

## Preparing Files for Course Request Entry

### Step 1: Create Course Wish List

OF/FS/RP/PS/CO - Office/Future Scheduling/Request Processing/Product Setup/Codes

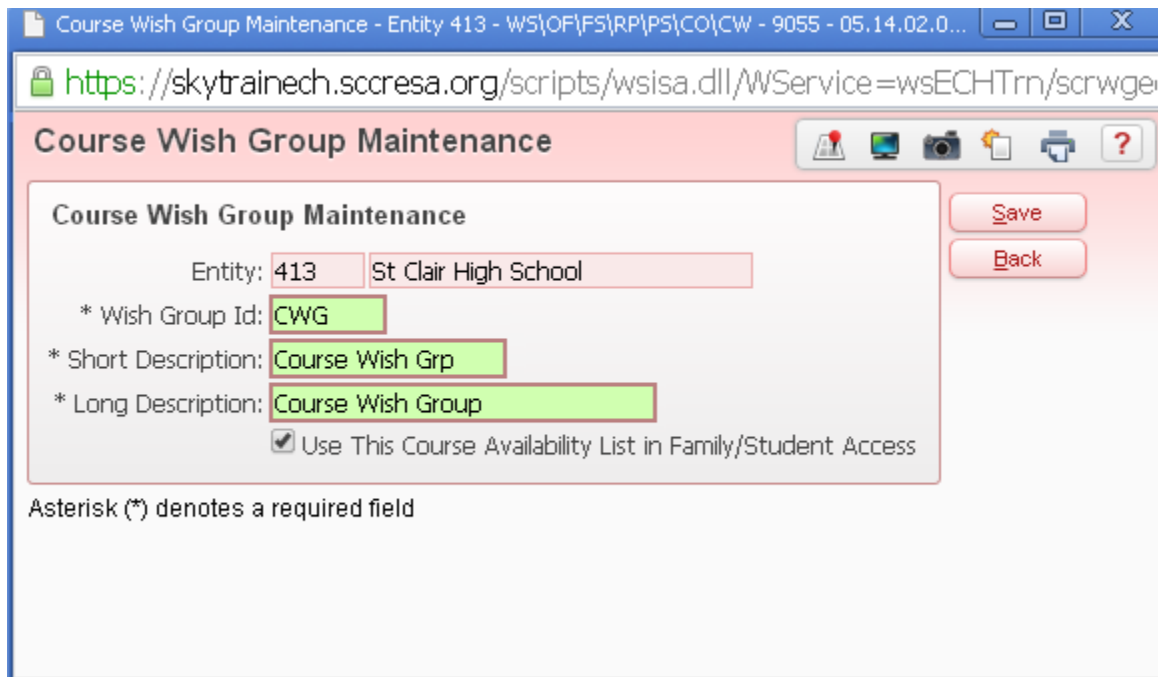
Select: **Course Wish Group**

**Note:** Each Year you will delete the previous years Wish Group and create a new one. You can re-use the Course Wish Group code. Each entity must have a Course Wish Group Code of their own.

Click 

Enter the Wish Group ID: this is the code you used last year, enter the descriptions and check the Use this Course Availability List in Family/Student Access. (Checking this box allows Students the ability to enter course request from their accounts.)

Click 



The screenshot shows a web browser window titled "Course Wish Group Maintenance - Entity 413 - WS\OF\FS\RP\PS\CO\CW - 9055 - 05.14.02.0...". The address bar contains the URL: <https://skytrainech.sccresa.org/scripts/wsis.dll/WSservice=wsECHTrn/scrwgei>. The page title is "Course Wish Group Maintenance". The main content area is titled "Course Wish Group Maintenance" and contains the following fields:

- Entity: 413 St Clair High School
- \* Wish Group Id: CWG
- \* Short Description: Course Wish Grp
- \* Long Description: Course Wish Group
- Use This Course Availability List in Family/Student Access

Below the fields, it states: "Asterisk (\*) denotes a required field". On the right side of the form, there are two buttons: "Save" and "Back".

**Step 2: Create the Course Availability List**

OF/FS/RP/PS/UT - Office/Future Scheduling/Request Processing/Product Setup/Utilities

Select: **Create Course Availability List**

The screenshot shows a web browser window with the URL <https://skytrainech.sccresa.org/scripts/wsisa.dll/WService=wsECHTrn/scalpedit001>. The page title is "Course Availability List Parameters". The form contains the following sections:

- Course Availability List Parameters**: Includes a "Run" button and a "Back" button. A description states: "This process will create a new or append to an existing Course Availability List for each Graduation Year specified using the ranges below for the selected Course Wish Group."
- School Year**: A dropdown menu set to "2014-15".
- Course Wish Group**: A dropdown menu set to "CWG".
- Process Type**: Radio buttons for "Append" and "Create" (selected).
- Range Parameters**: Fields for "Low" (Grade/Grad Yr: 09) and "High" (Grade/Grad Yr: 12).
- Course Selection**: Radio buttons for "Electives and Required" (selected) and "Electives Only".
- Course Scheduling Types**: Checkboxes for "Include Normal Scheduled Types" (checked), "Include Manually Scheduled Types", and "Include Special Education Types".
- Other Options**: Checkboxes for "Select All Course Types" (checked), "Include Lunches", "Include Study Halls", and "Delete Lists not in Grad Year Range" (with a help icon).
- Sort**: A button next to a field for "Subject Course Key".

- **School year:** select the future scheduling year
- **Course Wish Group:** select the Course Wish Group you created for future year
- **Process Type:** select - **Create** (Note : If you are adding a course after the wish list have been created and printed you may use append. )
- **Range Parameters:** Grade/Grad Yr Low and High: Enter the low grade in your school and the high grade in your school. Example: 09 and 12. If you want students in all grades to be able to

enter course request during the same window of time then you need to select all grade levels in your building.


- **Course Selection:** Select the type of courses desired
- **Course Scheduling Types:** Include the scheduling types desired
- **Check:** Select all Course Types

**Note: If you want your courses sorted differently than what is listed follow the instructions below.**

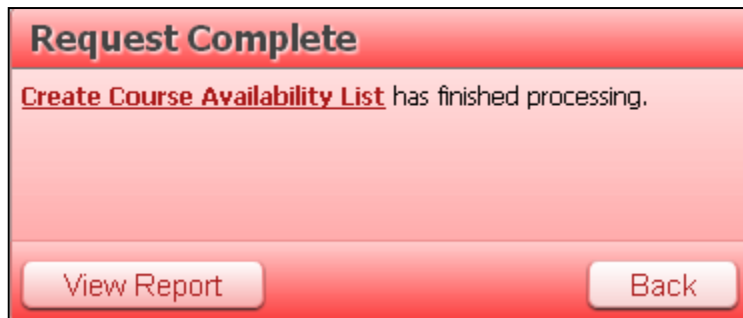
Click 

To change the sort order click on the field you wish to be the primary sort and it will move to the top and click **Save**.



If everything looks ok Click 

Click View Report to see Lists created



**Step 3:** OF/FS/RP/PS/CO Office/Future Scheduling/Request Processing/Product Setup/Codes


Select: **Course Wish Group**

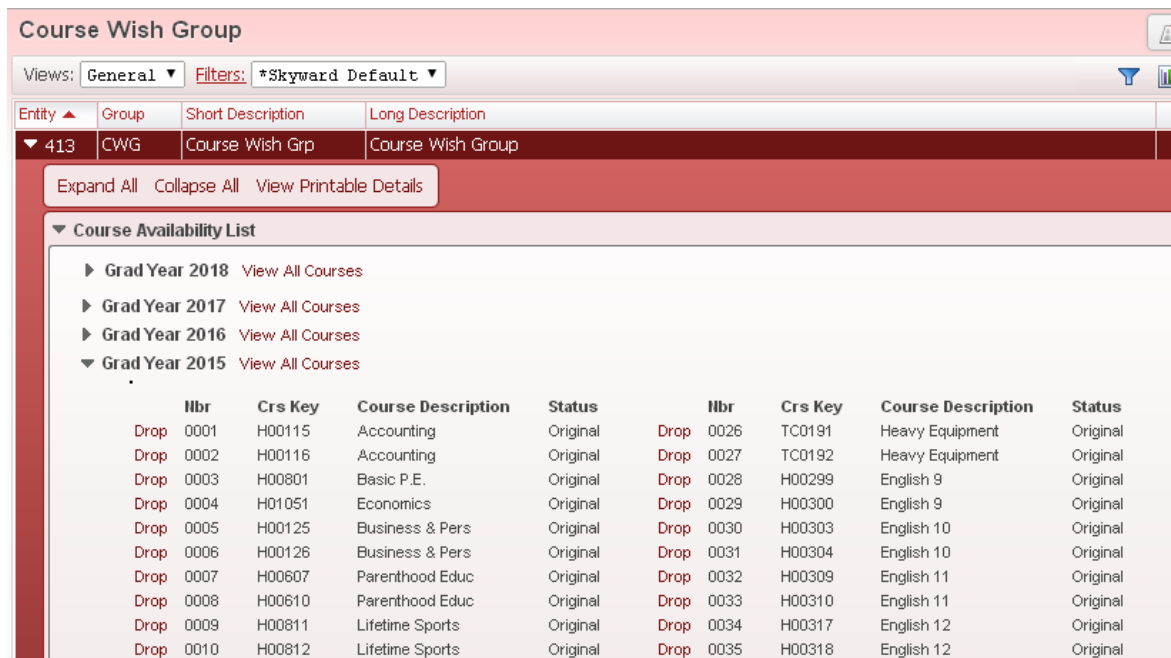
Expand the Course Wish Group listed

**Note:** Ignore the years not needed.

Expand the year's list you wish to work with.



If you wish to exclude a course from this Grad Year Student's list click the Drop button next to the course to exclude. Repeat until list is the desired list and click 



Continue with the remaining Grad Year List

**Step 4: OF/FS/RP/RE Office/Future Scheduling/Request Processing/Reports**

Select **Course Availability List**

Click 

Enter Template Name according to the grade level Course Request Sheets you wish to create.

Select Print using Student Ranges

Click on Ranges and follow the Ranges instructions below

Select School year to create for (Future Scheduling Year)

Control Sets should default to the correct ones.

Enter your High and Low Grade to create list for. This would be one grade level at a time if the list are different

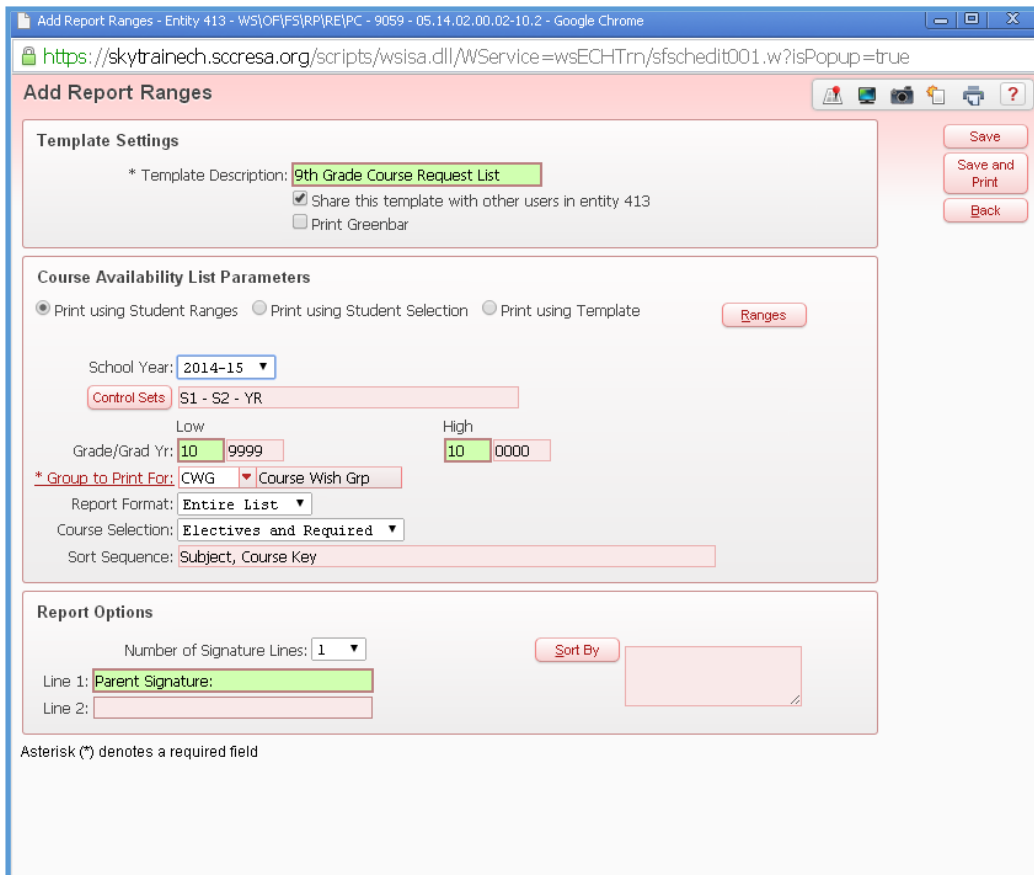
Select your Course Wish Group

Report Format will be Entire List

Course Selection will be Elective and Required or just Electives

Sort Sequence will fill from the create step

Select the number of Signatures you wish and key in the signature description(s)



Asterisk (\*) denotes a required field

Click on Sort By to select the Student Sort Order if desired.

## Ranges

Select the Entity desired. Select the Student Status this will be Active except for the 9<sup>th</sup> grade list the 9<sup>th</sup> grade list will be Both.

Special Ed Students: Select to Include or Exclude. You can also print sheets for Special Ed students only

Check Use all Schools

Check Use All Calendars

Check Use All Student Types

Click Save

The screenshot shows a web browser window titled "Student Ranges - Entity 413 - WS\OF\F5\RP\RE\PC - 9059 - 05.14.02.00.02-10.2 ...". The address bar contains the URL: <https://skytrainech.sccresa.org/scripts/wsisa.dll/WService=wsECHTrn/>. The page title is "Student Ranges".

The interface includes the following elements:

- Low** and **High** entity selection fields, both set to "413".
- Student Key** fields: an empty field for Low and "ZZZZZZZZZZ" for High.
- Save** and **Back** buttons.
- Student Status** section with radio buttons for  Active,  Inactive, and  Both.
- Special Ed Students** section with radio buttons for  Include,  Exclude, and  Only.
- Checkboxes for  Use All Schools,  Use All Calendars, and  Use All Student Types.
- Buttons for **Schools**, **Calendars**, and **Student Types**.

To create the list click Print

Create Lists for each Grade Level that sheets are different.