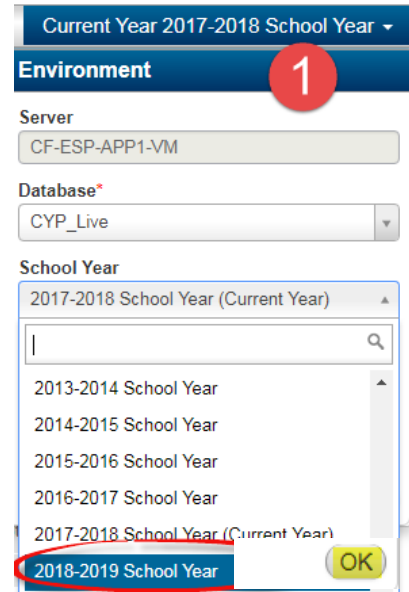


Course Requests for Next Year

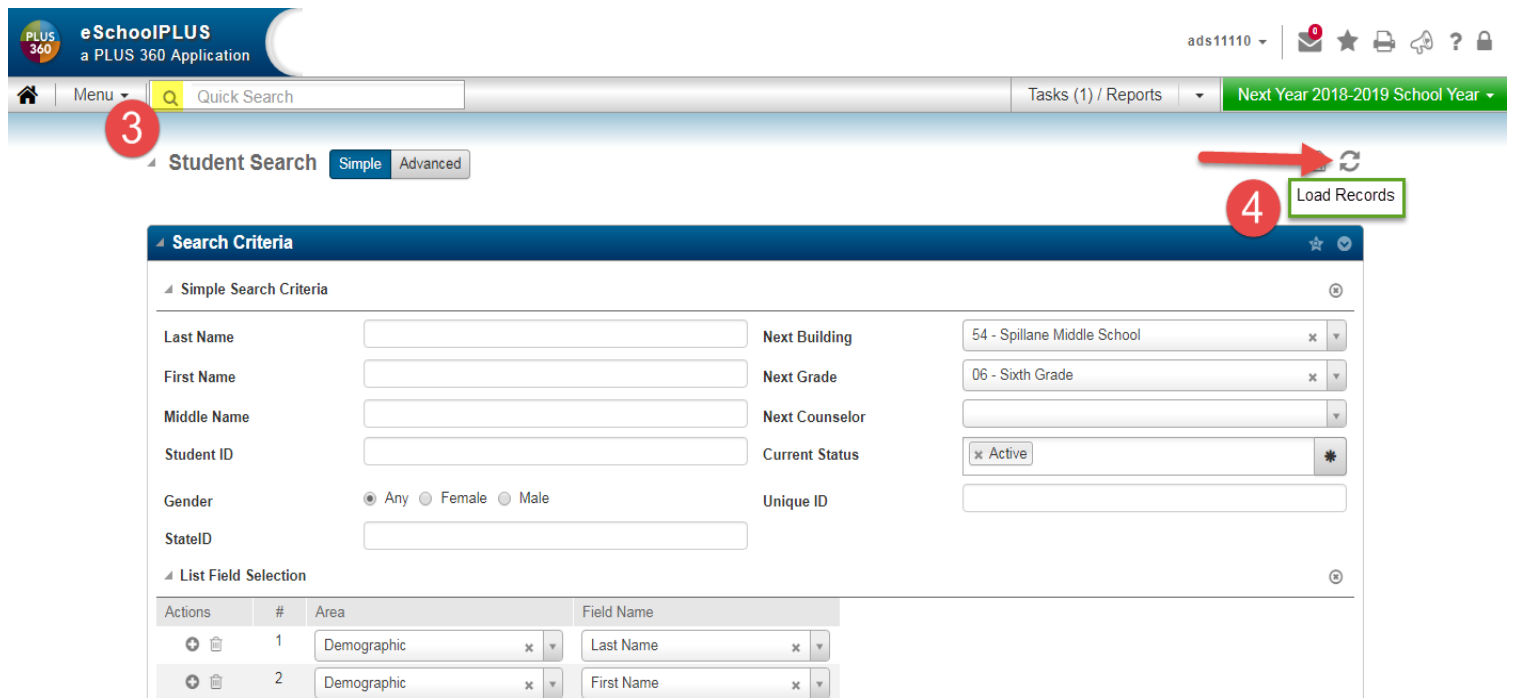
Step 1: To change your database – “Click” on the Year link on the top right hand corner of your main eSchoolPLUS window. Use the drop down arrow and select the next school year. Click **OK**.



Step 2: To verify the change – the top right hand side of the screen will show (Next Year) 2018-2019.



Step 3: Search for your students. Click on the Magnifying glass in the “Quick Search” box. Use the drop down arrows to help fill in the fields. Then click on “Load Records” to bring up your list.



Step 4: Once you have your list, click on the first student. The Student Summary page will appear.

Student Search Simple Advanced

Search Criteria

Search Results

Page 1 of 1 300 View 1 - 2 of 2

Student Name	Student ID	Grade	Last Name	First Name
4		06 - Sixth Grade		
		06 - Sixth Grade		

Step 5: Click on Menu; Scheduling; Student Schedules; Student; Requests.

eSchoolPLUS a PLUS 360 Application

Menu Search

Scheduling

Student Schedules

5

Student

- Career Plan
- Requests
- Schedule Entry
- Schedule History

Student Scheduler

- Backup/Restore
- Load Recommended to Requests
- Recalculate Seats
- Schedule Students
- Schedule Students Parameters
- Schedule Study Halls
- Scheduler Error Scan

Student Utilities

- Erase Scheduled Study Halls
- Request Load/Unload/Erase
- Scheduled Course
- Load/Unload/Lock/Erase

Pre-Scheduler Reports

- Conflict Matrix (book/grid)
- Course Recommendations
- Next Recommended Course Signoff
- Pre-Assignment Class Lists
- Room Availability
- Room Utilization
- Seat Availability
- Simple Tally
- Student Request Detail
- Student Request Summary
- Student Request Verification
- Teacher Availability

Post-Scheduler Reports

- Add-Drop by Teacher
- Career Plan Worksheet
- Class Lists
- Class Matrix
- Course Enrollment Load
- Free Period Analysis
- Free Time Detail
- Student Conflict Analysis
- Student Schedules
- Teacher Schedule Matrix
- Teacher Schedules
- Unscheduled Request Detail
- Unscheduled Request Summary

Step 6: Enter the student's course requests. Then click on the Magnifying glass under section. A list of courses will come up. Click on the one you want and it will be highlighted. Click **OK**.

Requests



Unsaved Changes

Interval 1 - FULL YEAR SCHEDULING

Request Status N - None Used

Schedule Status P - Partial

Course Requests

Course*	Section	Description	Credit	Overload Teacher	Marking Periods	Request Type	Alternate Course
54 - Spillane Middle School							
3623	1	Math 6	0.0000			R - Regular	
						R - Regular	

Total Credit: 0.0000

6

Enter course number

Description will show up.

Master Schedule Search

Selections

Search Results

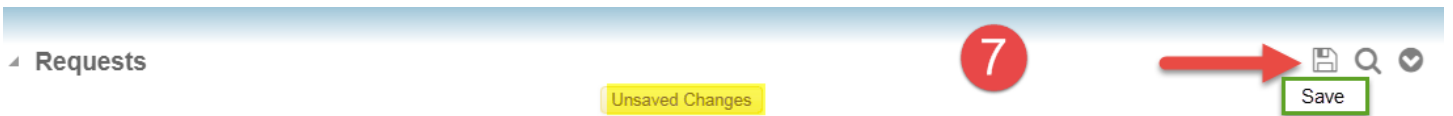
Page 1 of 1 | 300 | View 1 - 1 of 1

Bldgs.	Course	Section	Description	Teacher	Pds	Marking Period	Cycles	Seats	Room
54	3623	1	Math 6						

Page 1 of 1 | 300 | View 1 - 1 of 1

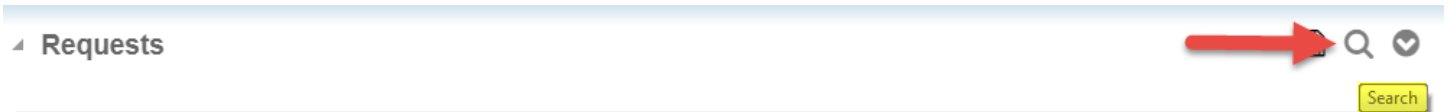
OK Cancel

Step 7: The top of the screen will say "Unsaved Changes" until you click on "Save".



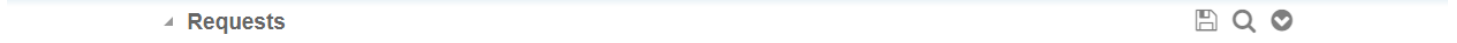
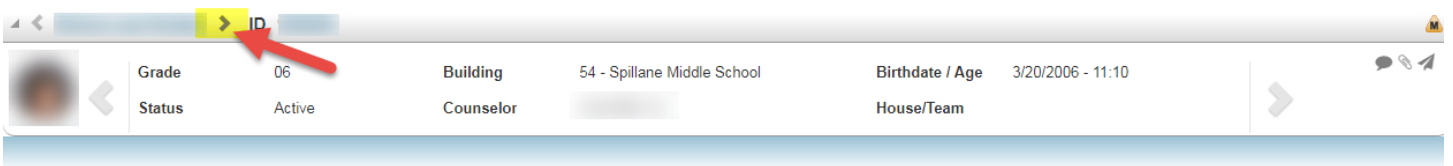
7

You can click on the Magnifying Glass at the top right to get back to your list of students.



OR

You can click on the arrow next to the student's name to find the next student on the list.



To delete a course scroll to the right of the course. Put a check mark on the box.

Course Requests									
edit	Overload Teacher	Marking Periods	Request Type	Alternate Course	Alternate Sequence	Lock	Override Prerequisite	Save to Scheduling Building	
-0000	<input type="checkbox"/>	<input type="checkbox"/> N2-N2 <input type="checkbox"/> N4-N4	R-Regular	-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on "Save".

Requests

Unsaved Changes

Save