

Entering Course Requests Quick Reference

Task	Completed	Initials
Task #1 – Bulk Assigning Requests to groups of students using the <i>Course Requests Mass Update Groups</i> page. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Request Update Groups</u>	<input type="checkbox"/>	
Task #2 – How to bulk remove a request which will in turn bulk remove any assignments associated with the request. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Request Update Groups</u>	<input type="checkbox"/>	
Task #3 – Assigning requests to individual students using the Request Assignments page. <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Student Schedule</u> » <u>Request Assignments</u>	<input type="checkbox"/>	
Task #4 - Assigning Requests to individual students using the Requests page. <u>StudentInformation</u> » <u>SIS</u> » <u>Schedule</u> » <u>Requests</u>	<input type="checkbox"/>	
Task #5 - Run Scheduling reports to verify scheduling data. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Scheduling Reports</u>	<input type="checkbox"/>	