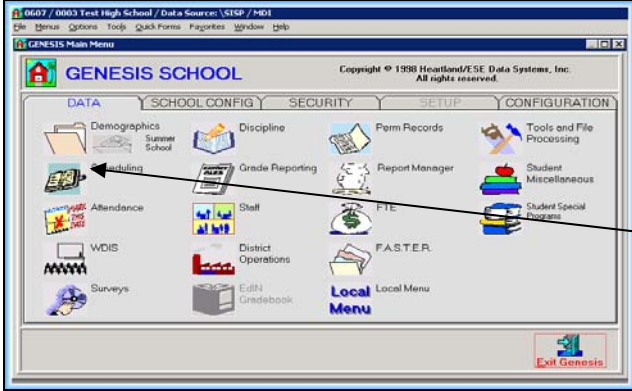
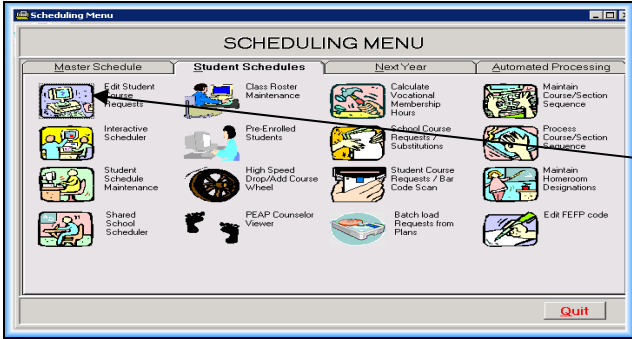
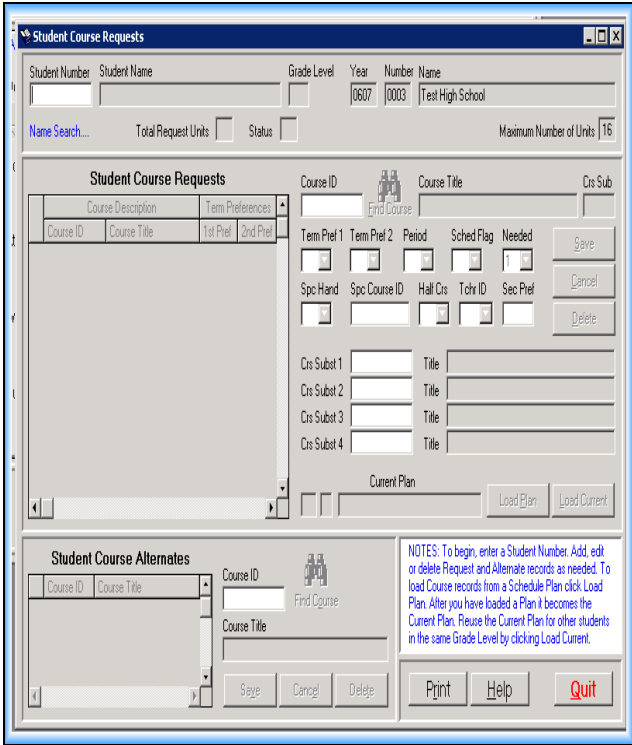


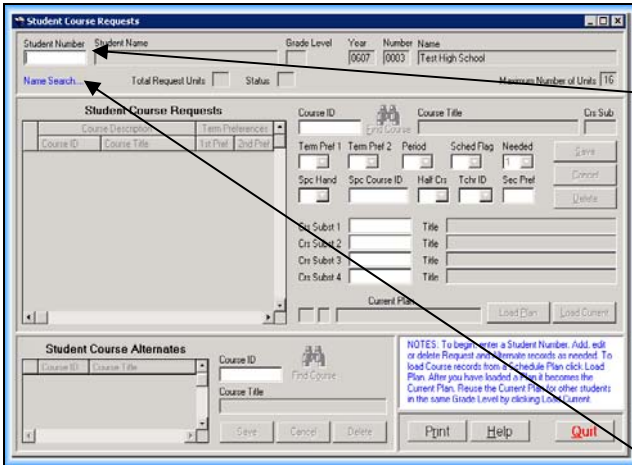
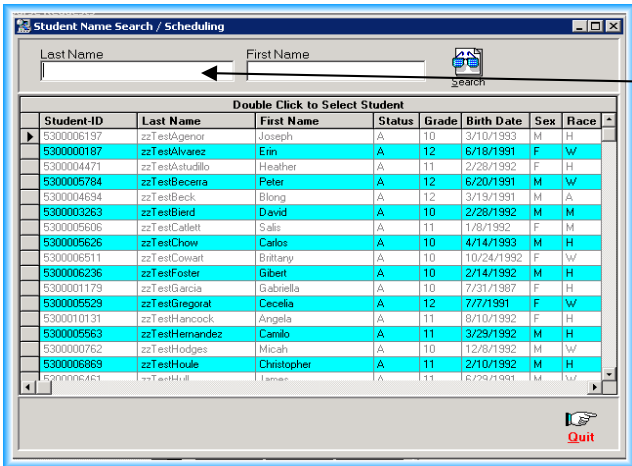
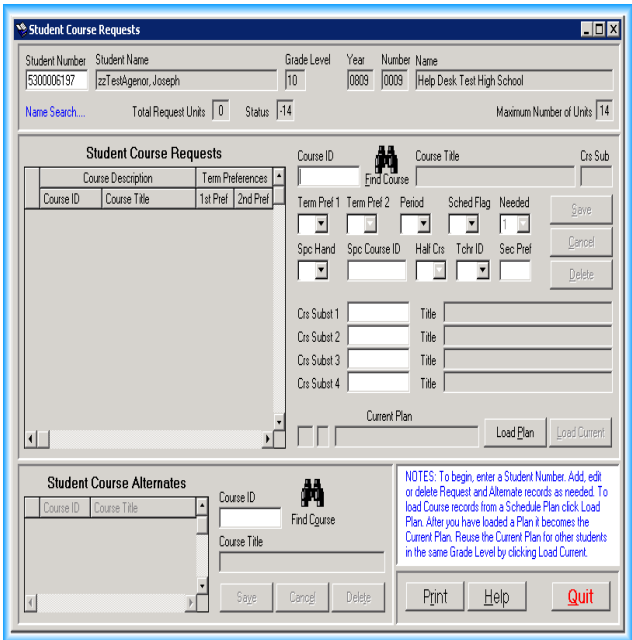

Genesis Scheduling

Edit Student Course Request

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p>To Enter Student Course Requests:</p> <ul style="list-style-type: none"> Click the Scheduling icon
2		<p>The Scheduling Menu is displayed.</p> <p>From the Student Schedules tab:</p> <ul style="list-style-type: none"> Click the Edit Student Course Requests icon
3		<p>The Student Course Requests screen is displayed.</p> <p>The top area of the screen will display the Student's information, the Total Requested Units for this student, and the Maximum Number of Units for your school configuration.</p> <p>Example: 4 x4 school = 16 Units 7 period day school = 14 Units</p> <p>The center of the screen will display the Student Course Requests grid with the Course Requests and Course Titles as they are entered.</p> <p>If you have created Course Request Plans, you can load a plan of courses for a student.</p>

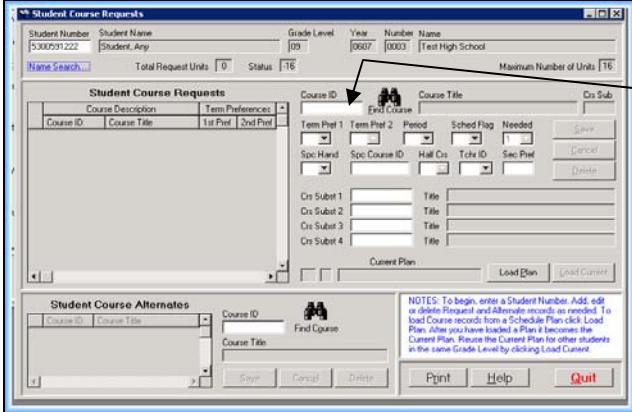


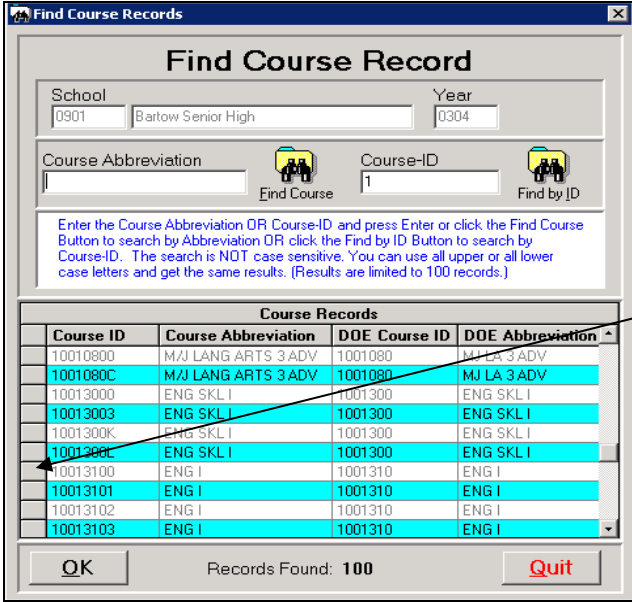
Genesis Scheduling

Edit Student Course Request

Steps	Screen Displayed	Procedures
4	  	<p><u>If you know the Student's ID Number:</u></p> <ul style="list-style-type: none"> • Enter the Student number, then Press Enter <p style="text-align: center;">-Or-</p> <p><u>If you do not know the Student's ID Number:</u></p> <ul style="list-style-type: none"> • Click Name Search • Enter the Student's Last Name • Click the Search icon  • Double-click on the Student's Name to select <p>The Student Course Requests screen is displayed with the following information:</p> <ul style="list-style-type: none"> Student's Name & Grade Level School year School number and name Student's Total Requested Units Status: (The computer calculated number of requests remaining to complete the entire schedule of requests) Maximum Number of Units at your school

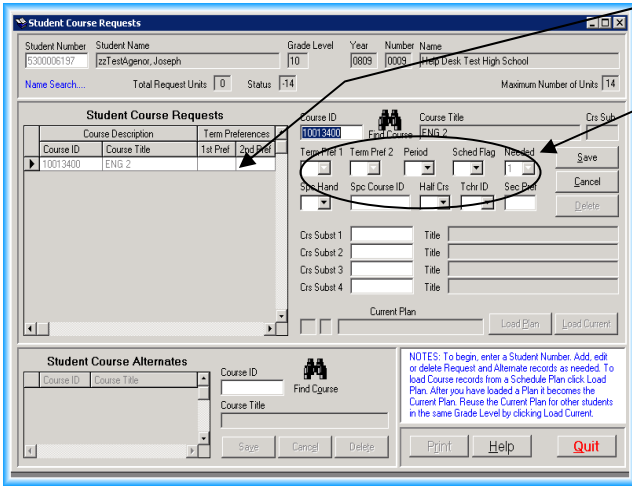
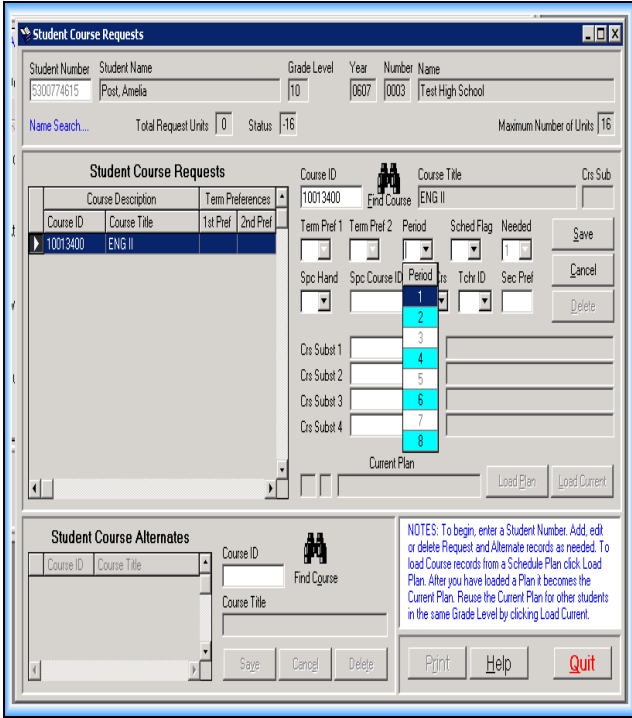
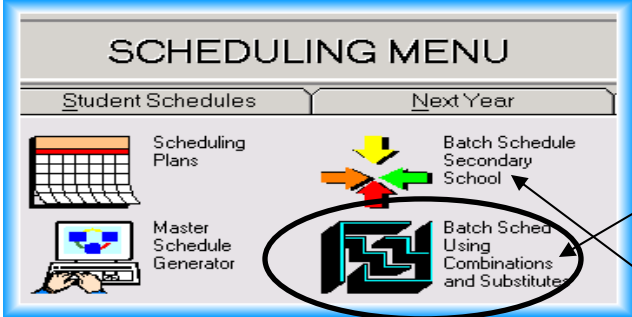
Genesis Scheduling

Edit Student Course Request

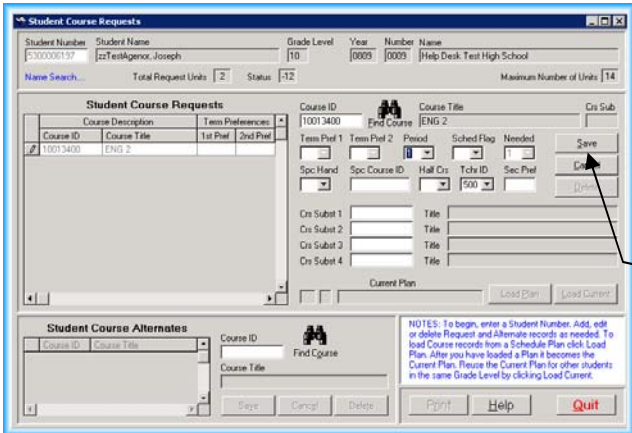
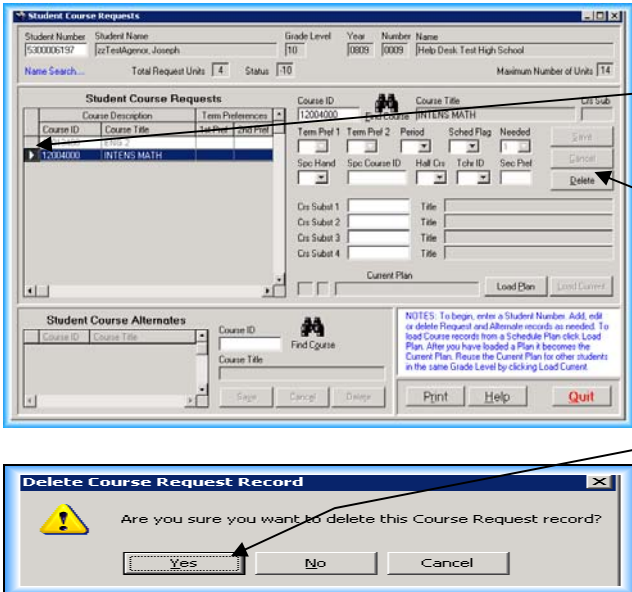
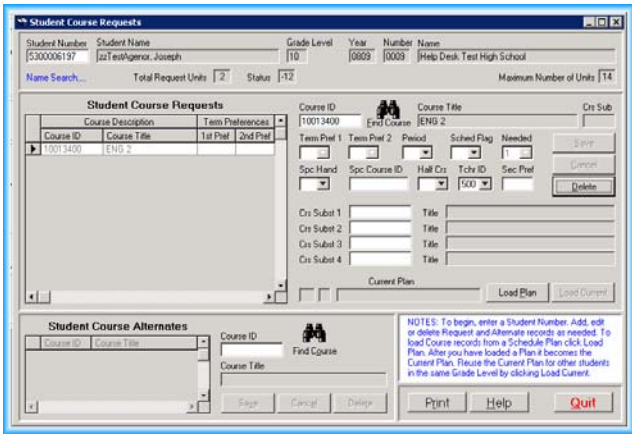
Steps	Screen Displayed	Procedures
5		<p><u>If you know the 8-digit Course number:</u></p> <ul style="list-style-type: none"> Enter the 8-digit course number in the Course-ID field, and Press Enter <p><i>Continue to Step 6</i></p> <p><u>If you do not know the 8-digit course number:</u></p> <ul style="list-style-type: none"> Click the Find Course icon <p><u>To Search by Course Abbreviation:</u></p> <ul style="list-style-type: none"> Type part of the Course Title Abbreviation in the Course Abbreviation field Click Find Course icon <div style="text-align: center;">  </div> <p style="text-align: center;">- Or -</p> <p><u>To Search by Course-ID Number:</u></p> <ul style="list-style-type: none"> Type the first number of the 8-digit Course-ID in the Course-ID field Click Find by ID icon <p><u>To Select the Course Record:</u></p> <p>Use the scroll bar to view displayed courses.</p> <ul style="list-style-type: none"> Click the Course Record to highlight Click OK <p style="text-align: center;">-Or-</p> <ul style="list-style-type: none"> Double Click the Course Record to select
		
		

Genesis Scheduling

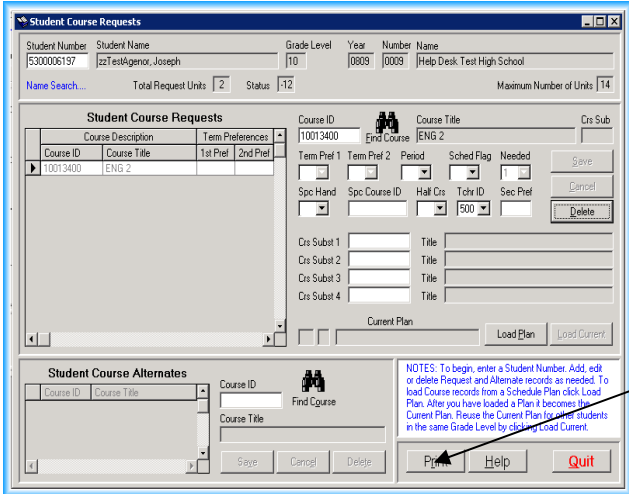
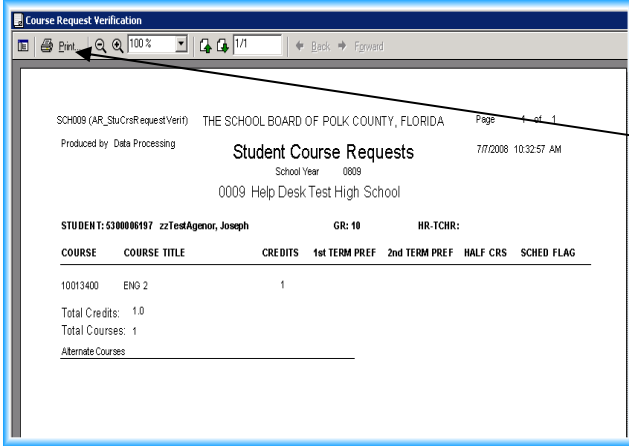
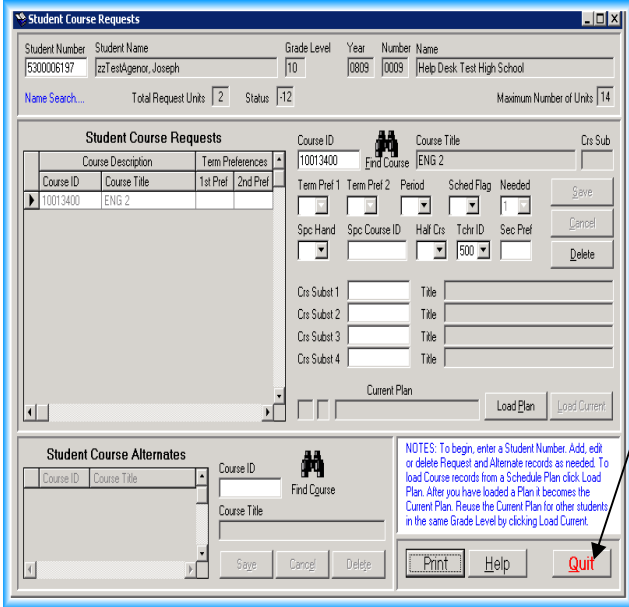
Edit Student Course Request

Steps	Screen Displayed	Procedures
6	  	<p>The course record will display in the Student Course Requests grid.</p> <p>Additional features:</p> <p>There is a selection of options available to further specify criteria for the batch scheduling process.</p> <ul style="list-style-type: none"> • Period • Schedule flag (If matching flag code is entered on the Master Schedule) • Spc Hand – If marked with an “X”, the Batch Scheduling will exclude the teacher listed in the Tchr ID field • Half Crs – Specify which term of a year-long class is needed • Teacher ID <p>To Select any of the Options listed above:</p> <ul style="list-style-type: none"> • Click the pull-down arrow at the end of the field, <i>Select</i> the appropriate code <p>An example: If you have a student who must take the requested class in a specific period:</p> <ol style="list-style-type: none"> 1. Enter the course number in the Course-ID field 2. <i>Highlight</i> the course in the display grid 3. Click the pull-down in Period, and <i>select</i> the desired period <p>Important – Please Read:</p> <p>If you select ANY specific criteria, you MUST run the Batch Sched Using Combinations and Substitutes instead of the most commonly used Batch Schedule Secondary option.</p>

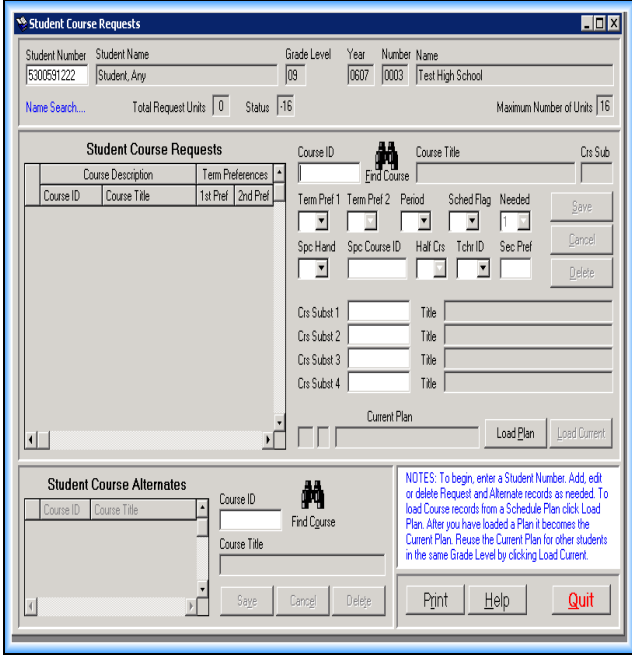
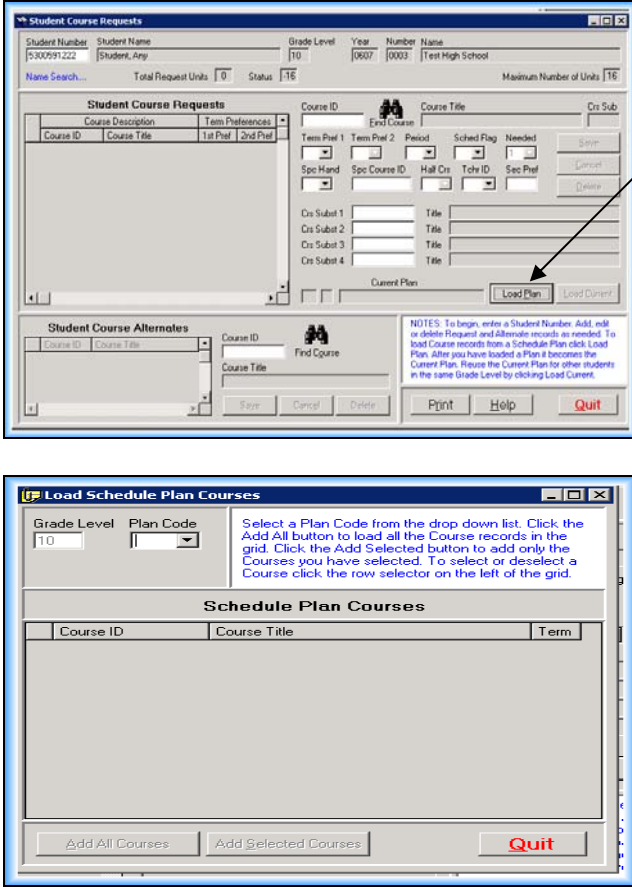
Genesis Scheduling Edit Student Course Request

Steps	Screen Displayed	Procedures
7		<p><u>To Add additional Course Requests for this student:</u></p> <ul style="list-style-type: none"> Repeat Steps 5 & 6 <p><u>Once all requests have been entered:</u></p> <ul style="list-style-type: none"> Click the Save button <p>When the record has been saved, the computer will calculate the Status of remaining requests.</p>
8		<p><u>To Delete a Student Course Request:</u></p> <ul style="list-style-type: none"> Click the Course ID in the Student Course Requests grid to highlight Click the Delete button <p>A confirmation message box will be displayed.</p> <ul style="list-style-type: none"> Click “Yes” to confirm <p>Repeat this process to delete additional requests.</p>
9		<p><u>To Add Course Requests for another student:</u></p> <ul style="list-style-type: none"> Click in the Student Number field, and <i>type</i> another Student’s ID Number Press Enter <p style="text-align: center;">-Or-</p> <ul style="list-style-type: none"> Click the Name Search (Refer to Step 4 for instruction on the Name Search feature)

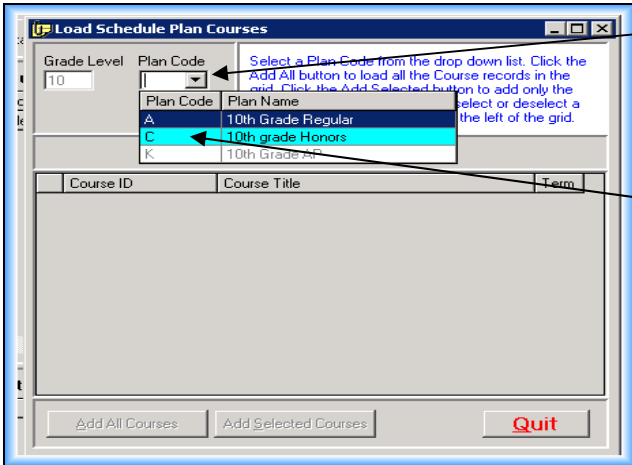
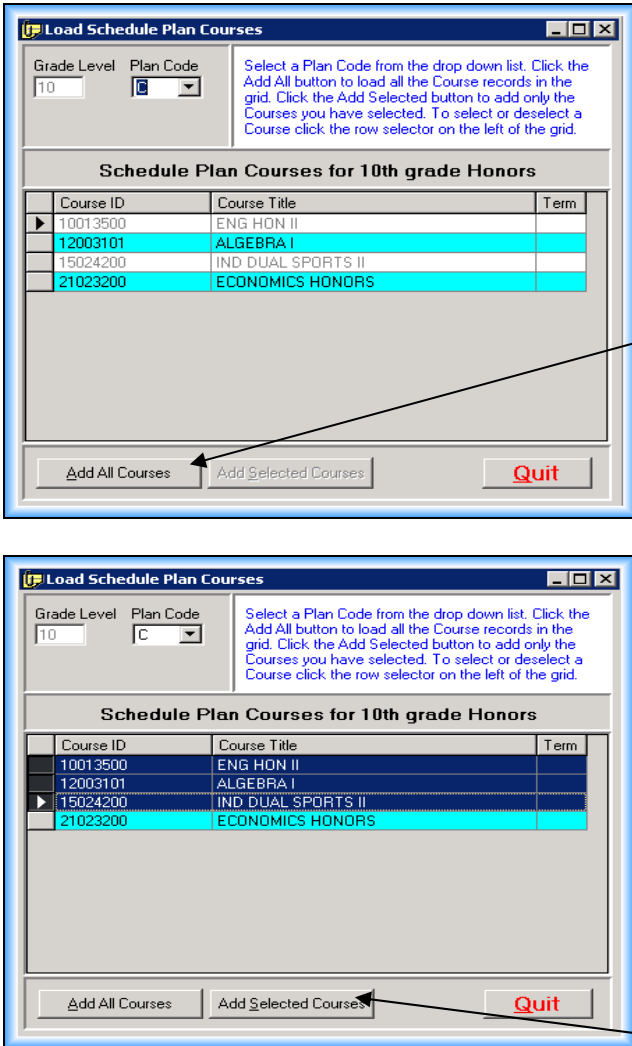
Genesis Scheduling Edit Student Course Request

Steps	Screen Displayed	Procedures
10	  	<p><u>Repeat Steps 5 & 6 to Enter Course Requests for another student.</u></p> <p><u>To Print a Copy of the Student's Course Requests:</u></p> <ul style="list-style-type: none"> ● Click the Print button <p>The Student Course report is displayed.</p> <ul style="list-style-type: none"> ● Click the Print button <p>If you have completed entering all Student Course Requests at this time:</p> <ul style="list-style-type: none"> ● Click the Quit button <p>If you have created Request Plans, refer to steps 11-15 for step-by-step instructions on using the Load Plan feature of this screen.</p>

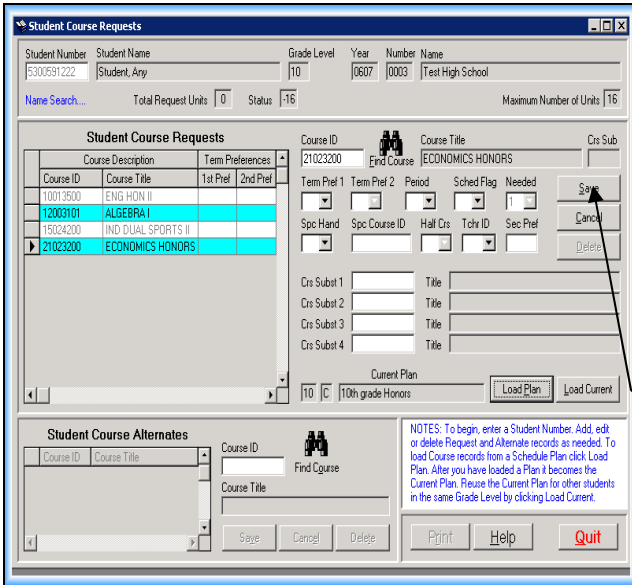
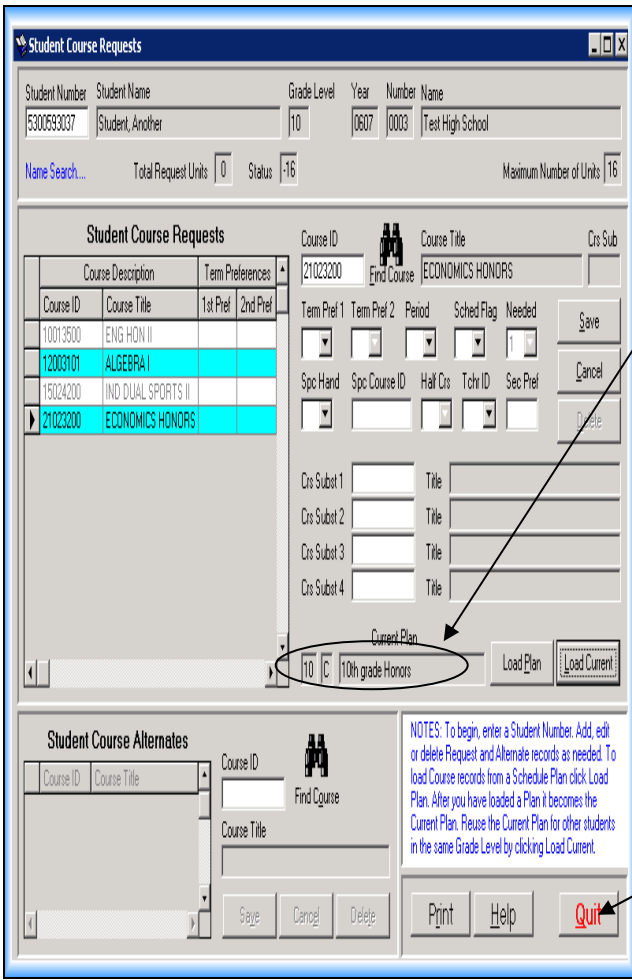
Genesis Scheduling Edit Student Course Request

Steps	Screen Displayed	Procedures
11		<div style="border: 2px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <h2 style="margin: 0;">Load Request Plans</h2> </div> <p>If you have created School Schedule Request Plans, you can load these plans and make necessary adjustments to a student's requests using this feature of the Student Course Requests screen.</p> <p>From the Student Course Requests screen:</p> <ul style="list-style-type: none"> Type a Student Number or use the Name Search option <p>(Refer to documentation – Genesis Scheduling – Creating Schedule Request Plans for step-by-step instruction on creating Request Plans)</p>
12		<p>Click the Load Plan button</p> <p>The Load Schedule Plans Courses screen is displayed.</p> <p>The corresponding grade level for the student is displayed and can not be changed.</p>

Genesis Scheduling Edit Student Course Request

Steps	Screen Displayed	Procedures
13		<ul style="list-style-type: none"> Click the pull down in the Plan Code field to display the list of Plans that have been created for this grade level Click the Plan Code to select
14		<p>The screen will display the courses for the selected plan.</p> <p><u>To Add All Courses listed in this plan:</u></p> <p>If all these course should be added as requests for this student:</p> <ul style="list-style-type: none"> Click the Add All Courses button <p><u>To Add Selected Courses from this plan:</u></p> <p>If only selected courses should be added:</p> <ul style="list-style-type: none"> Hold down the Ctrl key on your keyboard, and <i>click</i> the gray box in front of the Course ID number for all the courses to add <p>If you use this option, only the highlighted courses will be added to the student's Course Request screen.</p> <p><u>To Add Selected Courses from this plan:</u></p> <ul style="list-style-type: none"> Click the Add Selected Courses button

Genesis Scheduling Edit Student Course Request

Steps	Screen Displayed	Procedures
15		<p>The Student Course Requests screen will be displayed with All Courses or Selected Courses from the plan.</p> <p>You are now able to add additional Course Requests or make changes to the requests that display in the Student Course Request grid (refer to step 5).</p> <p>Once all changes or modifications have been made.</p> <ul style="list-style-type: none"> • Click the Save icon
		<p>If you have other students who will also be assigned this plan code, you can:</p> <ul style="list-style-type: none"> • Enter another Student's ID Number • Press Enter • Click Load Current <p>This option will load the courses from the Current Plan displayed.</p> <p>You can make modifications or changes if necessary.</p> <ul style="list-style-type: none"> • Click the Save button <p><u>To Exit the Student Course Requests screen:</u></p> <ul style="list-style-type: none"> • Click the Quit button