

Texas Skyward User Group Conference

Future Scheduling – Request Processing

LaTamara Blue



Future Scheduling








This session will provide an overview of the student request processing portion of future scheduling, including collecting requests and running reports in preparation for building the master schedule and doing the actual scheduling of students.

- Creating and printing Course Availability Lists
- Entering course requests
- Reporting on requests entered

Request Processing – Create Course Wish Group Code

Course Wish Group Maintenance

Course Wish Group Maintenance

Entity:

Wish Group Id:

* Short Description:

* Long Description:

Use This Course Availability List in Family/Student Access

[Save](#)
[Back](#)

Asterisk (*) denotes a required field

Request Processing – Create Course Availability List

Course Availability List Parameters
Run
Back

Course Availability List Parameters
 This process will create a new or append to an existing Course Availability List for each Graduation Year specified using the ranges below for the selected Course Wish Group.

School Year: 2017-18 ▼

* Course Wish Group: Web ▼ Online Requests

Process Type
 Append Create

Range Parameters

Low	High
Grade/Grad Yr: 09 2021	12 2018

Course Selection

Electives and Required
 Electives Only

Course Scheduling Types

Include Normal Scheduled Types
 Include Manually Scheduled Types
 Include Special Education Types

Select All Course Types Type

Select All Course Groups Groups

Include Lunches

Include Study Halls




Delete Lists not in Grad Year Range ?

Sort Course Key

Asterisk (*) denotes a required field

Request Processing – Mass Add Mass Add/Change/Delete Student Requests

Mass Add/Change/Delete Student Requests

Mass Add/Change/Delete Student Request Processing Options

This process will mass add, change, or delete student course requests and/or scheduled class sections. A list of the selected student or students within range will be displayed prior to processing.

Template Settings

* Template Description:

Share with other users in entity 001

School Year: ▼

Process By

Individual
 Multiple Students
 Range
 Course

Exclusion Courses


* Effective Date:
 Calendar Start Date:
 End Date:

Process Type

Add Course/Class
 Change Course/Class
 Delete Course/Class
 Mass Delete All Requests

Asterisk (*) denotes a required field

Request Processing – Request Quick Entry


CHUCK NORRIS HS (GR 9-12) (001) ▾

LaTamara Blue Account Preferences Exit ?

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

🏠 Quick Entry (2017-18) ☆
🖨️ 📄 📷 ⭐ Favorites ▾ 🖱️ New Window 🖨️ My Print Queue

Student Ranges

Student: AB8E505V000 ▾ Abbescr JR., Osvaldo A 🔍 ◀ ▶

DOB: 07/08/2003 Age: 13 Gender: M

Grad Yr: 2021 Grade: 09

Requested Courses

Course	Description	Term	Credits	Academic Hours
1101	ENGLISH I	Y	1.000	1.000
3111	BAND I	Y	1.000	1.000
4133	HEALTH ED	S	0.500	1.000
6211	BIOLOGY	Y	1.000	1.000
7101	U.S. HISTORY	Y	1.000	1.000

Print Requests
Request Quick Entry
Delete
Delete All

Course Filters

Course Key: Begins With ▾ 🔍

Short Description: Begins With ▾ 🔍

Long Description: Begins With ▾ 🔍

Required/Elective: Both Required Elective

Subject: All ▾

Grade: Low High

Grade: -02 12

Views: General ▾ Filters: *Skyward Default ▾

Course ▲	Short Description	Length	Subject	Required / Elective	Grade Ranges	Credits	Academic Hours	# of Sections	# of Requests	Tot Seats Available
0001	STUDY HALL	YN	15	Elective	12-12	0.000	0.000	1	0	50
0006	STUDY HALL	YN	15	Elective	11-12	0.000	0.000	1	0	100
0007	STUDY HALL	YN	15	Elective	12-12	0.000	0.000	1	0	100
0008	STUDY HALL	YN	15	Elective	11-12	0.000	0.000	1	0	100
101A	ENG 1	YN	01	Required	09-12	1.000	0.000	1	0	1
101HS	101 HIGH SHCOOL	S	14	Elective	09-09	0.500	0.000	4	0	100

20 records displayed

Course:

Total Courses: 5 Total Credits Requested: 4.500

Total Academic Hours Requested: 5.000

Request
Defaults

Request Processing – Student Request Report

Add Student Requests Report Template

Template Settings

* Template Description:

Share with other users in entity 001

Print Greenbar

Print Options

School Year: ▼

Report Type

By Individual By Range

Name Order

Last First M First M Last

Report Option

All Students

Only Students with Requests

Only Students without Requests

Only Students with Dropped Courses

Include Scheduled Classes

Credit/Request Ranges

Only print students with ▼

▼

▼ ▼

Print Student Alternate Requests

Display Origin of Request

Student Access Office Both

Asterisk (*) denotes a required field

Request Processing – Course Request in Course Sequence

Add Course Requests in Course Sequence Report Template

Template Settings

* Template Description:

Share with other users in entity 001

Print Greenbar

Print Options

Report Type

By Individual Courses By Course Range

School Year:

Control Sets:

Low High

All Scheduling Teams

Page Break on Course

Print Student Names

Print Student School Code

Print Special Education Indicator of

Print Students Scheduling Team

Sort Students by Scheduling Team

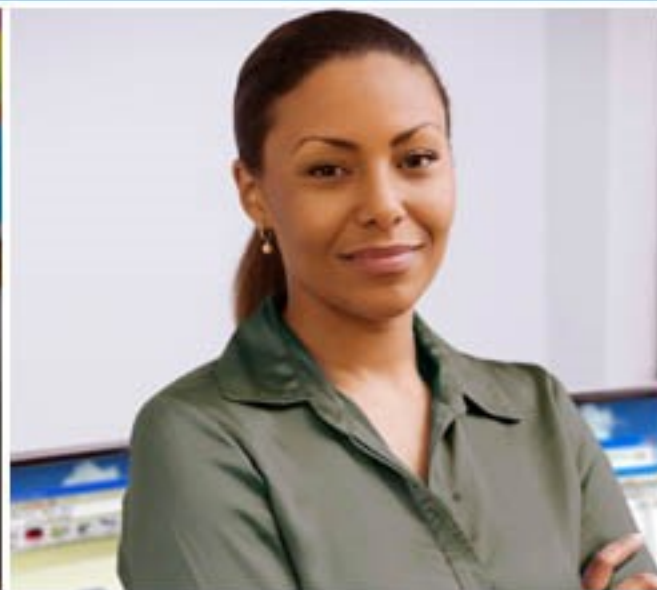
Print Student Counts by Semester

Print Only Students in Current Entity

Asterisk (*) denotes a required field

End of presentation –
Extra space for other notes





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THANK YOU FOR ATTENDING!

