU	0708400	Period 1 - 003 - Mateo V Alanis	32
Performing Fine Arts		AP SPANISH LIT & CU	0708410	Period 2 - 004 - Mateo V Alanis	32
Physical Education		SPANISH 1	0708340	Period 3 - 002 - Mateo V Alanis	32
Practical Arts		SPANISH 2	0708350	Period 5 - 005 - Mateo V Alanis	32
Science				Period 6 - 001 - Mateo V Alanis	32
Social Studies				Period 7 - 007 - Mateo V Alanis	32
Temp					
Vocational					
World Languages					

The selected section is added to the student's schedule.

After the student has a schedule and you want to auto-schedule the student again, you need to delete the existing schedule first.

Students Entering Requests in the Student Portal

If students are allowed to enter their own course requests, students will do so from the Class Requests screen in the Student Portal. This procedure documents the student point of view when entering course requests.

Focus will review a student's grade history and schedule to determine prerequisite requirements.

1. If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the

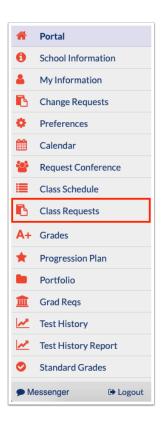
A

course and meet the requirement. The student will not need a grade history record present.

2. For a grade record to meet the prerequisite, the student must have earned credit (i.e., the Credits Earned field cannot be 0), and the grade record must be flagged for Course History.

If the district leverages extra characters on course numbers, the system will match the course numbers exactly. For example, if the prerequisite is entered with an 8-digit course number, Focus will match the full 8-digit course number when comparing schedule and grade records. However, if the district enters a prerequisite with a 7-digit course number, Focus will only match the first 7 digits.

1. Click Class Requests.



Any requests already entered by administrative staff, teachers, or the student will be displayed in the table at the top of the screen. Requests entered by administrative staff or teachers will be locked from editing by the student.

eq 0 (quests And Credits An	0 Alternates d 2.00 Units								Ap	proved by Cou	nselor: No Locke	d for Students: No
Exp	port 🐴 🕯	Filter: OFF Tog	gle Colum	ins									Sa
		Course 🛔	Credits 🛔	Course # 🛔	Term 🛔	Alternate Course 1 🛔	Alternate Course 2 🛔	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Period 🛔	Last Modified 🛓
		Eng 2 (1001340)	1.00	1001340			V	V					Weiss, Ashley Apr 10, 2024 11:1:
		GEO (1206310)	1.00	1206310		V	V	V					Weiss, Ashley Apr 10, 2024 11:1:

Students can enter requests in the table at the top of the screen or by using the Quick List at the bottom of the screen. The Quick List is organized by graduation subject. If any requests have already been entered for a graduation subject, a green check mark will display next to the subject.

2. To enter requests using the Quick List, select a course from the pull-down next to the graduation requirement.

18 Requirements	
Subject	Course(s)
English Language Arts	✓
Mathematics	V
Algebra I or equivalent	
Geometry or equivalent	
Biology or equivalent or postsecondary course identified as a biology credit	T
Equally rigorous course that counts for science credit	X
World History	
United States (American) History	US HIST (2100310)
United States (American) Government	
Economics	X
Practical Arts with artistic content	
Performing Fine Arts	
Physical Education	T T
Personal Fitness	
Norld (Foreign) Language Electives	Y
Career & Technical (excluding courses coded PA)	

3. After entering the requests in the Quick List, click **Save**.

		Save
Add a Request: Quick List		
18 Requirements		(24) (24) (24)
Subject	Cours	se(s)
English Language Arts	\checkmark	
Mathematics		
Algebra I or equivalent		▼.
Geometry or equivalent	~	V
Biology or equivalent or postsecondary course identified as a biology credit		V
Equally rigorous course that counts for science credit		CHEM 1 (2003340)
World History		
United States (American) History		US HIST (2100310)
United States (American) Government		
Economics		
Practical Arts with artistic content		
Performing Fine Arts		
Physical Education		BASKETBALL (1503310)
Personal Fitness		
World (Foreign) Language Electives		Spanish 2 (0708350)
Career & Technical (excluding courses coded PA)		
Non Credit		T

If an error is encountered, such as the prerequisites for a requested course have not been taken, a pop-up window will display with the error.

4. Click **Cancel** to close the message, and then change the request that caused the error. Click **Save**.

	_
Error: Not all of the prerequisites have been taken for SPANISH 2 (0708350)	-
mant	Cancel

Once there are no errors, the requests are added to the table at the top of the screen.

equ C	iests And redits And	0 Alternates d 2.00 Units								Approved by 0	Counselor: No Lo	ocked for Stud	lents: No
кро	rt 🐴 📒	Filter: OFF	oggle	Colum	ns								Save
		Course 💺	Cr	redits 🛊	Course # 🛔	Term 븆	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛊	Without P
			V					The second se]			
		Eng 2 (1001340)	v 1.	00	1001340		V						
		GEO (1206310)	v 1.	00	1206310		V	V		1			
-		CHEM 1 (2003340)	V		2003340		T	V	T]			
-		US HIST (2100310)	•		2100310			T]			
-		BASKETBALL (1503	•		1503310)			
-		Spanish 2 (0708350)	•		0708350					1			

5. To add alternate requests for a course, select a course in the **Alternate Course 1**, **Alternate Course 2**, and **Alternate Course 3** fields.

If a primary course request cannot be scheduled, the system will attempt to schedule the Alternate Course 1. If the Alternate Course 1 cannot be scheduled, the system will attempt to schedule the Alternate Course 2, and so on.

qı C	redits And	2 Alternates 1 2.00 Units							Approved by C	Counselor: No Lo	ocked for Stud	ents: No
φ¢	ort 🖳 🔚	Filter: OFF To	ggle Colun	nns								Save
		Course 🛓	Credits 🖨	Course # 🛊	Term 🛊	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without P
		Eng 2 (1001340)	1.00	1001340								
		GEO (1206310)	1.00	1206310		V	V		1			
-		CHEM 1 (2003340)		2003340								
-		US HIST (2100310)	1	2100310								
-		BASKETBALL (1503		1503310		Weight Train 1 (1501 🔽	PERS FIT (1501300)					
-		Spanish 2 (0708350)	1	0708350			V					

6. Click **Save** to add the course requests.

equ 0 C	ests And redits And	2 Alternates 1 2.00 Units								Approved by 0	Counselor: No Lo	ocked for Stude	ants: No
Ехро	rt 🐴 📒	Filter: OFF	Togg	le Colum	ns								Save
		Course 🛓		Credits 🛔	Course # 🛊	Term 🛔	Alternate Course 1 🛊	Alternate Course 2 🛔	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Pe
)			
		Eng 2 (1001340)	V	1.00	1001340		v						
		GEO (1206310)	V	1.00	1206310		V	V]			
-		CHEM 1 (2003340)	V		2003340)			
-		US HIST (2100310)	V		2100310		T	The second se	The second se)			
-		BASKETBALL (1503	V		1503310		Weight Train 1 (1501 🔽	PERS FIT (1501300))			
-		Spanish 2 (0708350)			0708350		V	V	V	1			

7. To add requests to the table at the top of the screen, select the **Course** to request in the blank row.

0 Cr	edits And 2	2 Alternates 2.00 Units									Approved by (Counselor: No Lo	ocked for Stud	ents: No
Ехро	t 🐴 🖶	Filter: OFF Tog	gle Colum	ns										Save
		Course	Credits 🛔	Course # 🛔	Term 🛔	Alternate Course 1 🛔		Alternate Course 2 🛓		Alternate Course 3 🛓	With Teacher	Without Teacher	With Period $\frac{\textbf{A}}{\textbf{V}}$	Without Per
		CHORUS 1 (1303300)		1303300			V		V					
		Q Filter					W		V					
	CHORUS 1 (1303300)						W		W					
-		CLASSICAL MYTHOLOG	GY (CLT150	0)			V		V	V				
-		COLLEGE ALGEBRA (M/		V		V	V							
-		COLLEGE SUCCESS (SI	LS1101)			ght Train 1 (1501.	. 🔻	PERS FIT (1501300)	V	T				
-		COMPOSITION I (ENC11	01)				V		V	V				
		COMPUTER APPLICATIO	ON (CGS1	570) - Z DE	Courses				_					
		COMPUTER APPLICATIO	ON (CGS1	570) - Z DE	Courses									Sa
ld a	Request	Concepts in Chemistry La	b (CHML0	20)										
		CONNECTION NETWOR	KS (CET2	026)										124
8 Re	quiremer	CONTEMP LITERATURE	(I IT2090)											19.5

8. Select an Alternate Request 1, Alternate Request 2, and Alternate Request 3, if desired.

	edits And	2 Alternates 1 2.00 Units						4	Approved by C	Counselor: No Lo	ocked for Stud	ents: No
хро	rt 🐴 着	Filter: OFF	ggle Colum	ins								Save
		Course 🛓	Credits	Course # 🛊	Term 🛊	Alternate Course 1 🛔	Alternate Course 2 💺	Alternate Course 3 💺	With Teacher	Without Teacher	With Period \clubsuit	Without Pe
		CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010 🔻	3-D Studio Art 2 (010 💌					
		Eng 2 (1001340)	1.00	1001340		▼		▼				
		GEO (1206310)	1.00	1206310		▼		▼				
-		CHEM 1 (2003340)		2003340				T				
-		US HIST (2100310)		2100310								
-		BASKETBALL (1503		1503310		Weight Train 1 (1501 🔻	PERS FIT (1501300)					
-		Spanish 2 (0708350)		0708350		V	V	V				

9. Press Enter to add the row.

eq D C	redits And	4 Alternates I 2.00 Units							Approved by C	Counselor: No Lo	ocked for Stud	ents: No
Ξхр	ort 🐴 岸	Filter: OFF Tog	gle Colum	ns								Save
		Course 🛓	Credits 🖨	Course # 🛔	Term	Alternate Course 1 🛔	Alternate Course 2 🛓	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Pe
-		CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010 🔽	3-D Studio Art 2 (010 🔽					
		Eng 2 (1001340)	1.00	1001340		v	V					
		GEO (1206310)	1.00	1206310		V	V					
-		CHEM 1 (2003340)		2003340								
-		US HIST (2100310)		2100310			T					
-		BASKETBALL (1503		1503310		Weight Train 1 (1501	PERS FIT (1501300)					
_		Spanish 2 (0708350)		0708350			V	▼				

10. Continue adding additional course requests as needed. Click **Save** to save the course requests.

0 Ci	redits And	4 Alternates d 2.00 Units							Approved by C	Counselor: No Lo	ocked for Stud	ents: No
хро	ort 🐴 🛔	Filter: OFF Tog	gle Colum	ns								Sav
		Course 🖕	Credits 🛊	Course # 🛔	Term 븆	Alternate Course 1 🛔	Alternate Course 2 🛔	Alternate Course 3 💺	With Teacher	Without Teacher	With Period 🛔	Without F
		The second se										
-		CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010 🔻	3-D Studio Art 2 (010 🔻					
		Eng 2 (1001340)	1.00	1001340								
		GEO (1206310)	1.00	1206310		V	V					
-		CHEM 1 (2003340)		2003340				• • • • • • • • • • • • • • • • • • •				
-		US HIST (2100310)		2100310		T	T					
-		BASKETBALL (1503 V		1503310		Weight Train 1 (1501 🔻	PERS FIT (1501300)					
-		Spanish 2 (0708350)		0708350		V	V	T				

11. To modify a request entered by the student, select a different **Course** or change the **Alternate Course 1**, **Alternate Course 2**, or **Alternate Course 3**. The rest of the fields cannot be edited by the student.

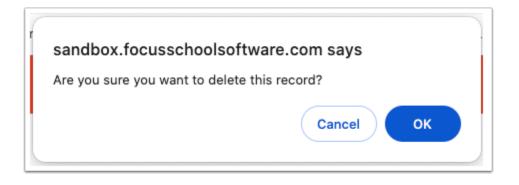
12. Click Save.

Ċ	redits And	4 Alternates 1 6.50 Units Filter: ON Togg	ile Col	lumns										Ар	proved by v	Jouns	selor: NO LOCKE	d for Students: N
		•	0	T	•	()	•		(•] (•	0	T	0	▼ (•	
Τ		Course 🛊	Credi	its 🖨	Course # 🛊	Term	Alternate Course 1 🛊	Alternate Course 2 💂	4	Alternate Course 3 🛊	٧	With Teacher	Without	Teacher	With Perio	d 🌲 🛝	Without Period 🛊	Last Modified 🛊
)							
		Eng 2 (1001340)	1.00		1001340			V		V]							Weiss, Ashley Apr 10, 2024 11:1
		GEO (1206310)	1.00		1206310		V	V		Y								Weiss, Ashley Apr 10, 2024 11:1
•		CHEM 1 (2003340)	1.00		2003340)							Adams, Elodia Apr 10, 2024 11:2
•		US HIST (2100310)	1.00		2100310)							Adams, Elodia Apr 10, 2024 11:2
•		BASKETBALL (1503	0.50		1503310		Weight Train 1 (1501	PERS FIT (1501300))							Adams, Elodia Apr 10, 2024 11:2
•		Spanish 2 (0708350)	1.00		0708350						1							Adams, Elodia Apr 10, 2024 11:2
		CHORUS 1 (1303300)	1.00		1303300		2-D Studio Art 2 (010 V	CERAM/POT 1 (0102 V										Adams, Elodia Apr 10, 2024 11:2

13. To delete a request entered by the student, click the red minus sign next to the course.

Qu	redits And	d 4 Alternates nd 6.50 Units								4	Approved by Co	unselor: No Lock	ed for Students: N
φo	ort 📳 (Filter: OFF Tog	gle Colum	ns									S
		Course 🛓	Credits 🛔	Course # 🛓	Term 🛔	Alternate Course 1 🛓	Alternate Course 2 🛓	Alternate Course 3 🛓	With Teacher	Without Teacher	With Period 🛓	Without Period 🛓	Last Modified 🛓
Τ													
		Eng 2 (1001340)	1.00	1001340		V	V	V					Weiss, Ashley Apr 10, 2024 11:1
		GEO (1206310)	1.00	1206310		V	V	V					Weiss, Ashley Apr 10, 2024 11:1
1		CHEM 1 (2003340)	1.00	2003340									Adams, Elodia Apr 10, 2024 11:2
•		US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:2
•		BASKETBALL (15033 V	0.50	1503310		Weight Train 1 (15013 🔻	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:2
•		Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:2
		CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101 🔻	CERAM/POT 1 (0102 🔽						Adams, Elodia Apr 10, 2024 11:2

14. In the confirmation message, click **OK**.



The row will be grayed out.

15. Click **Save** to complete deletion.

equ C	redits And	1 4 Alternates nd 6.50 Units								A	pproved by Co	unselor: No Locke	ed for Students: N
хро	ort 🖳	Filter: OFF Togg	le Colum	15									s
		Course 🖕	Credits 🛓	Course # 🛓	Term 🛔	Alternate Course 1 🛔	Alternate Course 2 🛔	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Period 븆	Last Modified 🛓
		Eng 2 (1001340)	1.00	1001340		V	V	V					Weiss, Ashley Apr 10, 2024 11:1
		GEO (1206310)	1.00	1206310		V	V	V					Weiss, Ashley Apr 10, 2024 11:1
		CHEM 1 (2003340)	1.00	2003340		T	V	V					Adams, Elodia Apr 10, 2024 11:20
-		US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20
-		BASKETBALL (15033 🔻	0.50	1503310		Weight Train 1 (15013 🔻	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20
•		Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20
-		CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101 🔽	CERAM/POT 1 (0102 🔽						Adams, Elodia Apr 10, 2024 11:24

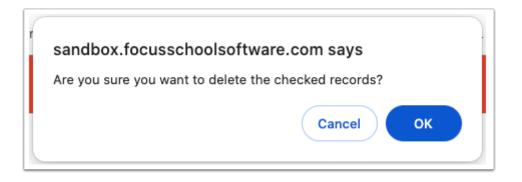
16. To delete multiple requests, select the check box next to each request to delete.

Approved by Counselor: No Locked for Students: No Locked for Students: No													
Sport 📓 🥃 Filter: OFF Toggle Columns													
		Course 🛓	Credits 🛔	Course # 🛔	Term 🛔	Alternate Course 1 🛔	Alternate Course 2 🛔	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Period 🛔	Last Modified 🛔
		Eng 2 (1001340)	1.00	1001340		v	V	V					Weiss, Ashley Apr 10, 2024 11:1
		GEO (1206310)	1.00	1206310		V		V					Weiss, Ashley Apr 10, 2024 11:1
		US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:2
		BASKETBALL (15033	0.50	1503310		Weight Train 1 (15013 🔻	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:2
I		Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:2
l		CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101 🔻	CERAM/POT 1 (0102 🔻						Adams, Elodia Apr 10, 2024 11:24

17. Click Delete Selected Requests at the top-right corner of the screen.

equests And 4 Alternates 0 Credits And 6.50 Units Approved by Counselor: No Locked for Students:												ed for Students: No	
		Course 🛊	Credits 🖨	Course # 🛔	Term 🛔	Alternate Course 1 🛓	Alternate Course 2 🛔	Alternate Course 3 🛓	With Teacher	Without Teacher	With Period 🛔	Without Period 🖕	Last Modified 🛓
T		V											
		Eng 2 (1001340)	1.00	1001340		V	Y	Y					Weiss, Ashley Apr 10, 2024 11:1:
		GEO (1206310)	1.00	1206310			V						Weiss, Ashley Apr 10, 2024 11:1:
•		US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20
		BASKETBALL (15033 🔻	0.50	1503310		Weight Train 1 (15013 🔻	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20
•		Spanish 2 (0708350)	1.00	0708350			V						Adams, Elodia Apr 10, 2024 11:20
		CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101 🔻	CERAM/POT 1 (0102 🔻						Adams, Elodia Apr 10, 2024 11:24

18. In the confirmation message, click **OK**.



The selected rows will be grayed out.

19. Click **Save** to complete deletion.

lequests And 4 Alternates O Credits And 6.50 Units O Credits And 6.50 Units													
bport 🛐 븛 Filter: OFF Toggle Columns											[
		Course 🖕	Credits 🛔	Course # 🛔	Term 💂	Alternate Course 1 🖕	Alternate Course 2 🛔	Alternate Course 3 🛔	With Teacher	Without Teacher	With Period 🛔	Without Period 🛓	Last Modified 🛔
Ι													
		Eng 2 (1001340)	1.00	1001340			V	V					Weiss, Ashley Apr 10, 2024 11:
		GEO (1206310)	1.00	1206310			V	V					Weiss, Ashley Apr 10, 2024 11:
		US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:
		BASKETBALL (15033 🔻	0.50	1503310		Weight Train 1 (15013 🔻	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:2
	~	Spanish 2 (0708350) 🔻	1.00	0708350									Adams, Elodia Apr 10, 2024 11:2
		CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101 🔻	CERAM/POT 1 (0102 V						Adams, Elodia Apr 10, 2024 11:

Mass Requests

On the <u>Mass Requests</u> screen, the Elective Priority field on the Add and Replace tabs 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.

Alternate AP CAL	CULUS AB (1202310) CULUS BC (1202320)	Choose	With Teacher	
Alternate AP CAL	CULUS BC (1202320)	Chaora		
lequest(s) to Add		Choose	With Period	N/A V
request(s) to Add		Choose	Without Teacher	N/A
nclusion		Choose	Without Period	N/A

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

Add C	Drop	Replace			
Request(s) to	Add	2-D Studio Art 1 (0101300), 3-D Studio Art 2 (0101340)	Choose	With Teacher	N/A
Alternate Request(s) to	Add	▼	Choose	With Period	N/A
Request(s) to	Auu	Y		Without Teacher	N/A 🔻
Inclusion			Choose	Without Period	N/A V
Inclusion					