

Mass Add-Change-Delete Student Requests

This utility allows users to add, change, or delete requests for a course or courses for many students at once and can be used to schedule students into courses. This utility is useful at elementary and middle schools when most or all of the students within a Grad Year need to be scheduled into the same courses.

The utility can be accessed from two different locations within the Student Management Future Scheduling module. It can be found under Request Processing Setup and through Student Schedule Generation Setup. The utility can also be found in those same locations when navigating to Future Scheduling through the Product Setup menu path.

1. Skyward does not provide a template for this utility. Click the Add button to create a template for this process.
2. Enter a Template Description that describes the students being included in the process.
3. Verify that the School Year displaying is correct and is the upcoming school year.
4. Process By – This utility can be processed by Individual, Multiple Students, Range or by Course. Select the option that best meets your needs and select the students or enter the student ranges.
 - Individual
 - Multiple Students
 - Range
 - Course – Use this option when you need to add, change, or delete requests for all of the students who are currently enrolled or requesting another class. Example: If students who are in Phy Ed 101 also need to request or enroll in Health 101, select the course option and then choose the Phy Ed 101 course so that all students requesting/enrolled in the class will have the requested Health class.
 - Additional options available include:
 - School Year Courses From
 - Display Inactive Classes
 - Dropped Students – process dropped students
 - Inactive NY Status – process inactive next year status students
5. Exclusion Courses – This is only enabled when the Process By is set to Range. This option excludes students within the ranges who have the selected course.
6. Select from one of the Process Types below:

Add Course/Class

1. Select the Add Course/Class radio button. Selecting this option allows for either creating student requests or actually scheduling students into classes.
2. Click the Course Request button and select the courses to be added to the students as requests only.
3. Click the Scheduled Class to select the courses to be actually scheduled for the students.
4. Click Save and Process.
5. Users can preview the students being processed prior to actually running the utility. Select the Preview Data Process button.

6. Review the list of students carefully. You may remove students from the list by highlighting the student and clicking the Remove From Update button. Once you are satisfied with the list, select the Back button.
7. If you are ready to complete this process, select the Run the Update button.
8. A pop-up message will display, verifying if you wish to continue with the update. Select OK to continue.
9. A report will generate listing the students processed and the courses assigned.

Change Course/Class

1. Select the Change Course/Class radio button. Selecting this option allows users to change one course to another and includes the capability to change the section.
2. Drop Course/Class for Student when it cannot be Deleted - If there are grades present, you would want the class to be dropped because the system will not delete a class with grades.
3. Change from Course – Enter the Course key or click the Course button to select the course you wish to change. If the student was already scheduled into a specific section, then that could be changed as well.
4. Change to Course – Enter the Course key or click the Course button to select the course to which it should be changed. If the student was already scheduled into a specific section, that could be changed as well.
5. Select Save and Process.
6. Users can preview the students being processed prior to actually running the utility. Select the Preview Data Process button.
7. Review the list of students carefully. You may remove students from the list by highlighting the student and clicking the Remove From Update button. Once you are satisfied with the list, select the Back button.
8. If you are ready to complete this process, select the Run the Update button.
9. A pop-up message will display verifying whether you wish to continue with the update. Select OK to continue with the update.
10. A report will generate listing the students processed and the courses assigned.

Delete Course/Class

1. Select the Delete Course/Class radio button. Selecting this option allows users to delete course requests or a scheduled class for students.
2. Drop Course/Class for Student when it cannot be Deleted - If there are grades present, you would want the class to be dropped because the system won't delete a class with grades present. It is recommended to check this option if you are using the delete course/class option because in the case that it can't be deleted, it would then be dropped.
3. Course Request – Click this button to select the courses you wish to have removed from the student's requests.
4. Scheduled Classes – Click this button to select the courses you wish to have removed that have already been scheduled.
5. Select Save and Process.
6. Users can preview the students being processed prior to actually running the utility. Select the Preview Data Process button.
7. Review the list of students carefully. You may remove students from the list by highlighting the student and clicking the Remove From Update button. Once you are satisfied with the list, select the Back button.
8. If you are ready to complete this process, select the Run the Update button.

9. A pop-up message will display verifying if you wish to continue with the update. Select OK to continue with the update.
10. A report will generate listing the students processed and the courses assigned.

Mass Delete All Requests

1. Select the Mass Delete All Requests radio button. This option will delete all requests for the selected students.
2. Select Save and Process.
3. Users can preview the students being processed prior to actually running the utility. Select the Preview Data Process button.
4. Review the list of students carefully. You may remove students from the list by highlighting the student and clicking the Remove From Update button. Once you are satisfied with the list, select the Back button.
5. If you are ready to complete this process, select the Run the Update button.
6. A pop-up message will display verifying whether you wish to continue with the update. Select OK to continue with the update.
7. A report will generate listing the students processed and the courses assigned.