



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 – 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

Texas Public HS (GR 9-12) (001) ES Alert 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 (2018-19) New Window My Print Queue

Student Ranges

Student: ROMERBET000 ROMEROS GALLEGOS, BETHLI

DOB: 07/08/2003 Age: 14 Gender: M

Grad Yr: 2021 Grade: 10

Requested Courses

Course	Description	Term	Credits	Academic Hours
1101B	ENGLISH 1	Y	1.000	0.000
1151	SPANISH I	Y	1.000	1.000
1333	THEATRE PRO II	Y	1.000	1.000

Total Courses: 3 Total Credits Requested: 3.000
 Total Academic Hours Requested: 2.000

Course Filters

Course Key: Begins With Search

Short Description: Begins With Clear

Long Description: Begins With

Required/Elective: Both Required Elective

Subject: All

Grade: Low -02 High 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
1301B	ENGLISH III	Y	01	Elective	09-12	1.000	0.000	0	0	0
1303H	HONORS ENG 3	Y	01	Required	11-12	1.000	1.000	2	0	50
1321	JOURN/NEWSPAPER	Y	01	Required	09-12	1.000	1.000	1	0	25
1331	THEATRE I	Y	10	Elective	09-12	1.000	1.000	2	0	75
1332	THEATRE PROD I	Y	10	Elective	09-12	1.000	1.000	3	0	90
1333	THEATRE PRO II	Y	10	Elective	10-12	1.000	1.000	3	1	90

20 records displayed Course:

Request Processing – Student Request Report

Edit Student Requests Report Template

Template Settings

* Template Description: Students without request

Share with other users in entity 001

Print Greenbar

Save

Save and Print

Back

Print Options

School Year: 2018-19

Control Sets 9W3 - 9W4 - 9W2 - 9W1 - S1 - S2 - S1 - S2 - PS1 -

Report Type

By Individual By Range Range

Name Order

Last First M First M Last

Sort

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 exactly 0.000

less than 0.000 Earned Credits

Print Student Alternate Requests

Display Origin of Request ?

Student Access Office Both

Elective/Required: Both Elective Required

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

ENG 1
APPLIED MATH I
SPANISH II

School Year:

Control Sets:

Grade/Grad Yr:

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



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THANK YOU FOR ATTENDING!

