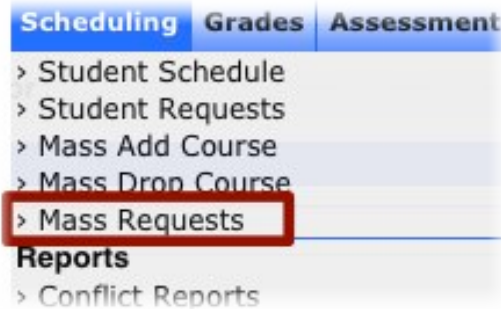


Mass Student Requests enable you to search for students by certain criteria: grades, grade level, schedule, test scores, special programs, or any other collected data. For example, **Mass Student Requests** allow you to schedule groups of students in gifted, ESE, ESOL, or special education programs by specifying these criteria in a search and then adding course requests.

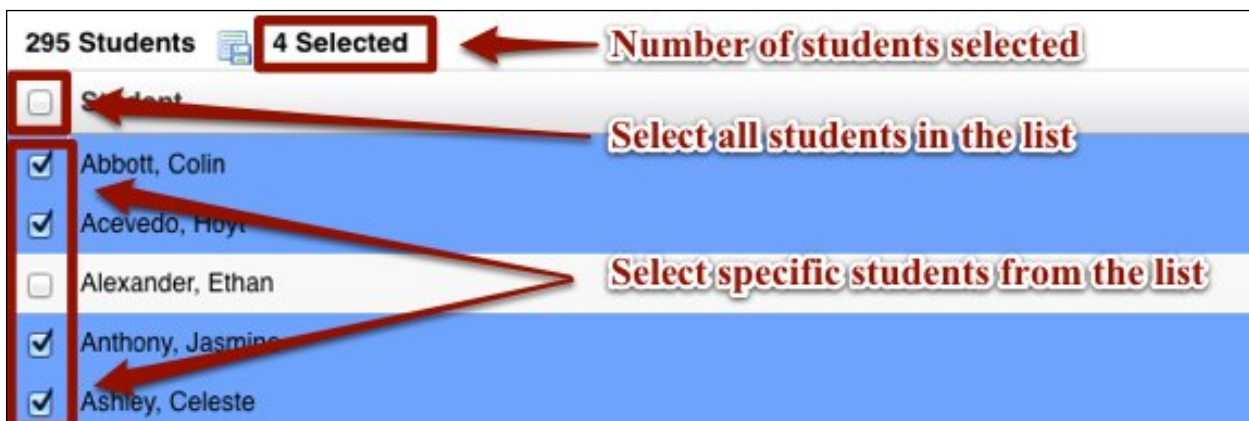


Go to the “**Scheduling**” tab and select “**Mass Requests**” from the submenu.

On the search screen, choose “**More Search Options**” to select the criteria that you want to define your search. Some examples are grade level, gifted or test history. Click “**Search**” when you’ve selected all of the criteria of the students for whom you want to schedule requests.



The total number of students from your search will be above your results, as well as the number of students selected. Click the boxes next to the names of the students for whom you’ll be scheduling requests. You can also click the top-most check box to select all of the students identified in the search.



Click on “**Choose a Course**” in the blue box in the center of the screen.

Request(s) to Add **Choose Course**

With

Teacher N/A

Period N/A

Without

Teacher N/A

Period N/A

14 Subjects		18 Courses	
Subject		Course	Course Num
College Courses		Adv PI Eng Comp	1001420
Electives		Adv PI Eng Lit Comp	1001430
Elementary Classes		Eng 1	1001310
English		Eng 1 Honors	1001320
ESE Full Self Containe		Eng 1 SOS	1001310
ESE Part-Time		Eng 2	1001340

Select the Subject Area

Select the Course

Add courses by selecting both a subject and a course from the pop-up menus.

To add more courses, click the **+** sign and choose additional courses from the pop-up menus until you've selected the desired number of requests.

Request(s) to Add ~~Eng 1~~

+ Choose more Courses

There is also an option to include request restrictions. It is recommended that these settings only be used on single student requests, rather than on mass student requests; the more restrictions placed on the students' course requests, the more complex their completion will be when the school runs the scheduler.

To remove a request from the list, simply click on the ~~✗~~ next to the course.

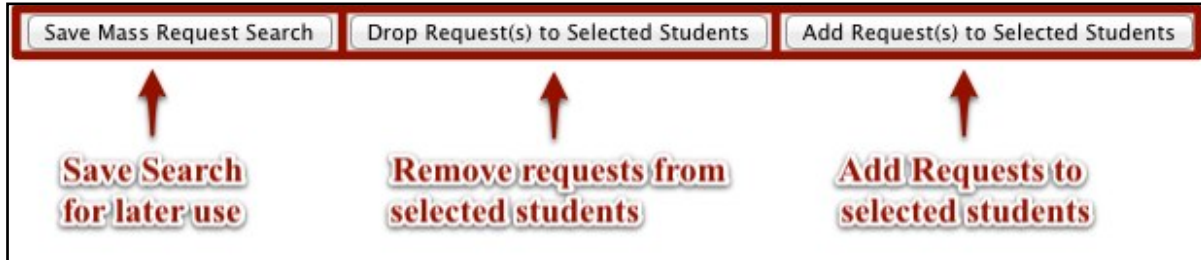
Request(s) to Add ~~Eng 1~~

+ Choose more Courses

After all of the requests have been added, click “**Add Requests to Selected Students.**” The requests will be added to the students’ records.

To drop requests from the students’ records, follow the same procedure, but instead select “**Drop Requests to Selected Students.**” This action will remove the selected requests.

You can save your mass request search for future use by clicking “**Save Mass Request Search.**”



[Table of Contents](#)

Tags:

Thank you for your consideration,

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