

# SUNGARD® PUBLIC SECTOR

## eSchoolPLUS Scheduling Phase 2 – Course Request Exercises

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These exercises include:

- A. Adding course requests to students
- B. Maintaining student requests
- C. Mass Add student requests

### A. Adding course requests to students

Add the following requests to the selected students:

|                         |                          |                          |                     |                        |
|-------------------------|--------------------------|--------------------------|---------------------|------------------------|
| <u>Zebner, Julianna</u> | <u>Yannatos, Ophelia</u> | <u>Velazquez, Carmen</u> | <u>White, Molly</u> | <u>Bradley, Andrew</u> |
| 109                     | 110                      | 111                      | 112                 | 211 – #1 alt. for      |
| 209                     | 210                      | 211                      | 212                 | 210                    |
| 309                     | 310                      | 311                      | 312                 | 209 - #2 alt. For      |
| 409                     | 410                      | 411                      | 412                 | 210                    |
| 501                     | 522                      | 503                      | 514                 |                        |

#### Procedure:

1. Menu path: Student Center > Scheduling > Course Requests
2. Choose **Search** to find the student
3. Enter the course number and/or alternate information
4. Click **Save**

### B. Maintaining Student Requests

Change the following request information for the selected students:

- Palmer, Alyssa Delete course request 312, add course request 311
- Bradley, Andrew Delete course 821, and add course 742 as a student/course alternate request for 743
- Nelson, Madeline Delete all requests

#### Procedure:

1. Menu path: Student Center > Scheduling > Course Requests
2. Choose **Search** to find the student
3. Check delete or enter the course number and/or alternate information
4. Click **Save**

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### **C. Mass Add Student Requests**

- Mass Add Course 600 to all active students in your building.

#### **Procedure:**

1. Choose Scheduling Center > Student Scheduler > Load/Unload/Eraser Student Requests
2. Choose Mass Load for the action
3. Choose Year for the Scheduling Interval
4. Type Course 600 in the Course List section
5. Click **Search** to find students
6. Enter search criteria:
7. Area: Demographic; Field: Current Status; Condition: = (equal to); Value: A
8. Click **Search**
9. Remove students if necessary
10. Click **Run**

#### **Try these:**

- Mass add Course 741 to those students that already have a request for course 723.  
Enter search criteria:  
Area: Student Requests; Field: Course; Condition: = (equal to); Value: 723
- Mass unload Course 524 as a request from all students who currently have it.  
Enter search criteria:  
Area: Student Requests; Field: Course; Condition: = (equal to); Value: 524