eSchoolPLUS Course Information and Student Requests

Course Catalog

Courses in the Course Catalog are used in the Scheduling, Mark Reporting and Attendance packages. A course must exist in the Course Catalog before a student can request it. There are 2 methods of scheduling that will be mentioned in the Course Catalog.

- **House/Team Scheduling** - The house/team field can be used to designate a house or team code. This ensures that only students that are in a particular house or team get scheduled into a particular course or section of a course. In most instances, the house/team field is left blank in the Course Catalog and is only designated in the Master Schedule when sections have been defined.
- **Blocked/Blockette Courses –** A blocked course is a 'pseudo' course that a student can request, but is never actually scheduled. Each block is comprised of 'blockette' courses that are scheduled in its place. This type of scheduling ensures that all the students in one section of a course are also in the same section of another course.

Adding Course Information

Every course in your building that is on a student's schedule, report card, or transcript must exist in the Course Catalog.

To add a course:

1. Select **Scheduling Center > Course Setup > Course Catalog**.
2. Click **New**.
3. Enter the necessary information and click **Save**.

Note: If your school will be using blocked courses, enter the blockette courses first. When you add the blocked course, enter the blockettes into the Blockette Course section of the page.

Maintaining Course Information

To update an existing course:

1. Select **Scheduling Center > Course Setup > Course Catalog**.
2. Use **Search** to locate the course.
3. Select the course from the list.
4. Make necessary changes and click **Save**.

Creating A Report of Courses

To create a listing of courses:

1. Select **Scheduling Center > Course Setup > Course Catalog**.
2. Use **Search** to create the list of courses you want to print in the report.
3. Click **Report**.
4. From the Home page, open the Course Catalog report and click 🖨 to send the report to the printer.

Course Group

Courses can be grouped for use in course sequencing. Groups make it easier to set up prerequisites that include multiple courses.

To add a course group:

1. Select **Scheduling Center > Course Setup > Course Groups**.
2. Click **New**.
3. Enter the course group code and description. Then list the courses to be included in the group and click **Save**.

Maintaining Course Groups

To update an existing course group:

1. Select **Scheduling Center > Course Setup > Course Groups**.
2. Use **Search** to locate the group.
3. Select the group from the list.
4. Add or remove courses from the group and click **Save**.

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Course Sequence

Courses sequences are used to ensure that students get courses scheduled in the appropriate order. Sequences can be setup using course codes or course groups. There are 3 types of sequences:

- Prerequisite For – alerts users if a student has a request for one course prior to getting a necessary prerequisite. If a student is requesting two courses, and one is a prerequisite of the other, the Student Scheduler will attempt to schedule both in the correct order. If this is not possible, only one may be scheduled.
- Scheduled With – ensures that, if both courses are scheduled, they are scheduled in the same marking periods. If this is not possible, one course only may be scheduled.
- Not Scheduled With – ensures that 2 courses are not scheduled at the same time in the student's schedule.

To add or maintain course sequences:

1. Select **Scheduling Center > Course Setup > Course Sequence**.
2. Select the building from the Course Sequence Building page.
3. Update an existing sequence or add a new sequence to the bottom of the list. Click **Save**.

Course Requests

Course Requests can be entered for individual students, mass loaded for groups of students or posted into the system using scan sheets. There are 3 types of requests:

- Regular
- Student Alternate – This request can be scheduled in the place of any regular request.
- Student/Course Alternate – This request can be scheduled in place of a specific regular request.

To add or maintain course requests for individual students:

1. Select **Student Center > Scheduling > Course Requests**.
2. Search for the student by using the Search or Quick Search option.
3. Enter the course codes that the student is requesting.
4. If the student has alternate requests, make sure regular requests have been entered first.
   - Enter the alternate course.
   - Click on the icon in the Alternate column and select the type of alternate, either student or student/course.
   - If the course is a student/course alternate, select the regular request it can replace.
5. Click **Save**.

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To add or remove course requests for a group of students:

1. Select **Scheduling Center > Student Scheduler > Mass Load/Unload/Erase Student Requests**.
2. Use the Search option to select the students to have requests added or removed.
3. On the Student Request Mass Load/Unload/Erase page, enter the Action type and list the courses to be added or removed.
4. Check the Remove box for any student whose requests you do not want to modify, then click the **Remove** button.
5. Click **Run**.
6. Check the Mass Load Student Requests file from your home page for any warnings or processing errors.

To mass replace an existing course request with a different course request:

1. Select **Utilities > Mass Update > Student Requests**.
2. Use the Search option to select the students with the existing course requests.
   NOTE: If you have access to more than one school, make sure you have selected the desired school in your selection criteria.
3. Specify the field(s) that should be changed for the existing student requests, and the new value(s) that the field should contain.
4. Click **Run**.