

Course Requests – Mass Add (Using a List of Student ID Numbers)

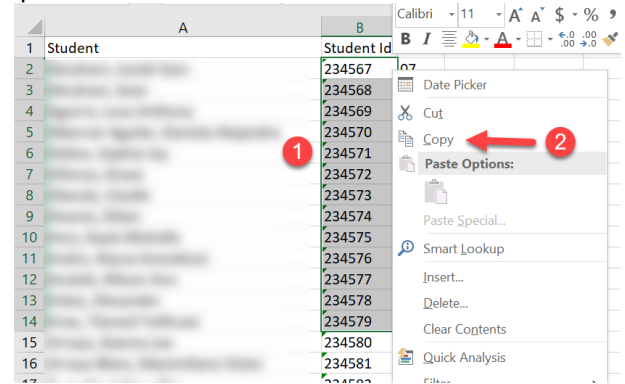
Mass Requests enables searching for and selecting groups of students by grade level, previous or current courses, grades, test scores, special programs, or any other data collected on a student – and add a course or multiple course requests to those students. Counselors can, for example, schedule mass requests for students in Gifted, ESE, or ESOL programs by specifying the search criteria and then adding the course request.

In EXCEL:

1. Select and Copy your list of student ID numbers from your excel spreadsheet.

In FOCUS:

1. Ensure the **School Year** in the pull down is set to the **upcoming**, not current, school year.
2. Navigate to the **Scheduling > Mass Request** menu.
3. Paste the list of student ID numbers in the Student field.
4. Click Search.



FOCUS Mass Requests SIS ERP Sheryl Priester 2020-2021 Quarter 1

Set... Stude... Us... **Schedu...** Grades Assess... Attenda... Discipline For... Billi... Eligibi... Florida ... S... Repo...

Search Screen Simple List Customized List

Student Search

Student Student Group N/A

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#)

5. Click **SEARCH** once the group has been selected. The students meeting the search criteria will display under the **Mass Requests** screen when it opens.
6. Click **Request(s) to Add Choose Course** to select the course or courses to be mass added. If the course needs to have an Inclusion section linked to it, check the **Inclusion** box.

Mass Requests Save Mass Request Search Drop Request(s) to Selected Students Add Request(s) to Selected Students

Request(s) to Add Choose Course

☐ Inclusion

With Teacher N/A Period N/A

Without Teacher N/A Period N/A

Search Screen Simple List Customized List Saved Mass Requests

Course: 1200310

Grade Title: F

123 Students

Photo	Student	Student ID	Grade
☐	Acevedo, James	6107913713	09
☐	Allen, Evan	6102003135	10
☐	Austin, Justine	6100000591	10

7. A box will display with a list of all subjects:
8. Click on the appropriate **Subject** and then select the **Course**.

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14 Subjects		23 Courses	
Subject		Course	Course Num
English		Adv PI Stat	1210320
ESE ACCESS courses		Alg 1	1200310
ESE Part-Time		Alg 1-B	1200380
Math		Alg 1H	1200320
Performing Fine Arts		Alg 1 SOS	1200310
Personal Fitness/ HOPE			

9. The selected course name will now display. If additional courses need to be added, click the **Choose More Courses** link and select the subject and course from the display as before.

Save Mass Request Search Drop Request(s) to Selected Students Add Request(s) to Selected Students

Request(s) to Add **Alg 1 SOS**
[+ Choose more Courses](#)
☐ Inclusion

With
 Teacher: N/A
 Period: N/A

Without
 Teacher: N/A
 Period: N/A

10. Select the Check box on the title row to select all the students in the list to apply the request to or check the box next to individual student names.

Course: 1200310
 Grade Title: F
 123 Students 123 Selected

Photo	Student	Student ID	Grade
☒	Acevedo, James	6107913713	09
☒	Allen, Evan	6102003135	10
☒	Austin, Justine	6100000591	10
☒	Avery, Howard	6101001065	10

11. Click on “Add Request(s) to Selected Students” at the top right of the screen.

Save Mass Request Search Drop Request(s) to Selected Students **Add Request(s) to Selected Students**

Request(s) to Add **Alg 1 SOS**
[+ Choose more Courses](#)
☐ Inclusion

With
 Teacher: N/A
 Period: N/A

Without
 Teacher: N/A
 Period: N/A

Search Screen **Simple List** Customized List Saved Mass Requests

Course: 1200310
 Grade Title: F
 123 Students **123 Selected** *checked all students*

Photo	Student	Student ID	Grade
☒	Acevedo, James	6107913713	09

click here after selecting students

12. A confirmation will appear indicating the selected requests were successfully added.

Mass Requests

✓ Those course requests have been added for the selected students.