



MyEducationBC

Scheduling Module 4

Student Course Requests

January 2016 v1.2

Version History

Version	Date	Description
1.0	28-Jan- 2015	Initial document
1.1	13-Jan- 2016	Reviewed and update sections with more information
1.2	25-Jan-2016	Cut-off text in Appendix A table fixed

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1.0 Entering and Viewing Student Requests

One of the most important and time consuming tasks in preparing to build your master schedule is collecting, entering and validating student course requests.

Requests are 'fuel' for the scheduling engine. The engine attempts to build the schedule that is best for students based on their requests.

There are a variety of methods to enter and manage requests. Use one or a combination of the following methods to enter student requests:

- Enter requests for one student at a time from either the School view or the Build view.
- Mass entry of requests using Multi Add, in the Build view.
- Batch Entry of student requests by typing student IDs and course numbers into a grid, in the Build view
- Course packages.
- Student online selection (not covered in this document).

Once requests are entered, there are several ways to view student requests. Use the table found in Appendix A to determine how you want to view student requests.

2.0 Individual Entry of Student Course Requests

Student course requests can be entered for one student at a time from either the:

School View > Student > Schedule > Requests or;

Build View > Student > Requests.

Note: Using the School View for entering individual student requests will display the student's grade along with their name. the Build View displays the student's pupil number and name, with no grade shown.

Students :: 971549 - Adam, Caralee

Details Entry mode not available 0 of 7 selected All Records

Requests Details 2016-2017 - Requests: 5 primary, 2 alternate - Scheduled: 16% - Credits: 0.0

SchoolCourse > CrsNo	SchoolCourse > Description	Inclusion?	SecType	Alternate?	AltPri	Alt 1 > CrsNo	TermContent	TPYView	Periods per cycle	Include in scheduling
<input type="checkbox"/> MEN--09--	ENGLISH LANGUAGE ARTS 9	Y	Hon	N	0			1/2	1.0000	Y
<input type="checkbox"/> MMA--09--	MATHEMATICS 9	Y		N	0			1/2	1.0000	Y
<input type="checkbox"/> MSC--09--	SCIENCE 9	Y		N	0			1/2	1.0000	Y
<input type="checkbox"/> MSS--09--	SOCIAL STUDIES 9	Y		N	0			1/2	1.0000	Y
<input type="checkbox"/> PKG--08	COURSE PACKAGE 08	N		N	0			1/2	1.0000	Y
<input type="checkbox"/> MFR--09--	FRENCH 9	Y		Y	1			1/2	1.0000	Y

School Course > Number Add

Select... Delete

Unavailable schedule: [Edit Schedule](#)

Course Request Adjustments

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type	Comment	User > Name
No matching records							

Add Accept recommendation Delete

2.1 Primary Requests

2.1.1 Entering Primary Requests

From the student requests screen shown below, primary requests are entered in the upper block. This can be done by entering the course codes separated by a comma and then clicking the Add button. Requests can also be added using the Select button, multiple courses can be chosen.

Note: When using the Select feature, the grade level in the pick list represents the grade level of the courses the student will be selecting from for the next school year.

The screenshot displays the MyEducationBC interface for Valleyview Secondary in the 2014-2015 school year. The user is logged in as Beatrix Adamson. The 'Assessments' section for the student shows a 'Select...' button circled in red. A modal window is open, allowing the user to pick a course. The modal window has the following fields and content:

- Grade level: 11
- Department: All
- Selected: 0 of 58
- Course list table:

CrsNo	Description	Department
<input type="checkbox"/>	MAC-11 ACCOUNTING 11	Applied Skills
<input type="checkbox"/>	MAF-11 ART FOUNDATIONS 11	Fine Arts
<input type="checkbox"/>	MASK-11 APPLIED SKILLS 11	Applied Skills
<input type="checkbox"/>	MASK-1A APPLIED SKILLS 11A	Applied Skills
<input type="checkbox"/>	MASK-1B APPLIED SKILLS 11B	Applied Skills
<input type="checkbox"/>	MASK-1C APPLIED SKILLS 11C	Applied Skills
<input type="checkbox"/>	MAT-11 AUTOMOTIVE TECHNOLOGY 11	Applied Skills
<input type="checkbox"/>	MAWM-11 APPRENTICESHIP AND WORKPLACE MATH 11	Mathematics
<input type="checkbox"/>	MBCA-11 BUSINESS COMPUTER APPLICATIONS 11	Information Te
<input type="checkbox"/>	MBI-11 BIOLOGY 11	Science

2.1.2 Attributes of Primary Requests

Upon entry, student requests are all primary requests with no restrictions or constraints. Attributes can be assigned to requests helping direct the scheduling and load engines.

Click on the details of a course request to set attributes.

- Section Type:
 - Section Type Codes can be added to the reference table. To access the codes go to: Build View > Global > Reference > Section Type Codes > Codes > Options > Add. Course sections can then be set as a section type thereby driving students with these requests into the appropriate groupings.
- Is Inclusion Section:
 - Check to indicate an inclusion request. Scenario-basic preferences control the number of inclusion students for course sections identified as inclusion.
- Content Term Code:
 - If the school is offering students the option of completing portions or terms of a course that perhaps they failed in an earlier attempt, this provides the means to select the term to repeat.
- Is Optional:
 - Where a course may be offered but is yet to be determined, this choice can be selected. Choosing, Is optional sets the request as a Primary request should the course be offered but will be ignored without the need to delete if the course is dropped. Scenario preferences will need, Include Optional Requests checked if this is used.
- Staff Name, Section Number, Term Code:
 - Each of these fields is available to set constraints on a request. This limits the builder's ability to find a "best fit" for the schedule.

The screenshot shows the 'Details' form for a request in the MyEducationBC system. The form is titled 'Student List :: 10 - Adamson, Beatrix :: MPREC11'. The 'Details' section is highlighted in yellow and contains the following fields:

- School Course > Number: MPREC11
- Section type: A dropdown menu with a red arrow pointing to a callout box labeled 'Advanced Small Group Support'.
- Is inclusion section?: A checkbox.
- Content term code: A dropdown menu.
- Is optional?: A checkbox.
- Staff > Name: A text input field.
- Section number: A text input field.
- Term code: A dropdown menu.

The interface also shows a navigation menu on the left with options like 'Details', 'Contacts', 'Attendance', 'Conduct', 'Transcript', 'Assessments', 'Academics', 'Schedule', 'Workspace', 'Attributes', 'Change History', 'Conflicts', 'Requests', 'Graduation Progress', and 'Memberships'. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'.

2.2 Alternate Requests

There are two main types of alternates provided in MyEducation BC. General alternates refer to those course requests that would be over and above the primary requests. For example, if a student does not get a primary request then an alternate will be substituted. The other type is a direct alternate which is specific to a particular primary request. For Example, if a student does not get into the Woodwork course, substitute with Metal Fabrication instead.

- Is Alternate Course:
 - Checking this box sets this request as a general alternate selection.
- Alternate Course Priority:
 - Students are likely to be allowed more than a single alternate request, this option allows for a priority to be set on the alternate request. If a priority is not set, all alternates are treated equally by the build engine.
- Alternate Course Type:
 - Two alternate types are available
 - Substitute: This is the default and will use this alternate request to substitute for a primary request not granted.
 - Auto-fill: This option will use the alternate requested to fill any openings in a student's schedule; this includes out of the regular day periods too.
- Alternate Course Number 1 and 2:
 - This sets a direct alternate request for the primary request indicated at the School Course > Number field. If the primary request cannot be met, then first choose alternate number 1, if this cannot be scheduled then choose alternate number 2.

The screenshot shows a web form for configuring an alternate course request. At the top, there are 'Save' and 'Cancel' buttons. The main form area has a yellow background. The 'School Course > Number' field contains 'MPREC11'. Below this, there are several fields: 'Is alternate course?' with an unchecked checkbox, 'Alternate course priority' with a text box containing '0', and 'Alternate course type' with a dropdown menu. A red arrow points from the dropdown menu to a callout box labeled 'Substitute Auto-fill'. Below these fields, there are two more 'School Course > Number' fields, one containing 'MPREC11' and another containing 'PRE-CALCULUS 11'. At the bottom, there are two 'Alternate Course > Number' text boxes, each with a search icon. At the very bottom, there are 'Save' and 'Cancel' buttons.

3.0 Mass Entry of Student Course Requests

The various methods of mass entering, updating and managing course requests in bulk, is done in the Build view.

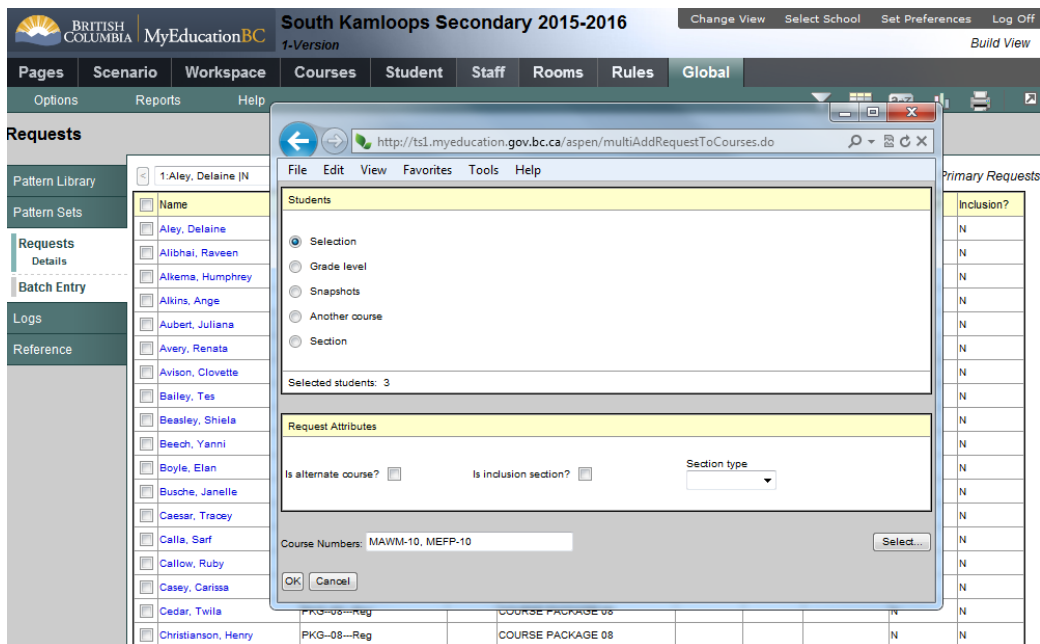
3.1 Multi Add

Using the multi add function, you can easily add requests by course number for a group of students you select or an entire grade level or snapshot.

Note: Keep in mind that any information on the Global tab - including requests - is shared across all of your scenarios. It is therefore possible to delete all course requests for students – use caution when deleting!

To add student requests for a selection of students or a snapshot:


1. In to the Build view.
2. Click the:
 - a. Global tab > Requests > Options > Multi Add...or
 - b. Student tab > Options > Multi Add Requests...or
 - c. Courses tab > Options > Multi Add Requests...
3. The Multi-Add Request dialog box appears:



Note: You can also click the Student tab or the Courses tab. Then, select the appropriate students or courses, and click Show Selected on the Options menu. After you click Multi-Add on the Options menu, choose Current Selection to enter requests for the students or courses you selected.

3.2 Course Packages

Create a course package to quickly enter requests for a group of courses several students must take. The course package is only a holding course used during the scheduling process. These special courses have been defined at the enterprise level with a master type of package. This is how the system knows they are different. The following courses with a master type of package have been created; districts and/or schools can make copies of these (just like other courses) as required.

0 of 13 selected 

Custom Selection

<input type="checkbox"/>	CrsCode	Type	Description	Short Description	Department	GrdLvl	Level	HideFromGradeInput	Year	SubjectCode	Credit	SchoolLevel	FundingCode	Course Type
<input type="checkbox"/>	PKG--K	Package	COURSE PACKAGE K	PKG--K		KF		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--01	Package	COURSE PACKAGE 01	PKG--01		01		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--02	Package	COURSE PACKAGE 02	PKG--02		02		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--03	Package	COURSE PACKAGE 03	PKG--03		03		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--04	Package	COURSE PACKAGE 04	PKG--04		04		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--05	Package	COURSE PACKAGE 05	PKG--05		05		N	2015		0.0	Elementary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--06	Package	COURSE PACKAGE 06	PKG--06		06		N	2015		0.0	Middle	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--07	Package	COURSE PACKAGE 07	PKG--07		07		N	2015		0.0	Middle	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--08	Package	COURSE PACKAGE 08	PKG--08		08		N	2015		0.0	Middle	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--09	Package	COURSE PACKAGE 09	PKG--09		09		N	2015		0.0	Secondary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--10	Package	COURSE PACKAGE 10	PKG--10		10		N	2015		0.0	Secondary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--11	Package	COURSE PACKAGE 11	PKG--11		11		N	2015		0.0	Secondary	Other	Pseudo-Crs-NO
<input type="checkbox"/>	PKG--12	Package	COURSE PACKAGE 12	PKG--12		12		N	2015		0.0	Secondary	Other	Pseudo-Crs-NO

For example, assume next year's Grade 8 students all take the same set of courses at your school. You can create one course package and include all courses within it. This way, when you enter the request for the course package and expand that package in the Build view, the system automatically enters a request for all courses.

Note: In MyEducation BC, students that are going to be in an elective rotation (wheel) need to have requests for those courses.

3.2.1 How to build a course package (this can also be done in Build view):

1. Log on to the School view.
2. Click the **Schedule** tab.
3. Click the **Courses** side-tab.
4. Find the course package and click **Details**.
5. At the bottom of the page, in the Course package area, type in all the **Course Numbers** separated by commas that will be part of this package:

The screenshot shows the 'Details' view for a course package in the MyEducationBC system. The interface includes a navigation menu on the left with options like 'Courses', 'Rooms', and 'Structure'. The main content area is divided into 'General' and 'Grading' tabs. The 'General' tab is active, showing fields for 'Master type', 'Number', 'Description', 'Short description', 'EXTERNAL_COURSE_CODE', 'Department', 'LANGUAGE', 'MARK_GRADE_TYPE', 'Allow recommendation', 'Allow requested as sub', 'Max requests', 'Alternate group', and 'Bank name'. The 'Grading' tab shows fields for 'Hide on transcript', 'Hide on report card', 'Hide from grade input', 'Include in GPA', 'Weight', 'Teacher preparation code', 'Total minutes per cycle', 'Course Type', and 'Exclude from class size export'. At the bottom, the 'Summary' section has a 'Course package' field containing the text: 'MEN--08,MFDN-08,MFR--08,MMA--08,MPE--08---,MSC-08,MSS--08,MTE--08,MTXT-08,MVA--08'. A red arrow points to this field. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

6. Click **Save**.

Notes: If any of the course numbers are incorrect the application will not allow you to **Save** until it is corrected. Also, it may be preferable to work in the school view rather than the build view because if you need to make copies of your courses or packages, i.e., PKG--09-COR and PKG--09-EXP, then this must be done in the school view.

The next step is to give students the **Request** for this course package. This can be done using the **Multi Add** function covered in the previous section.

3.2.2 Expanding Packages

Once students have been given the request for the package, it needs to be **Expanded**.

1. From the Build view > Global top tab > Requests side tab, you can see all current grade 07 students have the request for PKG--08---Reg and there is a total of 163 Requests:

The screenshot shows the MyEducationBC interface for South Kamloops Secondary 2015-2016. The 'Requests' side tab is active, displaying a table with 163 rows. All rows have 'PKG--08---Reg' in the 'SchoolCourse > CrsNo' column. The table columns include Name, Grade, SchoolCourse > CrsNo, SectNo, SchoolCourse > Description, TermCode, SecType, Staff > Name, Alternate?, and Inclusion?. A red arrow points to the 'Options' menu, and another red arrow points to the 'Expand Packages' option.

Name	Grade	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	TermCode	SecType	Staff > Name	Alternate?	Inclusion?
Aley, Delaine	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Alibhai, Raveen	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Alkema, Humphrey	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Alkins, Ange	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Aubert, Juliana	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Avery, Renata	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Avison, Clovette	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Bailey, Tes	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Beasley, Shiela	07	PKG--08---Reg		COURSE PACKAGE 08				N	N

2. Options > Expand Packages (this will expand **ALL** course packages)
3. Once expanded you can now see students have a request for each course contained within the package:

Note: The package course remains should you need to collapse the package.

The screenshot shows the MyEducationBC interface with the 'Requests' side tab active. The table now shows 1793 requests for student Aley, Delaine. The 'PKG--08---Reg' row is highlighted in yellow, and the individual courses within the package are listed below it. A red arrow points to the 'Expand Packages' option in the 'Options' menu.

Name	Grade	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	TermCode	SecType	Staff > Name	Alternate?	Inclusion?
Aley, Delaine	07	MEN--08		ENGLISH LANGUAGE ARTS 8				N	N
Aley, Delaine	07	MFDN-08		FOODS AND NUTRITION 08				N	N
Aley, Delaine	07	MFR--08		FRENCH 8				N	N
Aley, Delaine	07	MMA--08		MATHEMATICS 8				N	N
Aley, Delaine	07	MPE--08---		PHYSICAL EDUCATION 8				N	N
Aley, Delaine	07	MSC--08		SCIENCE 8				N	N
Aley, Delaine	07	MSS--08		SOCIAL STUDIES 8				N	N
Aley, Delaine	07	MTE--08		TECHNOLOGY EDUCATION 8				N	N
Aley, Delaine	07	MTXT-08		TEXTILES 8				N	N
Aley, Delaine	07	MVA--08		VISUAL ARTS 8				N	N
Aley, Delaine	07	PKG--08---Reg		COURSE PACKAGE 08				N	N
Alibhai, Raveen	07	MEN--08		ENGLISH LANGUAGE ARTS 8				N	N
Alibhai, Raveen	07	MFDN-08		FOODS AND NUTRITION 08				N	N
Alibhai, Raveen	07	MFR--08		FRENCH 8				N	N
Alibhai, Raveen	07	MMA--08		MATHEMATICS 8				N	N

3.2.3 Collapsing Packages

If for some reason you want to bring put students back to just having a request for the package you can Collapse it back (this will be done for all packages).

1. From the Build view > Global top tab > Requests side tab
2. Options > Collapse Packages
3. All students again have only a request for the package:

South Kamloops Secondary 2015-2016
1-Version

Change View Select School Set Preferences Log O Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Requests

Pattern Library 1:Aley, Delaine [N] 0 of 163 selected Primary Reques

Name	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	TermCode	SecType	Staff > Name	Alternate?	Inclusion?
Aley, Delaine	PKG-08---Reg		COURSE PACKAGE 08				N	N
Alibhai, Raveen	PKG-08---Reg		COURSE PACKAGE 08				N	N
Alkema, Humphrey	PKG-08---Reg		COURSE PACKAGE 08				N	N
Alkins, Ange	PKG-08---Reg		COURSE PACKAGE 08				N	N
Aubert, Juliana	PKG-08---Reg		COURSE PACKAGE 08				N	N
Avery, Renata	PKG-08---Reg		COURSE PACKAGE 08				N	N
Avison, Clovette	PKG-08---Reg		COURSE PACKAGE 08				N	N
Bailey, Tes	PKG-08---Reg		COURSE PACKAGE 08				N	N
Beasley, Shiela	PKG-08---Reg		COURSE PACKAGE 08				N	N
Beech, Yanni	PKG-08---Reg		COURSE PACKAGE 08				N	N

3.3 Batch Entry

Batch entry of student course requests works very well when students are provided a course selection sheet to submit for entry. This feature is very similar to the Option Sheet Entry method in BCeSIS. This option also provides the ability to have a good visual inspection of students who may be short of course requests.

Batch entry of requests is accessed from: Build View > Global > Requests > Batch Entry.

- Parameters are available for setting the matrix which includes the number of students per batch, the number of primary requests and the number of alternate requests.
- Groups of students can then be either individually selected, selected by grade(s), or by a snapshot. Students can also be pulled by entering their pupil number into the ID field at the far left.
- Course requests are then entered by clicking in a cell and typing in the course code. Only valid course codes for courses existing in the build year will be accepted by the system. An error message will pop up if the code does not match a build year course code.

Note: The cell presented for manually entering pupil numbers and course codes does not give the ability to see the entire entry; this is especially true using Internet Explorer. Copy and pasting course codes ensures accuracy.

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2015-2016 Scenario 2 - 1Day, 7 Periods Change View Select School Set Preferences Log Off
Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Batch entry

Pattern Library	Students per Batch <input type="text" value="183"/>	Students selection	
Pattern Sets	Number of Primary Requests <input type="text" value="10"/>	Selection <input type="radio"/>	
Requests	Number of Alternate Requests <input type="text" value="2"/>	Grade level <input checked="" type="radio"/>	
Batch Entry		Snapshots <input type="radio"/>	

Student		Primary Requests										Alternate Requests	
ID	Name	1	2	3	4	5	6	7	8	9	10	1	2
885232	Adlem, Santino	MDRG-10	MEN-10	MFMP-10	MFR-10	MPE-10--BMPLAN10	MSC-10	MSS-10				MTED-10	
661189	Allison, Tai	MEN-10	MFMP-10	MFR-10	MJA-10	MPE-10--BMPLAN10	MSC-10	MSS-10				MFDN-10	
1160322	Avery, Colby	MAWM-10	MEN-10	MPE-10--BMPLAN10	MSC-10	MSS-10	MTED-10	MTXT-10				MFDN-10	MVAG-10
290495	Avery, Dragana	MEN-10	MFMP-10	MFR-10	MPE-10--BMPLAN10	MSC-10	MSS-10	MVAG-10					
458378	Bach, Derrill	MAWM-10	MEN-10	MFDN-10	MPE-10--BMPLAN10	MSC-10	MSS-10	MTEM-10				MVAG-10	
272160	Bach, Jorma	MDRG-10	MEN-10	MFMP-10	MFR-10	MPE-10--BMPLAN10	MSC-10	MSS-10					
1533399	Baggins, Willem	MEN-10	MFMP-10	MFR-10	MINT-10	MPE-10--BMPLAN10	MSC-10	MSS-10				MTED-10	
459371	Bamford, Kiran	MAWM-10	MEN-10	MINT-10	MPE-10--BMPLAN10	MSC-10	MSS-10	MTXT-10				MFDN-10	MVAG-10
265141	Banik, Yash	MDRG-10	MEN-10	MFMP-10	MFR-10	MPE-10--BMPLAN10	MSC-10	MSS-10					

3.4 Filter Requests and Filter Students

MyEducation BC provides a tool to filter student requests and a tool to filter students. Both allow the user to scope down to a specific subset of students.

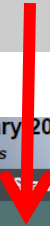
3.4.1 Filter Requests

Filter requests provides a means for the user to find students who have requested a particular course or group of courses and then for these students to show a selected course or courses. This feature is very handy to pull students with particular combinations of courses. If a course was accidentally assigned to a group of students, this is a quick method for isolating those students and the incorrect course and then removing it from their requests.

Filter requests is accessed from the Build view > Global > Requests > Options > Filter Requests.

- The upper block is used to identify the students with all (Intersection) or any (Union) of a chosen group of courses, or single course.
- The lower block determines which course request or requests will be displayed for the students identified using the upper block filter.

In the example shown below, requests are filtered to show all students with requests for both MAWM-10 and MTEM-10; but only show MPLAN10 for this selection of students.



Valleyview Secondary 2015-2016
Scenario 2 - 1Day, 7 Periods

Pages Scenario Workspace Courses **Student** Rooms Rules Global

Options Reports Help

Requests

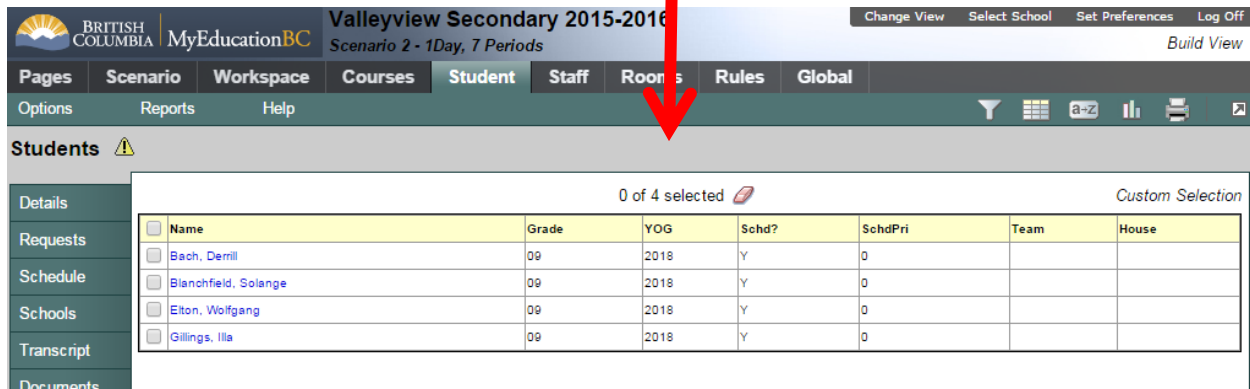
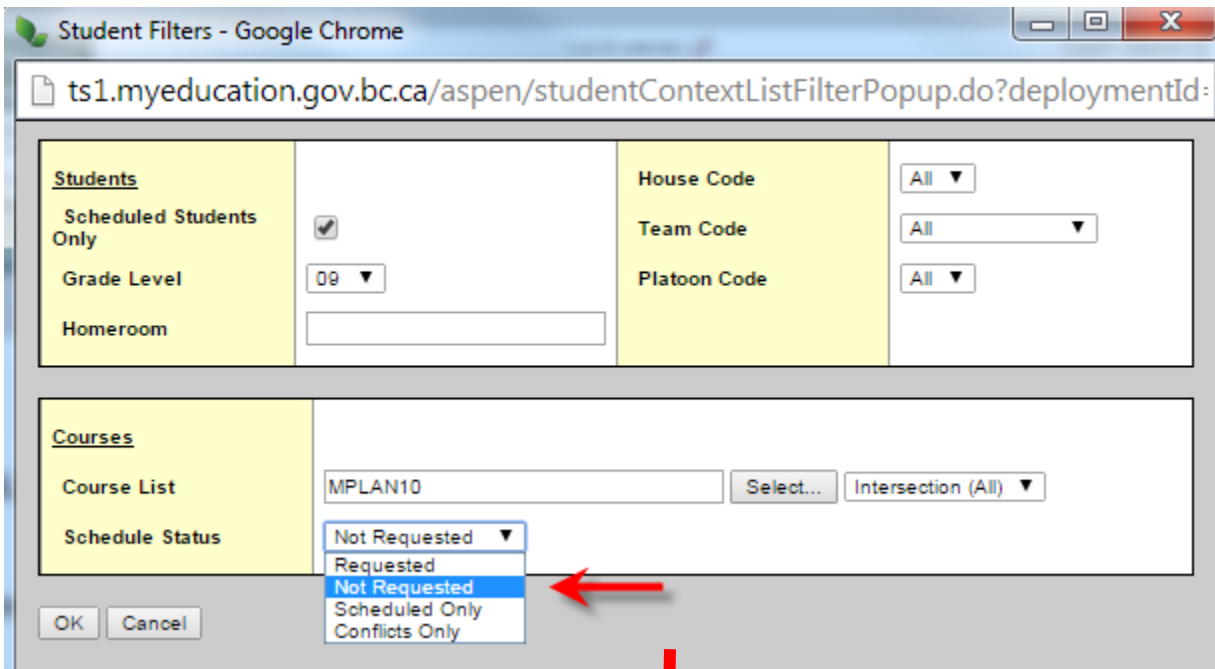
1 of 26 selected *Custom Selection*

Name	Grade	SchoolCourse > CrsNo	SecNo	SchoolCourse > Description	TermCode	SecType	Staff > Name	Alternate?	Inclusion?
<input type="checkbox"/> Bach, Derril	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Blanchfield, Solange	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Elton, Wolfgang	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Gillings, Illa	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Goldfinch, Attila	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Hopps, Hannele	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> Kline, Katarina	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> McBride, Ezria	09	MPLAN10		PLANNING 10				N	N
<input type="checkbox"/> McCue, Dani	09	MPLAN10		PLANNING 10				N	N

3.4.2 Filter Students

Filter students allows the user to find students based on grade, homeroom, or house/team/platoon code that have a course or courses with a given schedule status. This can be a handy tool for locating students that may be missing a required course as in the example shown below where 4 students are identified as missing Planning 10.

Filter students is accessed from the Build view > Student > Options > Filter Students.



4.0 Reports

There are several reports that can be used to analyze and assist with the management of course requests.

4.1 Course Request Verification report

This report is run from the Global > Requests > Reports, lists all students and the individual requests each has.

Kamloops/Thompson		Course Request Verification												South Kamloops Secondary		
Page 17		2015-2016												January 27, 2015		
LASID	Student Name	YOG	C01	C02	C03	C04	C05	C06	C07	C08	C09	C10	C11	C12	Credit	%Schd
272169	Alberti, Elvina	2018	MDNP-10	MDRR-10	MEN-10	MFAP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00
459663	Alcock, Maureen	2018	MDNP-10	MDRR-10	MEN-10	MFAP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00
423346	Aldrich, Pandeeep	2018	MDNP-10	MDRR-10	MEN-10	MFAP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00

4.2 Course Request Tally report

This report, is run from the Global > Requests > Reports. If this is ran with the parameter of **Show calculated section counts**, the Section Count column will show decimals.

Kamloops/Thompson		Course Tally						South Kamloops Secondary		
Page 2		2015-2016						January 27, 2015		
Number	Description	Department	Lvl	Primary	Alternate	Total	Enrollment Max	Section Count		
MEN--09	ENGLISH LANGUAGE ARTS 9	English	Regular	182 (0)	0 (0)	182 (0)	30	6.07		
MEN--10	ENGLISH 10	English	Regular	214 (0)	0 (0)	214 (0)	30	7.13		
MDNC-09	DANCE 9	Fine Arts	Regular	182 (0)	0 (0)	182 (0)	30	6.07		
MDNP-10	DANCE 10: PERFORMANCE	Fine Arts	Regular	60 (0)	0 (0)	60 (0)	30	2.0		
MDR--09	DRAMA 9	Fine Arts	Regular	182 (0)	0 (0)	182 (0)	30	6.07		

4.3 Course Request List report

This report is run from the Courses top tab. It shows a list of all students who have requested a course.

Kamloops/Thompson

South Kamloops Secondary

Course Requests

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MDNC-09		DANCE 9		Fine Arts	
Local Id	Name	YOG	Gender		
423082	Alex, Emmet	2019	M		
401967	Alex, Karin	2019	F		
459692	Alkema, Darcey	2019	M		
1328205	Bacon, Jasmin	2019	F		
424613	Bailey, Cosmas	2019	M		

4.4 Student Request

This report, is run from the Global > Requests > Reports and shows each students requests on one page.

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South Kamloops Secondary

Course Requests

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Addley, Dom
3348 Scanlon St
Kamloops, BC A1A 1A1

Current Grade: 09
Current School: South Kamloops
Gender: Secondary
ID: 459649

Course	Description	Recommended	Alternate	Alternate Courses	Credit
MDNP-10	DANCE 10: PERFORMANCE	N	N		4.0000
MDRR-10	DRAMA 10: THEATRE	N	N		4.0000
MEN--10	ENGLISH 10	N	N		4.0000
MFMP-10	FOUNDATIONS OF MATH	N	N		4.0000
MPE--	PHYSICAL EDUCATION 10	N	N		4.0000
MPLAN10	PLANNING 10	N	N		4.0000
MSC--10	SCIENCE 10	N	N		4.0000
MSS--10	SOCIAL STUDIES 10	N	N		4.0000
PKG--	COURSE PACKAGE 10	N	N		0.0000
Total Credits:			32.0000		

5.0 Appendix A: Viewing Student Course Requests

To view requests by:	Do the following:
Course	<ol style="list-style-type: none"> 1. Log on to the Build view or the School view. 2. In the Build view, click the Courses tab. In the School view, click the Schedule tab, then the Courses side-tab. 2. Select a course, and click the Requests side-tab. All student requests for that course appear. <p>Note: Use the Filter drop-down to select Build year or Current year to view the course requests you want.</p>
Student	<ol style="list-style-type: none"> 1. Log on to the Build view or the School view. 2. Click the Student tab, and search for and select the student. 3. Click the Requests side-tab. <p>Note: The request page displays the school year context, total number of primary and secondary requests, scheduled percentage and total credits.</p>
All requests	<ol style="list-style-type: none"> 1. Log on to the Build view. 2. Click the Global tab, and the Requests side-tab. All requests entered for the build year for the current scenario appear. <p>Note: On the Options menu, click Filter Requests to view a specific group of requests. The Requests Filter dialog box appears. You can search for students requesting the same courses, or some of the same courses, or search for students in the same house, team, or platoon.</p>