

Student Entry of Requests on Student Progress Center: General Flow

These steps are suggestions only. Users are encouraged to modify to fit the flow of the school's needs.

Schools Work with the District Coordinator to create student logins and passwords for students participating.

1. Done by the District Coordinator using the System / Student Login Editor.
2. Schools can manage a single student on the Student Master / Permission tab / View Access button.
3. Communicate student logins / passwords to students.

Work with the District Coordinator to establish dates request entry will be open on the Student Progress Center

1. Can be set for specific dates for specific grades, or one date range for all in the Communication Config / SPC / Requests tab.

Meet with students to guide them on requests needed for next year.

1. Usually done by meeting with students in groups or individually.
2. Often a student completes a request page with a guide sheet to help pick courses.
3. Option: Some schools go into Load Student Requests or Request Loader and enter requests for core classes first.

Students go to the Student Progress Center to enter next year's requests.

1. The student logs in, then clicks on the "Requests" link across the top.
2. The student enters requests for the next school year.

School monitors student request entries.

1. School staff ask the students to login to the Student Progress Center / Requests area and show requests entered to the staff member to review.
2. In Scheduling / Lists / Audit Request Validity, the school monitors the requests entered by the student on the far right in the "Convert Par Requests" column (cell click on count to see requests selected by student).

At the end of the request entry period, schools convert Student Progress Center requests to "approved" requests.

1. In Audit Requests Validity, do a select all, then click "Convert" at bottom of screen.
2. You will see the counts of credits update and change to reflect "approved" requests.