



MyEducationBC

Scheduling Module 4

Student Course Requests

April 2019 v1.7

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
1.3	9 Jan 2017	Updates to reflect new version 5.6
1.4	20 Feb 2018	General updates throughout document
1.5	26 Apr 2018	Updates to section 4.1 Course Request Verification report, section 4.2 Request Count Verification report, and 4.3 Course Request Tally report.
1.6	29 Aug 2018	Updated section 4.2 Request Count Verification report to include the required students' have a Next School for this report to run.
1.7	29 Apr 2019	Added hyperlinks to Table of Contents

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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 is 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).

There are several ways to view and manage requests, once they have been entered. 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.

Hugh Boyd Secondary 2017-2018
1.3 Test 5.6 DB

Build View Select School Cultura, Sbrneighbourhood Log Off

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Students :: 650438 - Abazi, Catinas

Options Reports Help Search on Alternate?

Entry mode not available 0 of 9 selected All Records

2017-2018 - Requests: 9 primary, 0 alternate - Scheduled: 13% - Credits: 36.0

<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	AltPri	Alt 1 > CrsNo	Name	TPYView	Periods per cycle	Include in scheduling
<input type="checkbox"/>	MAC--11CS	CS: ACCOUNTING 11	N	0		Hugh Boyd Secondary	1/2	1.0000	Y
<input type="checkbox"/>	MAF--12	ART FOUNDATIONS 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MBI--12	BIOLOGY 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MCH--12	CHEMISTRY 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MEN--12	ENGLISH 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MFOM-12	FOUNDATIONS OF MATHEMATICS 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MFR--12	FRENCH 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y
<input type="checkbox"/>	MGT----	GRADUATION TRANSITIONS	N	0		Hugh Boyd Secondary	1/1	1.0000	N
<input type="checkbox"/>	MPH--12	PHYSICS 12	N	0		Hugh Boyd Secondary	1/1	1.0000	Y

School Course > Number Add

Select... Delete

2.1 Primary Requests

2.1.1 Entering Primary Requests

From the student requests screen (School view > Student > Schedule > Requests), primary requests can be entered in the upper block of this screen.

This can be done by entering the course codes, separated by a comma into the School Course > Number box, then clicking the *Add* button.

Requests can also be added using the *Select* button, using this method multiple courses can be chosen. 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 shows the MyEducation BC interface for Hugh Boyd Secondary 2016-2017. The 'Student List' for Abazi, Catinas is displayed. The 'Requests' section is active, showing a table of course requests for the 2017-2018 school year. A red arrow points from the 'Select' button in the 'Requests' section to a 'Pick course' dialog box. The dialog box shows a search for '1:MAC-11CS |CS: ACCOUN' and a list of 76 selected courses. The 'Grade level' is set to 11. The 'Department' is set to 'AI'. The 'OK' button is highlighted.

SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate
MAC--11CS	CS: ACCOUNTING 11	Hugh Boyd Secondary	Y	
MAF--12	ART FOUNDATIONS 12	Hugh Boyd Secondary	N	
MBI--12	BIOLOGY 12	Hugh Boyd Secondary	N	
MCH--12	CHEMISTRY 12	Hugh Boyd Secondary	N	
MEN--12	ENGLISH 12	Hugh Boyd Secondary	N	
MFOM-12	FOUNDATIONS OF MATHEMATICS 12	Hugh Boyd Secondary	N	
MFR--12	FRENCH 12	Hugh Boyd Secondary	N	
MGJ--12	GRADUATION TRANSITIONS	Hugh Boyd Secondary	N	
MPH--12	PHYSICS 12	Hugh Boyd Secondary	N	

2.1.2 Attributes of Primary Requests

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

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

- Section Type:
 - Allows for defining specific sections as unique, e.g. a course MEN--12 could have a section type of Hnr (representing an Honors sections). If a section is flagged as Hnr and a student's request is flagged as Hrn, the load engine would place them into the matching section. Section Type Codes can be added to the reference table and these are then used to apply to the section and requests. To access the codes: Build View > Global > Reference > Section Type Codes > Codes > Options > Add.
- Is Inclusion Section:
 - This functionality allows for controlling the number of *Inclusion Requests* per section. It can be used as a means of identifying students with a designation and assisting with the composition of a class (section). Student requests are flagged as *Is Inclusion Section*. The number of these types of requests that can be loaded into a section is controlled through a *Scenario Preference* setting. **There is no direct link between a student having a primary designation and the student's request being flagged as *Is Inclusion Section*.**
 - Check to indicate if this an inclusion request.
- 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 has not yet been confirmed, this choice can be selected. Choosing *Is Optional* sets the request as a Primary request should the course be offered, but the request will be ignored without the need to delete it if the course is dropped. Scenario preferences will need *Include Optional Requests* checked if this is to be 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.

Student List :: 11 - Abazi, Catinas :: MAF--12

Options Reports Help

Save Cancel

School Course > Number * MAF--12

Section type

Is inclusion section?

Content term code

Is optional?

Schedule

Schedule

Workspace

Attributes

Change History

Conflicts

Requests Details

Staff > Name

Section number

Term code

Save Cancel

Membership

2.2 Alternate Requests

When running a load, users can choose to use alternates or not.

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 requested Woodwork course, substitute with Metal Fabrication instead.

How to use:

- Is Alternate Course:
 - Checking this box sets this request as a general alternate selection.
- Alternate Course Priority:
 - This option allows a priority to be set on the alternate request. If a priority is not set, all alternates are treated equally by the load engine.
- Alternate Course Type:
 - Two alternate types are available
 - Substitute: This is the default, and this alternate request will 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 periods outside of the standard timetable.

- 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, Alternate Course 1 will attempt to be scheduled. If this cannot be scheduled then Alternate Course 2 will be attempted.

The screenshot shows a web form for entering course requests. At the top, there is a search field for 'School Course > Number' containing 'MAF--12'. Below this, there are several fields: 'Is alternate course?' (checkbox), 'Alternate course priority' (text input with '0'), 'Alternate course type' (dropdown menu), 'School Course > Number' (text input with 'MAF--12'), 'School Course > Description' (text input with 'ART FOUNDATIONS 12'), 'Alternate Course 1 > Number' (text input), and 'Alternate Course 2 > Number' (text input). A red callout box with the text 'Substitute or Auto-fill' points to the 'Alternate course type' dropdown menu. At the bottom of the form 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

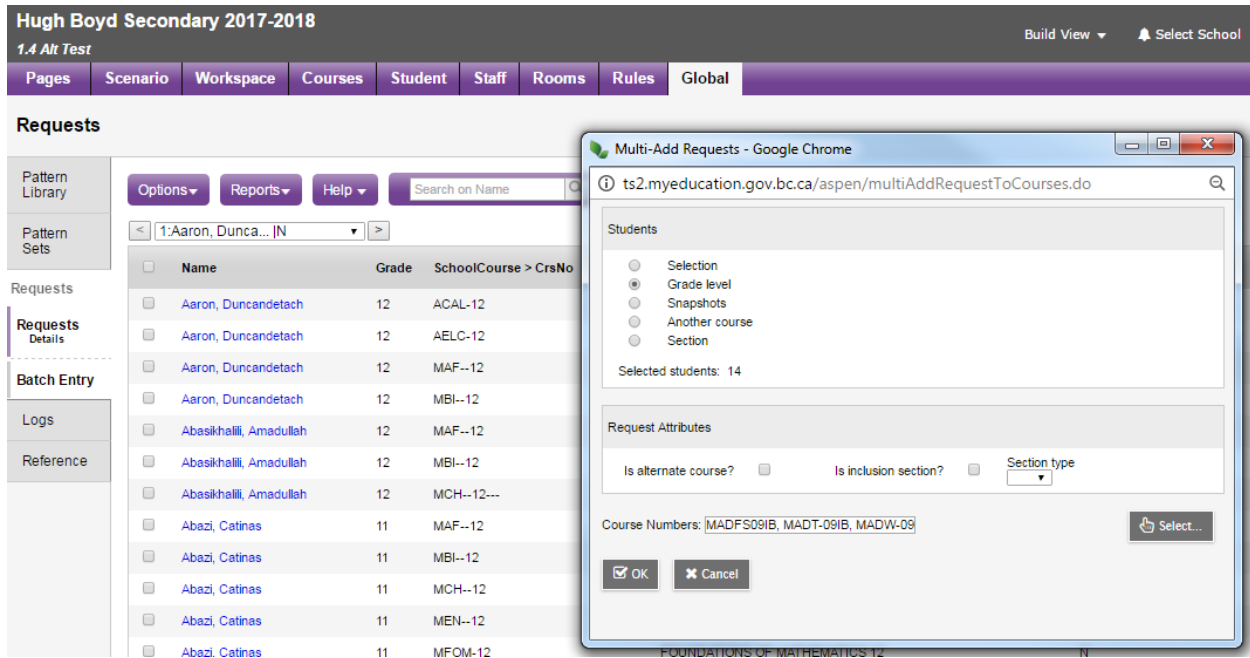
Using the Multi Add function, requests can easily be added by course number for a group of students or an entire grade level or snapshot.

Important Note: Keep in mind that any information on the Global tab - including requests - is shared across all scenarios. It is therefore possible to delete all course requests for students therefore, 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 displays:



Note: This can also be accessed by the Student tab or the Courses tab. Select the appropriate students or courses then Options > Show Selected then Options > Multi-Add. Choose Current Selection to enter requests for the selected students or courses. Grade level reflects the student's CURRENT grade.

3.2 Course Packages

Create a course package to enter requests quickly 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'. The following packages have been created; districts and/or schools can make copies of these (just like other courses) as required.

<input type="checkbox"/>	Year	CrsCode	Flavour	Organization2 > Name	Type	Description	Short Description	Department	Level
<input type="checkbox"/>	2017	PKG---K			Package	COURSE PACKAGE K	PKG---K	Other	Regular
<input type="checkbox"/>	2017	PKG--01			Package	COURSE PACKAGE 01	PKG--01	Other	Regular
<input type="checkbox"/>	2017	PKG--02			Package	COURSE PACKAGE 02	PKG--02	Other	Regular
<input type="checkbox"/>	2017	PKG--03			Package	COURSE PACKAGE 03	PKG--03	Other	Regular
<input type="checkbox"/>	2017	PKG--04			Package	COURSE PACKAGE 04	PKG--04	Other	Regular
<input type="checkbox"/>	2017	PKG--05			Package	COURSE PACKAGE 05	PKG--05	Other	Regular
<input type="checkbox"/>	2017	PKG--06			Package	COURSE PACKAGE 06	PKG--06	Other	Regular
<input type="checkbox"/>	2017	PKG--07			Package	COURSE PACKAGE 07	PKG--07	Other	Regular
<input type="checkbox"/>	2017	PKG--08			Package	COURSE PACKAGE 08	PKG--08	Other	Regular
<input type="checkbox"/>	2017	PKG--09			Package	COURSE PACKAGE 09	PKG--09	Other	Regular
<input type="checkbox"/>	2017	PKG--10			Package	COURSE PACKAGE 10	PKG--10	Other	Regular
<input type="checkbox"/>	2017	PKG--11			Package	COURSE PACKAGE 11	PKG--11	Other	Regular
<input type="checkbox"/>	2017	PKG--12			Package	COURSE PACKAGE 12	PKG--12	Other	Regular

For example, assume next year's Grade 8 students all take the same set of courses at a school. Create one course package and include all courses within it. This way, when requests for the course package are entered then expanded 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:

6. Click **Save**.

Notes: If any of the course numbers are incorrect, the application will not **Save** until they are corrected.

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:

Hugh Boyd Secondary 2017-2018 Build View
1.4 Alt Test

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

Requests

Pattern Library Options Reports Help Search on Type 0 of 1668 selected

Pattern Sets 1:Package | ELL 3 PACKAGE

Name	Grade	Homeroom	SchoolCourse > CrsNo	SchoolCourse > Type	SchoolCourse > Description
Abazi, Catinas	11	22	PKG--12ELL3	Package	ELL 3 PACKAGE
Andmargaretepp, Lmalaguerra	11	16	PKG--12ELL3	Package	ELL 3 PACKAGE
Angrish, Fanhong	11	16	PKG--12ELL3	Package	ELL 3 PACKAGE
Annauvan, Savavjeet	11	33CS	PKG--12ELL3	Package	ELL 3 PACKAGE
Ash, Almedra	11	18	PKG--12ELL3	Package	ELL 3 PACKAGE
Assé, Salami	11	17	PKG--12ELL3	Package	ELL 3 PACKAGE

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

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

Hugh Boyd Secondary 2017-2018 Bu
1.4 Alt Test

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

Requests

Pattern Library Options Reports Help Search on Name 0 of 7 selected

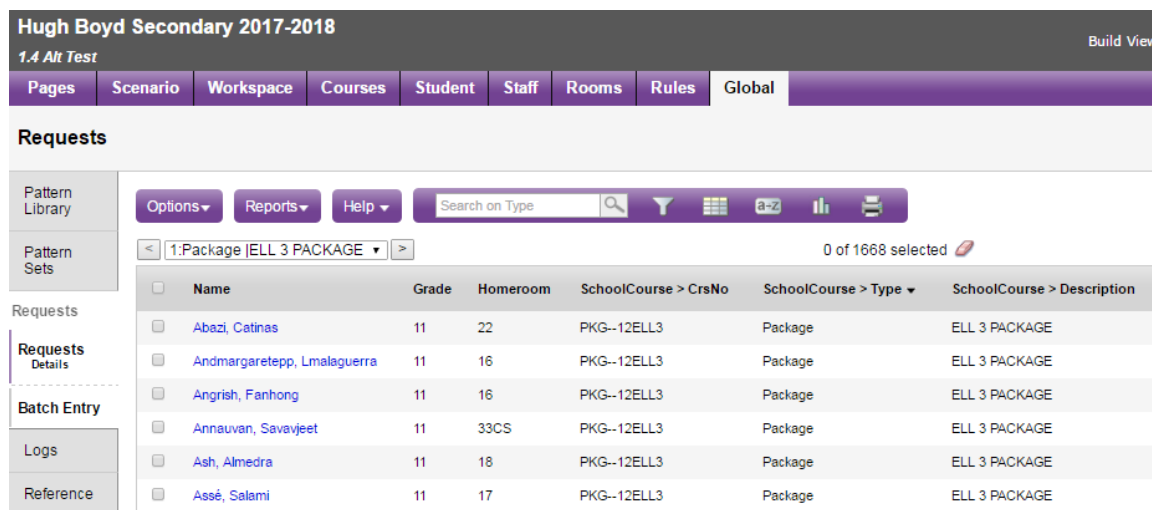
Pattern Sets

Name	Grade	Homeroom	SchoolCourse > CrsNo	SchoolCourse > Type	SchoolCourse > Description
Abazi, Catinas	11	22	MAF--12	Class	ART FOUNDATIONS 12
Abazi, Catinas	11	22	MBI--12	Class	BIOLOGY 12
Abazi, Catinas	11	22	MCH--12	Class	CHEMISTRY 12
Abazi, Catinas	11	22	YESFL2A	Class	ELL 3 ENGLISH
Abazi, Catinas	11	22	XLDCC12L3	Class	ELL 3 SOCIAL STUDIES
Abazi, Catinas	11	22	MFOM-12	Class	FOUNDATIONS OF MATHEMATICS 12
Abazi, Catinas	11	22	MFR--12	Class	FRENCH 12

3.2.3 Collapsing Packages

If for some reason students need to be reverted to just having a request for the package, it can be collapsed 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:



Hugh Boyd Secondary 2017-2018 Build View

1.4 Alt Test

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Requests

Pattern Library Options Reports Help Search on Type

Pattern Sets 1.Package | ELL 3 PACKAGE 0 of 1668 selected

Name	Grade	Homeroom	SchoolCourse > CrsNo	SchoolCourse > Type	SchoolCourse > Description
<input type="checkbox"/> Abazi, Catinas	11	22	PKG--12ELL3	Package	ELL 3 PACKAGE
<input type="checkbox"/> Andmargaretepp, Lmalaguerra	11	16	PKG--12ELL3	Package	ELL 3 PACKAGE
<input type="checkbox"/> Angrish, Fanhong	11	16	PKG--12ELL3	Package	ELL 3 PACKAGE
<input type="checkbox"/> Annauvan, Savajeet	11	33CS	PKG--12ELL3	Package	ELL 3 PACKAGE
<input type="checkbox"/> Ash, Almedra	11	18	PKG--12ELL3	Package	ELL 3 PACKAGE
<input type="checkbox"/> Assé, Salami	11	17	PKG--12ELL3	Package	ELL 3 PACKAGE

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 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 either be selected individually, 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.

Batch entry

Options Reports Help

Pattern Library

Pattern Sets

Requests

Requests

Batch Entry

Logs

Reference

Students per Batch: 127

Number of Primary Requests: 10

Number of Alternate Requests: 2

Students selection

Selection

Grade level

Snapshots

New Batch

Student		Primary Requests										Alternate Requests	
ID	Name	1	2	3	4	5	6	7	8	9	10	1	2
650438	Abazi, Catinas	MAF--12	MBI--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGT----	MPH--12	PKG--12ELL3	XLDDC12L3	MAC--11CS	
1153237	Andmargaretepp, Lmalaguerra	MAF--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGE0-12	MGT----	PKG--12ELL3	XLDDC12L3	YESFL2A		
649347	Angrish, Fanhong	MAF--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGE0-12	MGT----	PKG--12ELL3	XLDDC12L3	YESFL2A		
608737	Annauvan, Savaijeet	MAF--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGE0-12	MGT----	PKG--12ELL3	XLDDC12L3	YESFL2A		
560697	Ash, Almedra	MAF--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGE0-12	MGT----	PKG--12ELL3	XLDDC12L3	YESFL2A		
649358	Assé, Salemi	MAF--12	MCH--12	MEN--12	MFOM-12	MFR--12	MGE0-12	MGT----	PKG--12ELL3	XLDDC12L3	YESFL2A		

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 set of courses and then show if they have another set of courses requested.

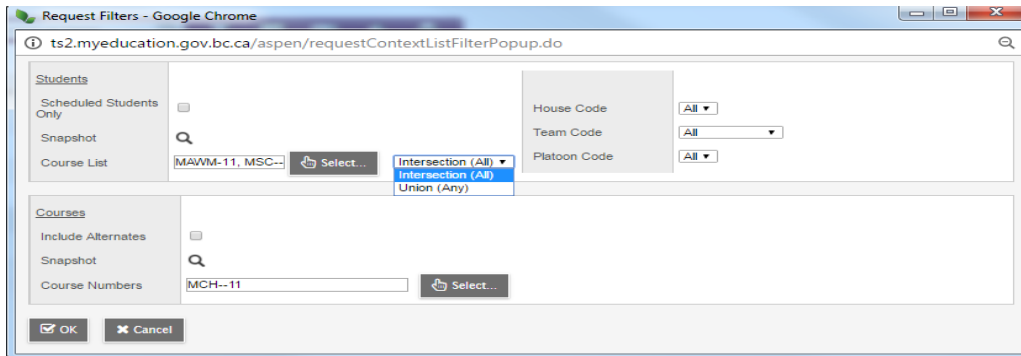
For example: Show all students who have requested English 10 who have also requested English 9.

This feature is useful to identify 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.
- The lower block determines which course request or requests will be displayed for the students identified using the upper block filter.

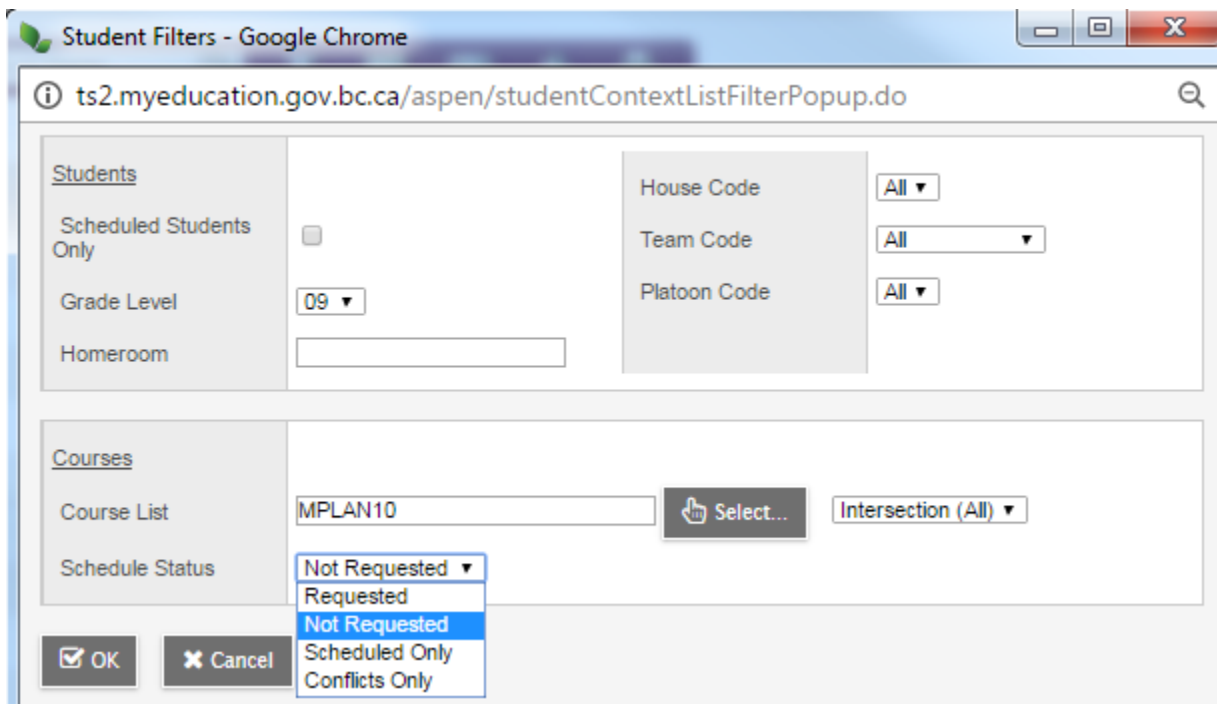
In the example shown below, requests are filtered to show all students with requests for both MAWM-11 and MSC--11; but only show MCH--11 for this selection of students.



3.4.2 Filter Students

Build view > Student > Options > Filter Students...

Filter students allows the user to find students by grade, homeroom, or house/team/platoon code that have a course or courses with a given schedule status. This can be used to locate students that may be missing a required course as in the example below students missing a request for Planning 10.



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	%Sched
272169	Alberti, Elvina	2018	MDNP-10	MEDRR-10	MEN-10	MFADP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00
459663	Alcock, Maureen	2018	MDNP-10	MEDRR-10	MEN-10	MFADP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00
423346	Aldrich, Pandeeep	2018	MDNP-10	MEDRR-10	MEN-10	MFADP-10	MPE-10	MPLANI10	MSC-10	MSS-10	PKG-10				32.00	0.00

4.2 Request Count Verification report

This report can be run from the Global > Requests > Reports or Student > Reports.

Parameter options provide the ability to analyze the number of requests, by varying groups of students. Including the ability to determine which students have *More than, Less than or Equal to X number of requests.*

This report will run for students that have a Next School matching the school running the report.

NOTE: This report will not run for student's that have a Secondary Association for the school running the report (even if those students have a request).

Request Count Verification

Students to include	All ▼
Search value	<input type="text"/>
Only show students with...	Less Than ▼
Number	<input type="text" value="8"/>
Sort results by	Name ▼
Students included in scheduling	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

Pupil	Student Name	YOG	1	2	3	4	5	6	7	8	9	10	11	12	Credit	%Schd
2021149	Aalizadeh, Arley	2018	MBI--12	MCH--12											8.00	16.67
832359	Aaronsen, Adam	2023													0.00	0.00
1260357	Abeler, Trem	2020	MAC--11	MACC--12											8.00	0.00
585025	Acker, Billy	2018													0.00	0.00
2125372	Rachmat, Jesabel	2018													0.00	0.00

4.3 Course Request Tally report

This report, can be run from the Global > Requests > Reports or Course > Reports

The report can be run based on the School or District Department for the course.

If this is run with the parameter of **Show calculated section counts**, the Section Count column will show decimals.

Course Tally

Courses to include	Current selection ▼
Search value	<input style="width: 100%;" type="text"/>
School or District Department	School ▼
Scheduled students only	<input checked="" type="checkbox"/>
Show inclusion counts	<input type="checkbox"/>
Show calculated section counts	<input type="checkbox"/>
Sort results by	Course Number ▼
Format	Adobe Acrobat (PDF) ▼

▶ Run
✕ Cancel

If show inclusion counts is selected, the number of inclusion request displays in () following the number of requests.

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

4.4 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.

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		

4.5 Student Request

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

Kamloops/Thompson	Course Requests	South Kamloops Secondary
Page 1		27/01/2015

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. 3. 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 specific course requests.</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. 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>