



MyEducationBC

Scheduling Module 5

Online Student Course Requests

March 2015 v1.3

Version History

Version	Date	Description
1.0	3 Feb 2015	Initial version
1.1	9-Feb-2015	Addition of linked courses and update on next school
1.2	20-Feb-2015	Additional information on academic tracks and grade levels
1.3	12-Mar-2015	Updated screenshot in section 1.2.1

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1.0 Online Student Course Requests

If students in your district can log on to the Student portal to view their academic information, they can enter course selections for the coming school year. Automating student requests means you don't have to manually add student course requests in order to build your master schedule for the next school year.

Schools define course selection sheets (academic tracks) for different grade levels by subject area (track selection). Students make their course selections in the Student portal. Parents/Guardians with family portal access can monitor their child's selections. Counselors and administrators can see and approve their requests in the School view.

1.1 Preferences and Setup

Pre-planning at the district and school levels prior to using online student course requesting is essential. Some important areas to consider are:

- Will the district and/or schools accommodate more than one academic track type and for what purpose(s)? It is recommended that districts and schools use the one, Standard academic track type provided.
- Who will manage the Academic Track Selection Subject Area reference codes? Both the district and the schools can create their own subject area codes. It is recommended that the subject area codes be created and managed at the district level for the schools to use. It is further recommended that the subject area codes created match the Enterprise course departments as this will make setup much easier.
- Agreement should be reached as to processes regarding the copying of academic tracks among schools in the district. It is recommended that this process be managed at the district level.
- Student and parent/guardian user accounts and management. This topic is beyond the scope of Module 5 but must be included in district/school planning for online student course requests.
- At the school level, decisions will have to be made regarding the assigning of required courses when using online course requests. It is recommended that where students will be doing their course requests online, all required courses be assigned within the setup of track selection.
- At the school level, decisions with regard to the number of maximum and minimum subject area selections will have to be determined for meaningful parameters.
- At the school level, decisions will have to be made regarding when to open the online course selection window and for which grades. Schools may choose to space the online access for grades such that perhaps students going into grade 12 have access first, 11's next and so on.

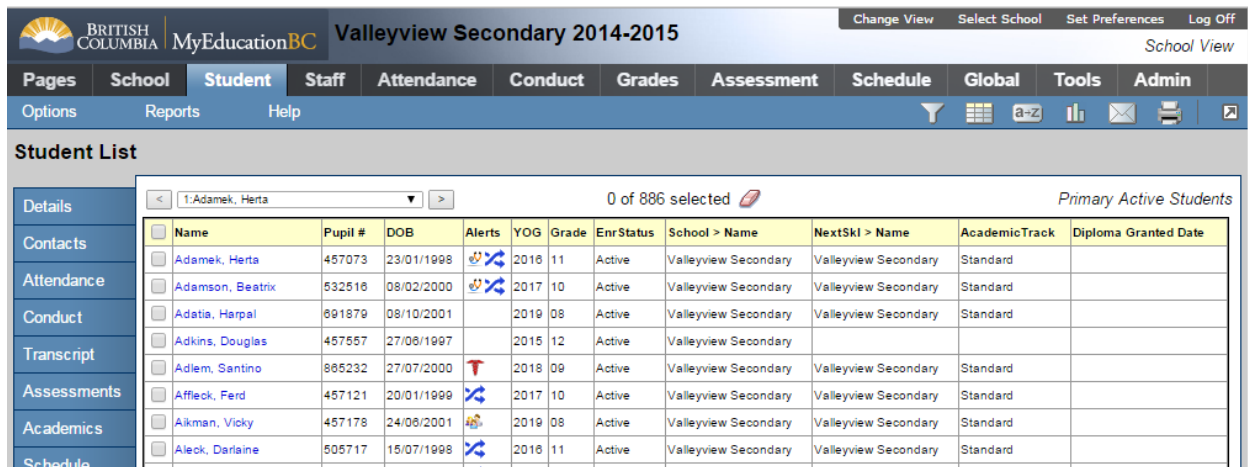
1.1.1 Online Student Course Request Checklist

Preparing for student online course requests should follow the order of the checklist provided below.

- Course catalogues for next school year complete
- Build year context set in school details
- Assign students' Next School
- Assign students' Academic Track (type) – Standard (can only do so for Primary students)
- Create or Copy Academic Track – School Course Selections Outline
- Build Track Selections – Subject Areas
- Create/distribute/manage student/parent accounts for portal access
- Optional: Create school “Leading to Graduation” Page

In order to enable students' ability to do online course requests, the school course catalogue must be established for the build year (School View > Schedule > Courses, filter for Build Year) and the build year context must be set (School View > School > Setup > Details).

Students will need their Next School assigned and should also have their Academic Track type (Standard) set. This is done in the School View > Student list, using the Pre-transition field set. Both of these fields are mass updateable and can also use modify list. Note that the Academic Track type field is not available from within the student's details screen.

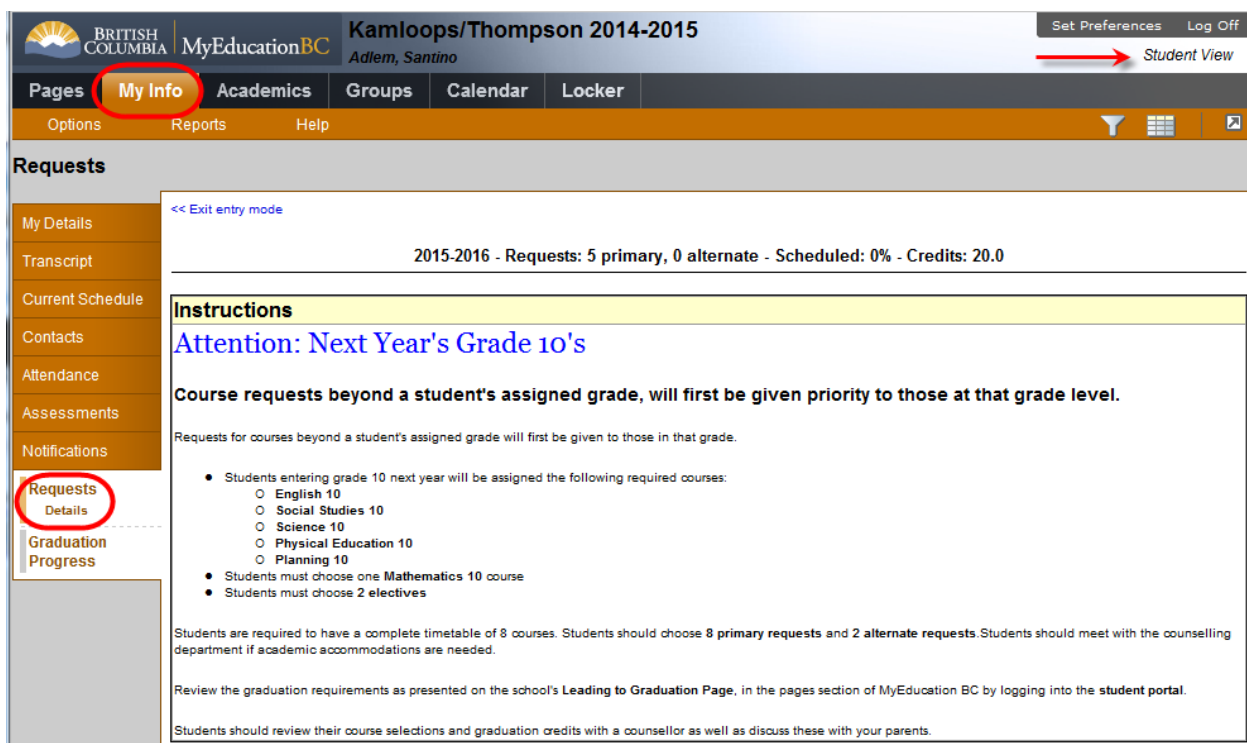


	Name	Pupil #	DOB	Alerts	YOG	Grade	EnrStatus	School > Name	NextSki > Name	AcademicTrack	Diploma Granted Date
<input type="checkbox"/>	Adamek, Herta	457073	23/01/1998		2016	11	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Adamson, Beatrix	532516	08/02/2000		2017	10	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Adatia, Harpal	891879	08/10/2001		2019	08	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Adkins, Douglas	457557	27/06/1997		2015	12	Active	Valleyview Secondary			
<input type="checkbox"/>	Adlem, Santino	885232	27/07/2000		2018	09	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Affleck, Ferd	457121	20/01/1999		2017	10	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Aikman, Vicky	457178	24/06/2001		2019	08	Active	Valleyview Secondary	Valleyview Secondary	Standard	
<input type="checkbox"/>	Aleck, Darlaine	505717	15/07/1998		2016	11	Active	Valleyview Secondary	Valleyview Secondary	Standard	

1.2 Student Portal and Course Requests

Students will find doing online course requests very easy and it will save an enormous amount of time for data entry from course request sheets. Initial setup will be time consuming, however once complete it will carry over from one year to the next with very little modification likely necessary.

Logging on to the portal, students will find course requests from My Info > Requests. The view defaults to the entry mode for course selection. Students can toggle to the request view mode by clicking on Exit entry mode, but this latter view is a read only window. Within the entry mode window students will find the Instructions block at the top of the window. Above this is a line indicating the next school year for which the requests are made, the number of primary and alternate requests selected, the percent scheduled and the total credits.



The screenshot shows the MyEducationBC student portal for Kamloops/Thompson 2014-2015. The user is logged in as Adlem, Santino. The navigation menu includes Pages, My Info (circled in red), Academics, Groups, Calendar, and Locker. Below the navigation, there are links for Options, Reports, and Help. The main content area is titled "Requests" and displays the following information:

- << Exit entry mode
- 2015-2016 - Requests: 5 primary, 0 alternate - Scheduled: 0% - Credits: 20.0
- Instructions**
- Attention: Next Year's Grade 10's**
- Course requests beyond a student's assigned grade, will first be given priority to those at that grade level.**
- Requests for courses beyond a student's assigned grade will first be given to those in that grade.
- Students entering grade 10 next year will be assigned the following required courses:
 - English 10
 - Social Studies 10
 - Science 10
 - Physical Education 10
 - Planning 10
- Students must choose one **Mathematics 10** course
- Students must choose 2 **electives**

Additional instructions state: "Students are required to have a complete timetable of 8 courses. Students should choose 8 primary requests and 2 alternate requests. Students should meet with the counselling department if academic accommodations are needed." and "Review the graduation requirements as presented on the school's Leading to Graduation Page, in the pages section of MyEducation BC by logging into the student portal. Students should review their course selections and graduation credits with a counsellor as well as discuss these with your parents."

1.2.1 Primary Requests

The middle blocks display the primary requests and the alternate requests. Primary requests refer to the student's first choice course selections. These requests are broken down into subject areas. It is recommended that the subject areas match the Enterprise course departments. In the screenshot captures for this student going into grade 10, students are directed to have 8 primary requests and 2 alternate requests. Of the 8 primary requests, 5 of these are required and have been assigned as such; students cannot change these. Clicking on the select button of required courses will display the course with a greyed out check box and the status of Required.

Subject area	English Language Arts
Instructions	Stuents are automatically placed into English 10.

1 of 1 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MEN-10	ENGLISH 10	Regular	4.0		Required

OK Cancel

Students in this example must however select 1 Mathematics and 2 optional, primary requests. Some subject areas may be configured to allow for the selection of direct alternates.

Subject area	Fine Arts
Instructions	Students must choose at least one Fine Arts or Applied Skills course.

1:10 | MDNC-10 0 of 13 selected

Select	CourseNumber	CourseDescription	Level	Credit	Prerequisite	Status	Alternate 1
<input type="checkbox"/>	MDNC-10	DANCE 10: CHOREOGRAPHY		4.0			
<input type="checkbox"/>	MDNG-10	DANCE 10: GENERAL		4.0			
<input type="checkbox"/>	MDNP-10	DANCE 10: PERFORMANCE		4.0			
<input type="checkbox"/>	MDRD-10	DRAMA 10: THEATRE PRODUCTION		4.0			
<input type="checkbox"/>	MDRG-10	DRAMA 10: GENERAL		4.0			
<input type="checkbox"/>	MDRR-10	DRAMA 10: THEATRE PERFORMANCE		4.0			
<input type="checkbox"/>	MMCB-10	MUSIC 10: CONCERT BAND		4.0			
<input type="checkbox"/>	MMCC-10	MUSIC 10: CONCERT CHOIR		4.0			
<input type="checkbox"/>	MMG-10	MUSIC 10: GENERAL		4.0			
<input type="checkbox"/>	MMGR-10	MUSIC 10: GUITAR		4.0			

OK Cancel

Making a course selection is done by clicking on the select button and following the subject area instructions provided. Students click in the subject(s) of their choice and click OK.

Subject area	Mathematics
Instructions	Students must choose one Mathematics course at the grade 10 level.

1 of 5 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequis
<input checked="" type="checkbox"/>	MAWM-10	APPRENTICESHIP AND WORKPLACE MATH 10	Regular	4.0	
<input type="checkbox"/>	MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Regular	4.0	
<input type="checkbox"/>	MAWM-11	APPRENTICESHIP AND WORKPLACE MATH 11	Regular	4.0	
<input type="checkbox"/>	MPREC11	PRE-CALCULUS 11	Regular	4.0	
<input type="checkbox"/>	MFOM-11	FOUNDATIONS OF MATHEMATICS 11	Regular	4.0	

OK Cancel

1.2.2 Alternate Requests

The students in this example will then also select 2 alternate requests from the Alternate requests block. These requests provide the load engine of the builder (and counsellors) the means of filling a student’s timetable should they not be scheduled into all of their primary requests. It is recommended that alternate requests use the subject area, Electives. This subject area is then populated with the grade appropriate choices for alternates; these can include any of the courses also found within subject areas for primary requests.

Primary requests					
Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit	
Select... English Language Arts	MEN-10	ENGLISH 10	N	4.0	
Select... Mathematics					
Select... Sciences	MSC-10	SCIENCE 10	N	4.0	
Select... Social Studies	MSS-10	SOCIAL STUDIES 10	N	4.0	
Select... Health and Career Ed	MPLAN10	PLANNING 10	N	4.0	
Select... Physical Education	MPE-10--	PHYSICAL EDUCATION 10	N	4.0	
Select... Applied Skills					
Select... Fine Arts					
Select... Info Tech					
Select... Languages					

Alternate requests					
Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit	
Select... Electives					

1.2.3 Notes for Counselor

There is a field for students to include notes for the counsellor. It is recommended that students be encouraged to speak to a counsellor. This area may be a good means of making a request to discuss the student's choices with their counsellor. There is no automated feature to notify the counsellor. The note is viewable as the student's requests are reviewed.

1.2.4 Posting

Once the student has completed their course selection they should click on the Post button at the bottom of the window. Note that all selections are automatically saved, but posting will time stamp the submission.

Notes for counselor

Post
Last posted time: 02/02/2015 11:00 AM
Approved time:

1.3 Parent Portal

Student contacts identified as parents or guardians and who have family portal access checked in their details and have a user account, will have access to the course selection window. From Family View > Family > Schedule > Requests, parents will not only be able to view their child's course requests but they have the ability to make selections and changes on behalf of their children in the same way as the student can.

2.0 Academic Tracks

Academic tracks, is the term used in MyEducation BC that refers to the school course selections outline for online student course requests. This is analogous to the student course request sheets common in a paper-based course selection process used in many schools.

Terminology used in MyEducation BC online student course requests can be confusing. The following will help to address this.

- **Academic Track Type:** Currently in MyEducation BC there is one track type, Standard. Students must be assigned an academic track type for online course requesting. This is confusing as the field name presented from the student list > Pre-transition field set is called Academic Track and not *type*. As we do not place students into academic tracks, the one type should be all that is necessary. Academic Track Type codes are defined in the reference tables, School View > Admin > Reference Tables > Academic Track Type > Codes.

- Academic Tracks: This term refers to the school course selections outline. Schools should only require one academic track as the outline will encompass each grade, the instructions as well as the subject areas and courses contained within.
- Track Selections: Track selections are the grade level subject areas and the courses within each from which students make their selections.
- Subject Areas: It is recommended that subject areas be defined at the district level to be used by each school. These are created in the reference table > Academic Track Selection Subject Area.

2.1 Define Academic Tracks – School Course Selections Outline

An academic track defines a set of possible course selections available to a specific group of students. They are analogous to the colored course selection sheets common in a paper-based course selection process. Define an academic track and courses that students can or must complete when assigned to that track.

To define an academic track / Creating the course selections outline

From School View > Schedule > Academic Tracks, go to Options > Add.

Academic tracks can be copied; however, more than one track type would have to exist in order for this to be useful. To copy an existing track, select the track and click Details. On the Options menu, click Copy. Type a number to indicate the number of copies of the track you want to make. Generally, a single academic track should suffice.

The Academic Track page appears:

The screenshot shows the 'Academic Tracks' page for 'Valleyview Secondary Course Selections'. The form includes the following fields:

- Name: Valleyview Secondary Course Selections
- Type: Standard
- Minimum credit: 16.0
- Maximum credit: 60.0
- Secondary student only:

The 'Grade Levels' section contains the following instructions:

Attention: Next Year's Grade 9's

- Students entering grade 9 next year will be assigned the following required courses:
 - English 9
 - Social Studies 9
 - Science 9
 - Physical Education 9
 - Mathematics 9
 - French 9
- Students must choose 2 electives

Students are required to have a complete timetable of 8 courses. Students should choose 8 primary requests and 2 alternate requests. Students should meet with the counselling department if academic accommodations are needed. Review the graduation requirements as presented on the school's Leading to Graduation Page, in the pages section of MyEducation BC by logging into the student portal. Students should review their course selections and graduation credits with a counsellor as well as discuss these with your parents.

Attention: Next Year's Grade 10's

Course requests beyond a student's assigned grade, will first be given priority to those at that grade level.

Students are required to have a complete timetable of 8 courses. Students should choose 8 primary requests (32 credits) and 2 alternate requests (8 credits) Students should meet with the counselling department if academic accommodations are needed.

- Students entering grade 10 next year will be assigned the following required courses:
 - English 10
 - Social Studies 10
 - Science 10
 - Physical Education 10
 - Planninn 10

- A name is required for the academic track. In the example above, this track is named Valleyview Secondary Course Selections.
- Type is also a required field. Typically as discussed above there will only be the one type, Standard.

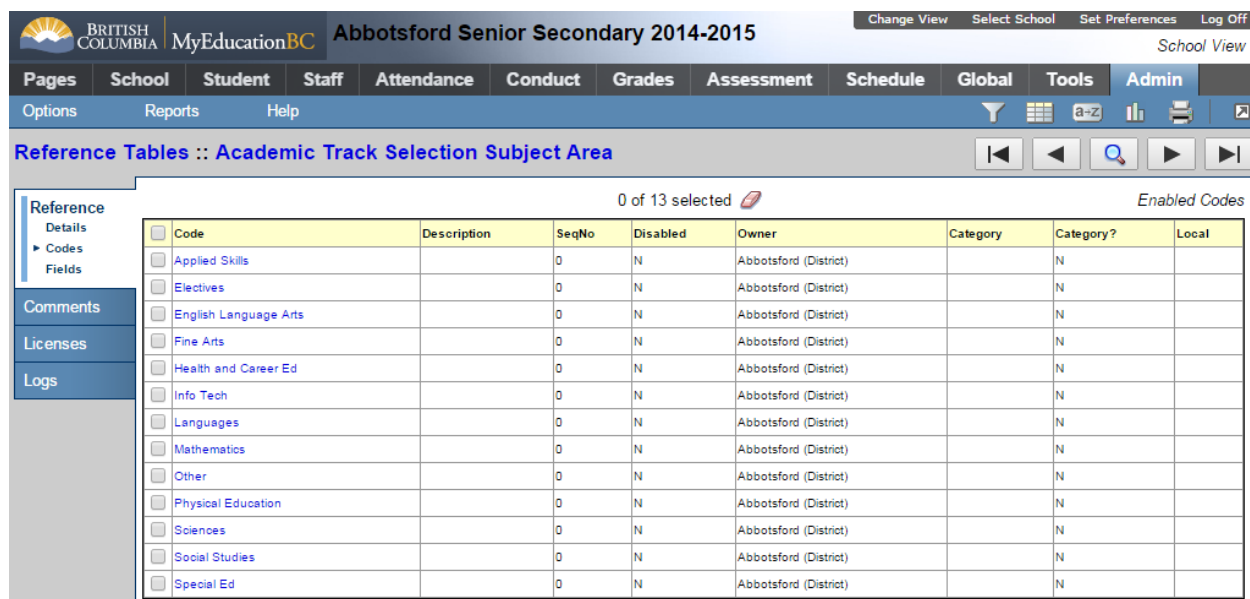
- A minimum and maximum number of credits can be set for students. Users are cautioned that this applies to all students using online course requests; some students might only be selecting a few courses. For those needing only one or two courses it would likely be preferable for them to see a counsellor and have their requests manually entered.
- Click the Secondary student only check box if checkbox if this selection sheet is for incoming secondary students only.
- Use the Grade Levels area of the page to include all the grade levels that are part of the current track. Click Add to add a grade level, and do the following:
 - Click the drop-down to select a grade in the grade level column.
 - Type the instructions that appear for students in that grade level on their Requests page in the Student Portal.
 - In the StartDate and EndDate columns, define the date range in which students in this grade level can use the Student Portal to make their course selections.

Note: The Grade Level selected is for next year's grade as illustrated in the preceding screen capture.

2.2 Track Selections – Subject Areas

Track selections are used to define the subject areas and courses within each, for a given grade that a student is allowed to choose from. Subject areas are defined in the ReferenceTables > Academic Track Selection Subject Area > Codes. Subject area codes should be created at the district level.

Schools may wish to determine the order in which subject area selections appear in the student request window. By default, codes are displayed in the portal alphabetically and all have a sequence number of 0. School users can define the order of appearance by determining the sequence number of each code. This is set from within the details of each code or can be set from the Codes view in the default field set shown below. The SeqNo field can be set using Modify List. A sequence number value of zero is the highest.



Code	Description	SeqNo	Disabled	Owner	Category	Category?	Local
<input type="checkbox"/> Applied Skills		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Electives		0	N	Abbotsford (District)		N	
<input type="checkbox"/> English Language Arts		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Fine Arts		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Health and Career Ed		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Info Tech		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Languages		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Mathematics		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Other		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Physical Education		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Sciences		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Social Studies		0	N	Abbotsford (District)		N	
<input type="checkbox"/> Special Ed		0	N	Abbotsford (District)		N	

2.2.1 To define track selections/subject areas:

From School View > Schedule > Academic Tracks, select your academic track. This won't be necessary if you only have one. Then click on the Track Selections side tab > Options > Add.

From the new academic track selection page:

- Select the grade level for this track selection/subject area, required.
- Set a sequence number here or from the field set if you wish to order the subject area selections.
- Use the drop-down list to select the subject area.
- Name can be the same as the subject area
- Determine the maximum and minimum selections students can make in this subject area. Note that maximum is above the minimum on the page.

- For Alternate Requests, the lower block found on the student course request entry screen, check Alternate only.
- Force Recommendations – leave blank
- Allow direct alternates is useful for non-academic selections where students have a lot of choice. For example, in Fine Arts if the student doesn't get Dance, then choose Drama as a direct alternate choice.
- Complete the instructions field for this subject area. The text editor allows for many presentation options.

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2014-2015 School View

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Academic Tracks :: Valleyview Secondary Course Selections :: New Academic Track Selection

Master Save Cancel Default Template

Schedules

Courses

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

 Details

 ▶ Track Selections

Recommendation Controls

Preferences

Instructions

Type			
Grade level *	🔍		
Sequence number	<input type="text" value="1"/>	Alternate only	<input type="checkbox"/>
Subject area	<input type="text"/>	Force recommendation	<input type="checkbox"/>
Name	<input type="text"/>		
Maximum selection *	<input type="text" value="0"/>	Allow direct alternates	<input type="checkbox"/>
Minimum selection *	<input type="text" value="0"/>		

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2.2.2 Course Selections

The lower block of the track selection page is where the user adds the courses to the track selection/subject area.

Clicking on Multi-Add and selecting the Department field; then doing Control-F and querying for the given department, allows for a much quicker means of choosing the courses.

<input type="checkbox"/>	CrsNo	Description	Department ▲	Level	GrdLvl
<input type="checkbox"/>	MEN-08	ENGLISH LANGUAGE ARTS 8	English	Regular	08
<input type="checkbox"/>	MEN-09	ENGLISH LANGUAGE ARTS 9	English	Regular	09
<input type="checkbox"/>	MEN-10	ENGLISH 10	English	Regular	10
<input type="checkbox"/>	MEN-11	ENGLISH 11	English	Regular	11
<input type="checkbox"/>	MEN-12	ENGLISH 12	English	Regular	12
<input type="checkbox"/>	MLIT-12	ENGLISH LITERATURE 12	English	Regular	12
<input type="checkbox"/>	MWR-12	WRITING 12	English	Regular	12
<input type="checkbox"/>	AAR-12	AP HISTORY OF ART 12	Fine Arts	Regular	12
<input type="checkbox"/>	MAF-11	ART FOUNDATIONS 11	Fine Arts	Regular	11
<input type="checkbox"/>	MAF-12	ART FOUNDATIONS 12	Fine Arts	Regular	12

Users can re-order the selection of courses by dragging and dropping from the “stack” icon next to the sequence number.

Course Selections

	SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
<input type="checkbox"/>	30	MFOM-11	FOUNDATIONS OF MATHEMATICS 11	N	N	N	
<input type="checkbox"/>	40	MPREC11	PRE-CALCULUS 11	N	N	N	
<input type="checkbox"/>	50	MAWM-11	APPRENTICESHIP AND WORKPLACE MATH 11	N	N	N	

Add Multi-Add... Delete

Clicking on the hyperlinked SeqNo enables editing of the course record. Users are presented with the following editable fields:

Course Selections

	SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
<input type="checkbox"/>	10	MEN-10	ENGLISH 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Multi-Add... Delete

Save Cancel

- **SeqNo:** This can be changed to re-order the presented list of courses.
- **Course Number / Course Description:** Do not change these here as it will break the link to the courses in the catalogue and a blue exclamation mark will appear next to the

course code as a result. It is recommended to delete the unwanted course and select the correct one rather than changing a code and/or name.

- **Required:** This is checked if the course is required, displaying for the student but not allowing any changes to be made.
- **Default:** Check this setting if you want the current course to be selected by default; however, the student can change this request if they wish.
- **NeedApproval:** This is just a flag that indicates to the student that they need approval from a counselor; it does not stop them from requesting the course.
- **LinkedCourseNumbers:** This is a very powerful feature that allows the user to link courses when requesting one of a pair (or more). In the LinkedCourseNumbers field, type the code of the course or courses to be linked using a comma to separate when more than one course is linked. In example below, students who request MAT--12, Automotive Technology 12 must also take MAST-2A, Automotive Service Technician 12. When the latter is linked to the former, a request for one automatically assigns both requests..

Course Selections						
SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
<input type="checkbox"/> 10	MAC-11	ACCOUNTING 11	N	N	N	
<input type="checkbox"/> 20	MACC-12	ACCOUNTING 12	N	N	N	
<input type="checkbox"/> 30	MAST-2A	AUTOMOTIVE SERVICE TECHNICIAN 1 12A	N	N	N	
<input type="checkbox"/> 40	MAT--11	AUTOMOTIVE TECHNOLOGY 11	N	N	N	
<input checked="" type="checkbox"/> 50	MAT--12	AUTOMOTIVE TECHNO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAST-2A

Below is the Request page as viewed by the student.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select... English Language Arts				
Select... Mathematics				
Select... Sciences				
Select... Social Studies				
Select... Applied Skills	MAST-2A	AUTOMOTIVE SERVICE TECHNICIAN 1 12A	N	4.0
Select... Fine Arts	MAT--12	AUTOMOTIVE TECHNOLOGY 12	N	4.0

2.3 Copy Academic Tracks and Track Selections

If your school or another school in your district has created an academic track that would be helpful to share, you can make copies and push them to other schools, or pull other school tracks to your school.

It is recommended that the copying of academic tracks be done at the district level as this can be either a push or pull option. It is worth noting that when using this feature, both the academic tracks selected and the accompanying track selections are also copied. This will allow districts to set up one school and then copy the setup to other schools.

2.3.1 To copy academic tracks between schools:


From School View > Schedule > Academic Tracks go to Options > Copy. The Copy Academic Tracks dialog box appears.

Name	Type
<input type="checkbox"/> Valleyview Secondary Course Selections	Standard

- Copy Mode allows for the push or pull of academic tracks
- Destination/Source School(s) gives the user the ability to select multiple schools in the district.
- The Name block identifies available academic tracks.
- Be sure to check, Exclude courses missing from school course catalog to avoid copying courses that may not exist or wish to be offered at the selected school(s).

Note: When copying Academic Tracks, schools acquiring copies must review all areas of academic tracks to ensure that they meet the school’s requirements.

Appendix A: Academic Track Selections – Definitions

Field	Description
SeqNo	<p>Type the sequence number. This number determines where the course appears on the Student Request entry page. If you do not determine sequence numbers, the system lists courses by course number.</p> <p>Click the  to drag and drop the courses in the order you want them within the list. If a course number no longer exists in the school's course catalog, an exclamation point appears next to the SeqNo.</p>
Course Number / Course Description	Type the course number and course description.
Required?	<p>Select this checkbox if every student on this track must select this course. Students cannot deselect this course.</p> <p>When a student first views their requests for a build year, required courses appear as requests already entered.</p>
Default?	<p>Select this checkbox if you want the course to be the default selection for a student on this track. The student entering requests can select another course.</p> <p>When a student first views their requests for a build year, default courses appear as requests already entered.</p>
NeedApproval?	<p>Select this checkbox if there is an additional approval form or process needed when the course is selected.</p> <p>MyEd stores this value with every request for the course; when a student selects this course, the request displays a Y in the Needs Approval? column.</p>
LinkedCourseNumbers	Type the list of courses that must be selected together with the current course. Separate the course numbers with commas (for example, 101,352B,455).